

**Embassy of Hungary**  
**Checklist for Business/Conference Application**

<b>Name:</b>		<b>Contact Number:</b>		
<b>Passport Number:</b>		<b>Email Address:</b>		
<b>INITIAL ASSESSMENT</b>		<b>YES</b>	<b>NO</b>	<b>REMARKS</b>
1	Correct Checklist for the purpose of the travel			
2	Hungary is the main destination			
3	Have you ever applied for a Schengen visa before?			
4	Have you been denied of a Schengen visa or other visa before?			
5	All Documents must be in A4 Size paper			
<b>REQUIRED DOCUMENTS</b>		<b>YES</b>	<b>NO</b>	<b>REMARKS</b>
1	Application form ( Application for minors have to be signed by their legal guardian)			
2	One recent passport size photo (colored and white background)			
3	Passport, valid at least six (6) months beyond expiration from the date of return			
4	Passport should have (2) blank pages			
5	Passport copy; first page (passport bio-page) and old visa. For minors passport copy of the legal guardian			
6	Detailed Itinerary for the entire stay in Schengen area. ( indicating days and dates of stay in each country)			
7	Travel Insurance valid to all Schengen area( minimum coverage is EU 30,000)			
	Flight Reservation ( round trip ticket)			
	Proof of transportation according to the Itinerary (train,bus,car,plane) when travelling to other Schengen areas			
	Proof of Accomodation ( hotel reservation , Airbnb or private accomodation)			
<b>Proof of Financial means</b>				
8	Bank Certificate (Original) and 3 months Bank Statements			
	Personal bank statements (3 months Credit card statements)			
<b>Proof of Occupation</b>				
9	<b>If employed</b>			
	Certificate of Employment (Position,salary and years/ months of tenureship)			
	Leave of Absence			
	Latest Income Tax Return			
10	<b>Company Details</b>			
	DTI/ SEC registration of the business			
	Business Financial Statements			
	Income Tax Return			
	Photos of the business establishment			
	Google map location and street view			

	Affidavit of support and Bank statement of the sponsor			
11	<b>If Self Employed</b>			
	DTI/ SEC registration of the business			
	Business Financial Statements			
	Income Tax Return			
	Photos of the business establishment			
	Google map location. Street view			
12	<b>Gurantee Letter</b>			
	Gurantee Letter from the company			
	Proof of who will sponsor the travel			
13	<b>Invitation Letter</b>			
	Invitation Letter from the inviting company (contact person email and phone number)			
14	<b>For Non Filipino applicants</b>			
	Copy of Alien Certificate of Registration (ACR)			
	Valid Alien Registration Card (copy)			
15	<b>Proof of return</b>			
	Proof of economic ties			
	Proof of family ties			
16	<b>Attach any documents that can support your application</b>			

1. The applicant has confirmed that s/he has other documents to submit

2. The applicant has submitted the supporting documents above. I have advised him/her that failure to submit all necessary documents may result in the application being refused, but s/he has chosen to proceed with the application.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Visa Officer Signature