

Embassy of Hungary
Checklist for Study (less than 90 days) Application

Name:		Contact Number:		
Passport Number:		Email Address:		
Name:				
INITIAL ASSESSMENT		YES	NO	REMARKS
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			
REQUIRED DOCUMENTS		YES	NO	REMARKS
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	Consent of Background Verification			
6	Passport copy; first page (passport bio-page) and old visa. For minors passport copy of the legal guardian			
7	Detailed Itinerary for the entire stay in Schengen area. (indicating days and dates of stay in each country)			
8	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, private accomodation or dormitory)			
Proof of Financial means				
9	Original Bank Certificate (Original) and 3 months Bank Statements			
	Original Personal bank statements (3 months Credit card statements)			
Proof of Occupation				
10	If employed			
	Original Certificate of Employment (Position, salary and years/ months of tenure ship)			
	Original Leave of Absence			
	Latest Income Tax Return			
Company Details				
11	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			
If Self Employed				
12	DTI/ SEC registration of the business			
	Business Financial Statements			
	Income Tax Return			
	Photos of the business establishment			
	Google map location and street view			
If Student				

13	Original Proof of enrollment			
	Original Certificate of leave of absences from the school			
	If under scholarship			
14	Approval Letter, amount of funds covered by the scholarship and contact person email and number			
	Letter of start date of the study/program			
	Guarantee Letter			
15	Guarantee Letter from the company			
	Proof of who will sponsor the Study			
	Invitation Letter			
16	Invitation Letter from the inviting school (contact person email and phone number)			
	For Non Filipino applicants			
17	Copy of Alien Certificate of Registration (ACR)			
	Valid Alien Registration Card (copy)			
	Proof of return			
18	Proof of economic ties			
	Proof of family ties			

Personal Covering letter from the applicant explaining in detail the purpose of the visit. Members of This needs to explain in detail your entire travel itinerary, all the documents that you have submitted

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 results in the application being refused, but s/he has chosen to proceed with the application.

Applicants Signature

Visa Officer Signature

Date:

The applicant failed to submit the supporting documents marked with √ 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.

Applicant's Signature

Visa Officer's Signature