

# CHECKLIST FOR MISSION VISA (SHORT TERM)

**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.

	<b>ENTRY VISA APPLICATION FORM</b>
<input type="checkbox"/>	1. Download and fill up the following <b>“Schengen Visa” Form</b> ( <i>Please <b>DO NOT leave blanks</b> in the form.</i> <i>Indicate “NA” if answer is not applicable.</i> )
	<b>PHOTO</b>
<input type="checkbox"/>	2. One (1) recent <b>passport-sized</b> or <b>2x2 inch colored</b> ICAO standard <b>photo</b> with white background (ears should be exposed and with collared shirt/blouse)
	<b>TRAVEL DOCUMENT</b>
<input type="checkbox"/>	3. <b>Old</b> (if available) and <b>current valid passport</b> (expiring date must be three months longer than visa requested period. <b>Please consider a 6-month validity</b> as required by the Philippine Bureau of Immigration)
<input type="checkbox"/>	<b>Photocopy of biographical page</b> of the <b>valid passport</b>
	<b>DOCUMENTATION PROVING THE STATUS OF PUBLIC/INTERNATIONAL OFFICIAL TO BE SENT TO ITALY FOR PERFORMING HIS/HER DUTY</b>
<input type="checkbox"/>	<u><b>If employed</b></u> 4a. <b>Certificate of employment</b> 4b. <b>Approved leave of absence</b> <u><b>If Government Staff</b></u> 4c. <b>Approved Travel Authority</b>
<input type="checkbox"/>	5. Original and photocopy of the <b>Letter of Endorsement</b> by the local counterpart
	<b>INVITATION</b>
<input type="checkbox"/>	6. <b>A personalized letter</b> containing the relevant personal data of the invited persons 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
	<b>PROOF OF ACCOMMODATION</b>

<input type="checkbox"/>	7. <b>Confirmation of hotel booking, hotel voucher or letter of promise accommodation</b> by the host under the name of the traveler
<b>HEALTH INSURANCE</b>	
<input type="checkbox"/>	8. <b>Travel Health Insurance</b> 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.
<b>VISA FEE</b>	
<input type="checkbox"/>	9. Visa processing fee in cash

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

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**(Applicant Signature and Date)**

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**FOR VFS USE ONLY**

*Comments from VFS officer (if any)*