

Checklist for TOURISM Application

Name:	phone:
	e-mail:

INITIAL ASSESSMENT		Yes	No	Remarks
1.	Applicant is here in person			
2.	Austria is main destination of travel			
3.	Have you ever applied for a Schengen visa			

REQUIRED DOCUMENTS		Yes	No	Remarks
1.	Application form			
2.	passport photograph (colour, 3,5 x 4,5 cm, light background, complying with ICAO guidelines)			
3.	Passport , valid at least three months beyond the expiration date of the requested visa, at least two blank pages			
4.	Passport copy (first data page), Minors need to submit a copy of their legal guardian's passport as well.			[Large empty box for remarks]
5.	For non-Filipino applicants who have valid residence status in the Philippines			
	Copy of Alien Certificate of Registration (ACR)			
	Valid Alien Registration Card (copy)			
	Re-entry permit			
6.	previous Schengen visa (copy) - no empty passport copies!			
7.	Itinerary (detailed) for entire stay in Schengen area (indicating days and dates of stay in different countries, tour programme)			
8.	Flight reservation (copy of the round trip airline reservation); no issued ticket required at the time of application			
9.	All risk travel insurance , valid for all EU countries, Norway and Switzerland, with a minimum coverage of EUR 30.000			
10.	Proof of accommodation (hotel reservations, proof of private accommodation) - print on maximum 2 pages			[Large empty box for remarks]
11.	Proof of Transportation according to itinerary if visiting other Schengen countries (e.g. flight reservations, train reservations, bus reservations)			
12.	Proof of occupation			
	Certificate of employment and approved leave of absence (if employed) DTI/SEC registration of business (if self-employed) Income Tax Return (if self-employed) Business financial statement (if self-employed) Proof of enrolment and Certificate of leave of absence if travelling in term time (if student)			
13.	Proof of financial means			[Large empty box for remarks]
	Bank certificates (in original) personal bank statements or bank books showing the last 3 months			
14.	For dependent spouse and children			[Large empty box for remarks]
	Marriage certificate (certified PSA copy) Birth certificate(certified PSA copy)			
15.	For minors (below 18 years)			[Large empty box for remarks]
	Affidavit of support & consent of parents or legal guardian (in particular of the non-travelling parent)			
	Birth certificate (certified PSA copy)			
	Proof of legal guardianship Department of Social Welfare and Development (DSWD) clearance			
16.	Proof of will to return			[Large empty box for remarks]
	Proof of economic ties in the Philippines Proof of family ties in the Philippines			

For Authority remarks only:

Date & Applicant's Signature