

Reminders for Preparing an Application

For Biometrics:

- All applicants for **Type-C and Type-D visa** are now required to provide biometrics upon the submission.

Exemptions from the obligation to provide fingerprints are granted to:

*11 y.o. and below are not required to do biometrics.

(But if the child **will turn 12y.o. before and during the travel (for Short Stay Visa)**, they are required to do biometrics upon the submission.)

****It is still Embassy's decision if during the processing they will request the applicant to provide new biometrics.**

Documents (ex. Application forms and photocopies):

- used "**A4**" size paper, and
- do not staple the forms and/or documents. You may use paper clip for multiple pages.

Application Form:

- If minors (17y.o. and below), **both parents** must sign the form.
- Put "**N/A**" for questions not applicable, **don't leave blanks**.
- Provide **2-mobile numbers** at the form.

Photocopy of the passport:

- Must provide photocopies of the **bio page, last page, pages with visas and stamps (entry and exit)**.

Photos Specification:

- 2pcs 2x2" or passport size,
- must **NOT** been used to any visa application,
- must be taken not older than 3mons.,
- white background, with collar (hair must behind the shoulders),
- both ears exposed and mouth closed,
- no eyeglasses.

VISA AND VFS FEE:

- Cash, card or online payment are available at the center.
- Changes every Quarter.

Introduction or Cover Letter:

Mandatory to all applicants (exempt Seafarer applications) and must include in the application. It should be address to the Italian Embassy in Manila and indicate the ff:

- Applicant's name,
- Occupation,
- Source of funds for the trip,
- Purpose of travel (ex: person to visit and relationship, event and places to travel in Italy/Schengen),
- Length of stay requested, ands
- Travelling companion,
- Family background,
- Travel history,
- Other important details.

*Please affix **signature, 2-mobile number and e-mail** address.

*For minors, still must have their own and signed by both parents.

Travel Health Insurance:

- Minimum coverage of **EUR 30,000 (plus 15 days of allowance beyond travel period)** and valid throughout Schengen area for emergency hospitalization and repatriation expenses.
- Must also purchase only from list of **Italian Embassy accredited insurance** company.

Purpose of Travel:

- Copy of the travel itinerary like accommodation and flight. For the flight itinerary, it is optional.
- Detailed day to day itinerary of the planned trip.
- **If invited by Family, Relatives or Friends** residing in Italy, for a facsimile of an invitation letter, please click [here](https://ambmanila.esteri.it/en/servizi-consolari-e-visti/servizi-per-il-cittadino-straniero/visti/congiunti-di-cittadini-ue/).
(<https://ambmanila.esteri.it/en/servizi-consolari-e-visti/servizi-per-il-cittadino-straniero/visti/congiunti-di-cittadini-ue/>)
- **For Business purposes**, must provide **Lettera di invito per AFFARI** or Invitation Letter from the Company in Italy. For letters of invitation letter, please use the following [template](#), to be prepared on company letterhead.
(<https://ambmanila.esteri.it/en/servizi-consolari-e-visti/servizi-per-il-cittadino-straniero/visti/business-visa/>)

Financial Documents:

***For Bank Documents:**

- Original Bank Certificate **with** Statements of Account or copies of bank books covering for the **past 6mons**.
- Bank Certificate and Statements must be **address to the Italian Embassy in Manila**.

***If Employed, must have:**

- Certification of Employment and must have: **Applicant's Name, position, date hired, compensation and issued under company official letter.**
- Approved Leave of Absence.
- ITR
- If Government Employees/Officials, approved **"Travel Authority"**

***Complete Business Documents needed:**

1. Complete set of DTI/SEC Registration. Must include Article of Incorporation and General Information Sheet,
2. BIR Certificate of Registration,
3. BIR "ASK FOR RECEIPT" Plate,
4. BIR Permits and License,
5. Company's Financial Statements, and
6. Company ITR.

***If minors, Notarize Affidavit of Support and Consent from the parents. Also include:**

- 2 valid id's,
- Complete Business Documents or COE and ITR,
- Copy of the PSA Marriage Certificate,
- Bank Certificate supported by Bank Statements of the parents, and
- The following must be signed by BOTH parents.

***If homemaker, Affidavit of support from the spouse/partner.**

***If sponsored, Letter of Support w/ the copy of the sponsor/s Id and proof of relationship. Kindly check the above for the list of financial documents they may use.**

***If the family/group will apply together and will share documents, provide a photocopy of the Financial Documents (of the sponsors) for each applicant.**

Birth Certificate and Marriage Certificate (if applicable):

- all applicants (exempt for Seafarer applications).
- Original and photocopy, PSA issued and not more than 6mons.
- **Family Reunion and Italian/EU Relatives** applications, visit the checklist w/ regards to the additional requirements in the PSA to be submitted.

For Minor traveling alone or with only one parent:

- Notarize written consent of non-travelling parent/legal guardian or proof of sole custody on the travelling parent or legal guardian (Please note that NO CONSENT is required if the father's name DOES NOT appear on the PSA issued birth certificate)
- If deceased, copy of Death Certificate.
- **Department of Social Welfare and Development clearance** (only if the minor is travelling alone)

If the applicant is a Student, must have:

- school id.
- Enrollment Certificate with approved leave of absence.
- copy of school calendar.

If the applicant is a Retired and/or Senior Citizen applicants:

- Proof of retirement like pension or certificate from SSS or GSIS.
- Copy of Senior id.

If the applicant is a Professionals or hold a Licensed:

- copy of PRC card / IBP / any licensed card.

If the applicant is a Religious Figures (Priest and Nun):

- original and photocopy of **Note Verbale** issued by Apostolic Nunciature, mandatory even applying for Tourism or for Personal purposes.

Apostille issued by DFA:

- e-Apostille is **NOT** acceptable.

If applicant will be entering UK first or in between:

- they need to apply for UK VISA first (also provide proof of accommodation).

If will submit via Representative:

- Authorization Letter stated that the representative will act on behalf of the applicant upon the submission. Or giving the representative the authority to decide and sign of behalf of them.
- Copy of Applicant's valid Id (w/ 3signatures).

For FAMILY REUNION under CHILD category:

- Copy of Birth Certificate of both parents issued by PSA.
- If deceased, copy of Death Certification issued by PSA.