

CHECKLIST FOR STUDY 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.

	ENTRY VISA APPLICATION FORM
<input type="checkbox"/>	1. Download and fill up the following “Schengen Visa” Form (Please DO NOT leave blanks in the form. Indicate “NA” if answer is not applicable.)
	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
	PROOF OF TRAVEL ARRANGEMENTS
<input type="checkbox"/>	5. Copy of the travel itinerary
	PROOF OF OCCUPATION
<input type="checkbox"/>	<u>If pupil or student</u> 6a. Proof of enrolment 6b. Certificate of leave absence if travelling during school year
<input type="checkbox"/>	<u>For study research or other types of internship</u> 6c. Certificate of admission or registration at an educational establishment for the purpose of attending academic or vocational courses 6d. Copy of the Diploma/Certification of previous studies OR 6e. Cover letter from the inviting company
	PROOF OF FINANCIAL MEANS
<input type="checkbox"/>	7. Bank certification, bank books, personal bank statements showing regular income, credit card statements or balance covering the last six months
<input type="checkbox"/>	<u>For minors</u> 7a. Proof of parents’ or legal guardian’s economic means (cf. the above)
	PROOF OF ACCOMMODATION

<input type="checkbox"/>	8. Confirmation of hotel booking, hotel voucher or letter of promise accommodation by the host under the name of the traveler
HEALTH INSURANCE	
<input type="checkbox"/>	9. 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.
VISA FEE	
<input type="checkbox"/>	10. Free of charge

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)