



# Checklist for visa application | Business, cultural/sports event or 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 National Statistics Office (NSO).

- Yes
- No
- Remarks



2.4 Birth certificates of children certified by the National Statistics Office (NSO).

- Yes
- No
- Remarks

If applying for a minor:

2.5 Affidavit of support & consent of parents (specially of the non-travelling parent) or legal guardian.

- Yes
- No
- Remarks

2.6 Copy of passport of parents or legal guardian.

- Yes
- No
- Remarks

2.7 Birth certificate of the minor certified by the National Statistics Office (NSO).

- Yes
- No
- Remarks

2.8 Department of Social Welfare and Development (DSWD) clearance.

- Yes
- No
- Remarks

### 3. Evidence of legal residence

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

- Copy of Alien Certificate Registration (ACR), and
- Re-entry permit

- 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.

- Yes
- No
- Remarks

5.2 Personal bank statements, credit card statements or balance covering the last six months.

- Yes
- No
- Remarks

5.3 For minors: Proof of economic means of parents or legal guardian (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 roundtrip airline reservation with Passenger Registration Number (or reservation number) and travel itinerary.

- Yes
- No
- Remarks

6.2 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

6.3 Invitation from the visited company or organisation: the letter should incorporate relevant personal data of the invited person, length of the invitation, reason for the visit and activity to develop in the Member State during the visit.

- Yes
- No
- Remarks

6.4 Proof of recent business contracts: in case of doubt repeated invitation from the same company in favour of the same applicant, documents in order to proof that the continuation of the commercial relationship with the company that invites (contracts, bills, etc.).

- Yes



- No
- Remarks

6.5 Participants in commercial fairs or congress/cultural or sports events: letter of invitation from the organisation of the event or an invitation to attend them.

- Yes
- No
- Remarks

6.6 Proof of accommodation: hotel confirmation or hotel voucher.

- Yes
- No
- Remarks

## 7. Proof of will to return

7.1 Copy of employment contract or 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. marriage certificate).

- Yes
- No
- Remarks

## 8. Proof of occupation

8.1 If employed:

- Certificate of employment
- Certificate of leave absence

- Yes
- No
- Remarks

8.2 If self-employed:

- Department of Trade Industry (DTI)/Securities Exchange Commission SEC registration of business
- Income Tax Return
- Business Financial Statement

- Yes
- No



Remarks

8.3 If 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 3-9-2014 by the European Commission, in conformity with the list of supporting documents.*