



LE GOUVERNEMENT  
DU GRAND-DUCHÉ DE LUXEMBOURG

## 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).*
7. For non-Philippine applicants : Copy of Alien Certificate Registration (ACR) valid at least three months beyond the date of departure from the territory of the Member States

*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 insurance policy issued by **accredited companies**
- ⇒ The insurance should:
  - Have a minimum coverage of 30,000Euros
  - Be valid in all Schengen countries
  - Cover 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 applicable, proof of link*

- ⇒ Marriage contract certified by the Philippine Statistics Authority (PSA)
- ⇒ Birth certificates of children certified by the Philippine Statistics Authority (PSA)
- ⇒ Birth certificate certified by the Philippine Statistics Authority (PSA)
- ⇒ Copy of bio data page of parent(s) or legal guardian's passport

### *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

**C. Documents to submit specifically for Travelling for the purpose of tourism**

- ⇒ Proof of accommodation: confirmation of hotel booking, hotel voucher or letter of promise of accommodation by a host
- ⇒ Detailed day-to-day planned trip itinerary

**D. Documents to submit specifically for Travelling for the purpose of Family Visit or Private Invitation**

- ⇒ Photocopy of the biodata page of the sponsor's passport for non-formal relationship
- ⇒ Official letter of guarantee (if no personal financial means)
- ⇒ Birth certificate or marriage certificate for formal relationship

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

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

*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.

## **F. Documents to submit specifically for Travelling for the purpose of joining a vessel (seafarers)**

*Valid seaman's book*

*Employment contract*

*P.O.E.A contract*

- ⇒ Photocopy of the working contracts of the seafarer in order to board the ship (P.O.E.A. contract)

### *Letter of Invitation*

Invitation letter from the maritime agency of the Member State where the sailor will join the vessel. The signed invitation must carry the agency's seal and include the following data:

- ⇒ The seafarer's full name
- ⇒ Place and date of birth, passport number, seaman's book number (if relevant), including the date of issue and period of validity
- ⇒ Date of issue and period of validity of the invitation
- ⇒ The seafarer's position on the vessel (for a group of seafarers this information may be included in a signed list carrying the agency's seal and attached to the invitation letter)
- ⇒ Date and airport of entry in the territory of the Member States
- ⇒ Name of the vessel
- ⇒ Port of boarding
- ⇒ Duration of the contract
- ⇒ Itinerary that the seafarer will follow to arrive in the Member State of destination.
- ⇒ The name and address of the Philippine agency that will submit the visa application and, upon the seafarer's arrival, be in charge of transporting him to the vessel.

If a Philippine maritime agency submits the visa application, a letter of invitation of the Philippine agency that in addition to the entries under d) includes the list of the seafarer(s), and carries the stamp or seal of the local Philippine port authority.'

**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:**