

CHECKLIST FOR SEAFARER (TRANSIT 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 passport
	SUPPORTING DOCUMENTS
<input type="checkbox"/>	5. Original and photocopy of Seaman’s Book with a minimum of 1 year
<input type="checkbox"/>	6. Original and photocopy of Employment Contract authenticated by Philippine Overseas Employment Administration (P.O.E.A)
<input type="checkbox"/>	7. Original and photocopy of a Declaration by the shipping company in the Philippines
<input type="checkbox"/>	8. Invitation letter from the maritime agency of the Member State where the sailor will join the vessel. The signed invitation must carry the agency’s seal and include the following data : <ul style="list-style-type: none"> - The seafarer’s full name - Place and date birth, passport number, seaman’s book number, including the date of issue and period of validity - Date of issue and period of validity of the invitation - The seafarer’s position on the vessel (for a group of seafarers this information may be included in a signed list carrying the agency’s seal and attached to the invitation letter - Date and airport of entry in the territory of the Member States - Name of the Vessel - Port of boarding - Duration of the contract - Itinerary that the seafarer will follow to arrive in the Member State of destination

	The name and address of the Philippine agency that will submit the visa application and, upon seafarer's arrival, be in charge of transporting him to the vessel
	VISA FEE
<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.

(Applicant Signature and Date)

FOR VFS USE ONLY

Comments from VFS officer (if any)