



# Checklist for visa application Philippines| Business, cultural or sports event or an official visit

Applications should be submitted in person (also babies and children) and the following documents must be submitted:

- For every document, you must provide the original and one copy.
- The documents are to be presented in (or translated to) Dutch, English, French or Spanish.
- The documents submitted will not be returned. Only the travel document will be returned.

## 1. Application

1.1 A completed and signed Schengen [visa application form](#).

- Yes
- No
- Remarks

## 2. Travel Documents

2.1 A passport or other travel document.

- Yes
- No
- Remarks

2.2 A copy of all pages of the passport.

- Yes
- No
- Remarks

Please note:

- Your passport or travel document must be valid for at least 3 months from the date on which you leave the Schengen area.
- Your passport or travel document must have at least 2 empty visa pages.
- Your passport or travel document cannot have been issued more than 10 years ago.

If travelling with spouse and/or children:

2.3 Marriage contract certified by the Philippine Statistics Authority (PSA).

- Yes
- No
- Remarks



2.4 Birth certificates of children certified by the Philippine Statistics Authority (PSA).

- Yes
- No
- Remarks

If applying for a minor:

2.5 If travelling alone or with only one parent: written consent of the non-travelling parent/legal guardian or proof of sole custody of the travelling parent or legal guardian.

- Yes
- No
- Remarks

2.6 If the name of the father does not appear in the PSA issued birth certificate, no consent is required.

- Yes
- No
- Remarks

2.7 Copy of bio data page of parent(s) or legal guardian's passport

- Yes
- No
- Remarks

2.8 Birth certificate certified by the Philippine Statistics Authority (PSA)

- Yes
- No
- Remarks

2.9 If travelling alone: Department of Social Welfare and Development (DSWD) clearance.

- Yes
- No
- Remarks

### **3. Evidence of legal residence**

3.1.1 For non-Filipino applicants who have valid residence status in the Philippines:

- Copy of Alien Certificate Registration (ACR) valid at least three months beyond the date of departure from the territory of the Member States.

- Yes
- No
- Remarks



## 4. Photo

4.1 A passport photo that meets Dutch passport requirements. This photo cannot have been taken more than 6 months ago and must bear a clear resemblance.

See: [photo guidelines](#).

- Yes
- No
- Remarks

## 5. Proof of financial means

5.1 Bank certification, bank books, personal bank statements showing regular income, credit card statements or balance covering the last six months.

For minors: Proof of parents' or legal guardian's economic means (cf. the above)

- Yes
- No
- Remarks

## 6. Proof of travel

Note: make travel reservations which you can cancel, in case your visa request will be refused.

6.1 Copy of the travel itinerary.

- Yes
- No
- Remarks

6.2 Proof of accommodation: confirmation of hotel booking, hotel voucher or letter of promise of accommodation by the host

- Yes
- No
- Remarks

6.3 Certificate from the employer: letter of the Philippine company introducing the businessperson, purpose and duration of the visit(s), financial cover of the visit, short company profile, etc

- Yes
- No
- Remarks

6.4 Invitation from the inviting company or organisation: the letter should contain the following information:

- relevant personal data of the invited person,
- the invited person's function,
- length of the visit,
- purpose of the visit and activity to be undertaken during the stay;
- who is to cover the cost of the stay; and



- name and position of the counter signing person.

- Yes
- No
- Remarks

6.5 Proof of recent business contacts: Proof of continued business relation between the two companies (e.g. contracts, invoices), if relevant.

- Yes
- No
- Remarks

6.6 A personalised letter containing the relevant personal data of the invited person and his/her function and the name, contact details and position of the counter signing person as well as the length and purpose of the visit or activity.

- Yes
- No
- Remarks

## 7. Proof of ties in the Philippines

7.1 Proof of social security contributions (if relevant).

- Yes
- No
- Remarks

7.2 Copy of real estate property – title-deed (if relevant).

- Yes
- No
- Remarks

7.3 Proof of family ties in the Philippines (e.g birth certificate of children or marriage certificate). These certificates should be issued by the Philippine Statistics Authority (PSA).

- Yes
- No
- Remarks

## 8. Proof of occupation

8.1 If employed:

- Certificate of employment
- Certificate of leave absence



- Latest Income Tax Return
- Yes
- No
- Remarks

8.2 If self-employed:

- Proof of company registration issued by the Department of Trade Industry(DTI)/Securities Exchange Commission SEC registration of business.
- Latest Income Tax Return
- Business Financial Statement
- Yes
- No
- Remarks

8.3 If pupil or student:

- Proof of enrolment
- Certificate of leave absence if travelling during school year
- Yes
- No
- Remarks

## 9. Proof of health insurance

9.1 The insurance policy has been taken out in your name.

- Yes
- No
- Remarks

9.2 Your insurance is valid throughout the Schengen area and for the duration of your stay.

- Yes
- No
- Remarks

9.3 At least € 30.000 of medical costs are reimbursed, including hospital care, emergency treatment and repatriation (including in the event of death).

If your insurer will not provide an official document of this nature, you should take out travel insurance with appropriate medical coverage for this trip with one that does.

- Yes
- No
- Remarks

## 10. Visa



10.1 A visa, residence permit or passport which gives entry to your final destination after your visit to the Schengen area.

- Yes
- No
- Remarks

## **11. Payment**

11.1 Payment of the visa fee.

- Yes
- No
- Remarks

### **Please be aware of the following:**

- You will not have your passport in your possession during the process of the visa application.
- An application without the complete set of documents according to the above mentioned checklist may result in a rejection of your visa application.
- In case of refusal, visa fees are not refundable.

*List of documents to be presented by visa applicants from the Philippines according to the Commission Implementing Decision of 28-7-2021 by the European Commission, in conformity with the list of supporting documents.*