



## VISA FOR BUSINESS, CULTURAL OR SPORT EVENT, OFFICIAL PURPOSE (Visa C)

The complete file should be lodged in 2 sets: 1 original and 1 copy

Please arrange your documents according to this checklist

### A. General requirements :

1. Visa application form duly completed and signed;
2. Passport with validity of at least 3 months after the end of the planned journey;
3. Copy of the data page of the passport together with all pages having visas and stamps;
4. One (1) passport sized photo with white background and not older than 6 months;
5. Non-refundable visa application fee to be paid upon submission of visa application;
6. Proof of ties in the Philippines :
  - a) Proof of social security contributions, if relevant
  - b) Copy of real estate property – title-deed, if relevant
  - c) 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).

Please note:

*Attention ! Guarantees for return (assessment of migration risk): the applicant is requested to provide as much information as possible to document his/her family background, professional and socio-economic status, ownership of land or real estate (for instance : proof of family bonds with his/her country of origin, proof of regular income and stable source of revenues from the applicant and/or his/her partner, proof of property, etc.)*

*This information is essential to correctly assess the intention of the applicant to leave the Schengen area before the expiry of his/her visa.*

### B. Supporting documents :

*Proof of travel*

- ⇒ Copy of the travel itinerary. **Do not pay for/buy the ticket until a visa has been granted.** Note: If the application is approved, the visa will be issued according to your roundtrip airline ticket reservation

*Proof of Travel Medical Insurance*

- ⇒ Copy of the travel and medical insurance policy issued to applicant by an [accredited insurance company](#)
- ⇒ The insurance policy should mention:
  - A minimum coverage of 30,000 Euros
  - Validity in all Schengen countries
  - Coverage period for the entire duration of the trip

#### *Proof of financial means of the applicant*

- ⇒ 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)

#### *Proof of occupation*

- ⇒ If employed:
  - Certificate of employment
  - Certificate of leave absence
  - Latest Income Tax Return
- ⇒ 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
- ⇒ If pupil or student:
  - Proof of enrolment
  - Certificate of leave absence if travelling during school year

#### *If travelling with spouse and/or children*

- ⇒ Marriage contract certified by the Philippine Statistics Authority (PSA)
- ⇒ Birth certificates of children certified by the Philippine Statistics Authority (PSA)

#### *For Minors*

- ⇒ Birth certificate certified by the Philippine Statistics Authority (PSA)
- ⇒ Copy of bio data page of parent(s) or legal guardian's passport
- ⇒ 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
- ⇒ If the name of the father does not appear in the PSA issued birth certificate, no consent is required
- ⇒ If travelling alone: Department of Social Welfare and Development (DSWD) clearance

*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

**C. Documents to submit specifically for Travelling for Business, cultural or sport event, official purpose**

*Mission Order 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.

*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.

*Proof of recent business contacts or exchanges*

- ⇒ Proof of continued business relation between the two companies (e.g. contracts, invoices), if relevant.

*Participants in commercial fairs or festivals*

- ⇒ 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.

*Proof of accommodation*

- ⇒ Confirmation of hotel booking, hotel voucher or letter of promise of accommodation by the host

**The Embassy may request additional documents during the examination of an application which are not mentioned in the above lists. You are hereby informed that submitting the above-mentioned documents does not guarantee automatic issuance of a visa.**

*Disclaimer:*

*"This checklist comprises all documents that are part of my visa-application. I understand that the Embassy will decide on my visa-application based on these documents only. I also understand that in exceptional cases additional documents may be requested by the Embassy, even documents that do not feature on this list at all."*

Name:

Signature: