

CHECKLIST FOR BUSINESS VISA

APPLICANT NAME: _____ **Date:** _____
(Surname and Firstname in block letters only) (dd/mm/yy)

CHECKLIST: The following documents are required and should be submitted to VFS Global or the Embassy on the day of application. Photocopies must be clear and readable. Arrange your documents according to the list. Check the boxes to confirm the submission of your documents.

	ENTRY VISA APPLICATION FORM
<input type="checkbox"/>	1. Download and fill up the following “Schengen Visa” Form (<i>Please DO NOT leave blanks in the form. Indicate “NA” if answer is not applicable.</i>)
	PHOTO
<input type="checkbox"/>	2. One (1) recent passport-sized or 2x2 inch colored ICAO standard photo with white background (ears should be exposed and with collared shirt/blouse)
	TRAVEL DOCUMENT
<input type="checkbox"/>	3. Old (if available) and current valid passport (expiring date must be three months longer than visa requested period. Please consider a 6-month validity as required by the Philippine Bureau of Immigration)
<input type="checkbox"/>	4. Photocopy of Biographical page of the valid passport
	PROOF OF TRAVEL ARRANGEMENTS
<input type="checkbox"/>	5. Copy of the travel itinerary
	PROOF OF APPLICANT’S FINANCIAL MEANS
<input type="checkbox"/>	6. Either personal or the company bank certification, bank books and bank statements showing regular income, credit card statements or balance covering the last six months
	PROOF OF BUSINESS AFFAIRS
<input type="checkbox"/>	7. Certificate from the employer , that is, a letter of the Philippine company introducing the businessperson, purpose and duration of the visit(s), financial cover of the visit, short company profile
<input type="checkbox"/>	8. Invitation from the inviting company or organization. The letter should contain: <ul style="list-style-type: none"> - Relevant personal data - 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 - Name and position of the counter signing person
<input type="checkbox"/>	9. Proof of recent business contact between the two companies (e.g. contracts, invoices)
<input type="checkbox"/>	<u>If participants in commercial fair, congress, cultural or sports events</u> 10. A personalized 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 OCCUPATION

<input type="checkbox"/>	<p><u>If employed</u></p> <p>11a. Certificate of employment</p> <p>11b. Certificate of leave absence</p> <p>11c. Latest income tax return</p>
<input type="checkbox"/>	<p><u>If self-employed</u></p> <p><u>11d. Proof of company registration issued by Department of Trade Industry/Securities Exchange Commission registration of business</u></p> <p><u>11e. Latest income tax return</u></p> <p><u>11f. Business financial statement</u></p>
PROOF OF ACCOMMODATION	
<input type="checkbox"/>	12. Confirmation of hotel booking, hotel voucher or letter of promise of accommodation by the host
HEALTH INSURANCE	
<input type="checkbox"/>	13. Travel Health Insurance of EUR 30,000 minimum coverage (with 15 days of allowance beyond travel period) and valid throughout Schengen area for emergency hospitalization and repatriation expenses.
<u>OTHERS</u>	
<input type="checkbox"/>	<p>For non-Philippine applicants</p> <p>14. Copy of the Alien Certificate Registration valid at least three months beyond the date of departure from the territory of the Member States</p>

NOTE: Only Visa Applications whose intended date of travel is within 6 months from the time of application will be accepted.

(Applicant Signature and Date)

FOR VFS USE ONLY

Comments from VFS officer (if Any)

