

CHECKLIST FOR SUBORDINATE EMPLOYMENT (LONG TERM)

ENTRY VISA APPLICATION FORM

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

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

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)
4. **Photocopy of biographical page of the valid passport**

PROOF OF TRAVEL

5. **A personalized letter** 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

NULLA OSTA

6. Nulla Osta issued by the Sportello Unico (Unified Immigration Desk)

VISA FEE

7. Visa processing fee in cash

Notes:

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