



DOCUMENT CHECKLIST FOR A VISIT VISA

DOCUMENT		SPECIFICS
☐ 1.	Visa Application Form	Duly completed and signed by the applicant (https://www.gov.si/assets/ministrstva/MZEZ/Dokumenti/konzularne-zadeve/oddelek-za-vize/vloge-za-vize-januar-2020/Application-form-C-Sl.pdf)
☐ 2.	Original Passport and one photocopy	Must be valid for another three months after conclusion of travel and must have two empty pages
☐ 3.	Travel History	If you already travelled before, please submit a copy of your Schengen and other visas
☐ 4.	One current biometric passport picture	Not older than 6 months
☐ 5.	Informal letter declaring your willingness to return to the Philippines before the visa expires	Applicable to first time travellers to Slovenia
☐ 6.	Letter of Guarantee signed and verified by the Administration Unit of Slovenia	Letter indicating the host's exact address of residence, the purpose of travel and stay (https://www.gov.si/assets/ministrstva/MZEZ/Dokumenti/konzularne-zadeve/oddelek-za-vize/garantno_pismo.pdf)
☐ 7.	Personal bank certificate and 6 months bank statements of the same account	Original copies only
- OR -		
☐ 8.	Spouse's means of subsistence	Original copies only
☐ 9.	Flight reservation in the Republic of Slovenia	
PROOF OF RELATIONSHIP TO THE SPONSOR		
IF VISITING FAMILY MEMBERS OR RELATIVES:		
☐ 10.	Birth certificate, marriage certificates to prove family ties	Copy only
- OR -		
IF VISITING PARTNERS:		
☐ 11.	Chat protocols, pictures, etc.	Not more than five pieces
IF EMPLOYED:		
☐ 12.	Certificate of employment stating your salary	Must include the following information: employer's full name, complete address, telephone number with area code, details regarding the position, income, employment duration
☐ 13.	Payroll or any bank statements account Original	Original copy
☐ 14.	Approved leave of absence Copy Only	Copy Only
☐ 15.	Income Tax Return	Copy only
- OR -		
IF SELF EMPLOYED:		
☐ 16.	Proof of registration and commercial activity of the company	Copy only
☐ 17.	Income Tax Return	Copy only
☐ 18.	Bank certificates and bank statements named under the business or local company	Original copies only
- OR -		
IF A STUDENT:		
☐ 19.	School certificate or proof of enrolment	
ADDITIONAL DOCUMENTS FOR CHILDREN BELOW 18:		
<i>If both parents have legal custody, but child is travelling with one parent only and other parent is residing in the Philippines:</i>		
☐ 20.	Personal appearance of the parent whom the applicant is not travelling with during submission of visa application Declaration of consent with apostille	

☐	21.	Valid ID of the parent whom the applicant is not travelling with	Any valid government ID's
☐	22.	<i>If both parents have legal custody, but child is travelling with one parent only and other parent is not residing in the Philippines:</i> Declaration of consent with signature certified by the competent Slovenian Embassy	
☐	23.	<i>If travelling without both parents and both are residing in Philippines:</i> Personal appearance of the parent(s) having the legal custody during submission of the visa application	
☐	24.	Valid ID of the parent(s) whom the applicant is not travelling with	Any valid government ID's
		- OR -	
☐	25.	<i>If travelling without both parents and are both not residing in the Philippines:</i> Valid ID of the legal guardian(s)	
		-IF APPLICABLE-	
☐	26.	<i>If child's parents were married and one parent is deceased:</i> PSA death certificate of deceased parent	
		Issued by Philippine Statistics Authority (PSA – former NSO) on Security Paper (SECPA)	
		-IF APPLICABLE-	
☐	27.	<i>If child's parents were married and one parent is having the sole custody:</i> Divorced or annulment court order stating the court's decision concerning the legal custody	
☐	28.	Original birth certificate of the child with one photocopy	Copy only
		Issued by the Philippine Statistics Authority (PSA – former NSO) on Security Paper (SECPA)	
☐	29.	Travel Health Insurance	Valid for the duration of the stay, minimum coverage of EUR 30,000.– valid for all Schengen States.
☐	30.	Certificate of no criminal record	Original with Apostille from DFA
☐	31.	Visa Fee (EUR 90.-)	Refer to the waived and reduced visa fee list if applicable

I have been informed that:

☐	If I still have a Schengen visa that is valid for more than three months, the current visa application will not be processed and the visa application will return to me with the payment of the visa fee but not the service fee.
☐	I agree to not have my passport in my possession during the process of my visa application.
☐	An application without the complete set of documents according to the above-mentioned checklist may result in a rejection of my visa application.

The following declaration in case the documents are incomplete:

☐	The applicant has confirmed that s/he has no documents to submit other than those listed above.
☐	The applicant has submitted the supporting documents above. I have advised him/her that failure to submit all necessary documents may result in the refusal of the application. The applicant has chosen to proceed with the application, nevertheless.
☐	In case of visa refusal, fees are not refundable.
☐	Please submit missing document no. _____ within (14) fourteen days.
☐	The embassy may request for additional documents to support your visa application.

Additional Document Requirement/s:

Name & Signature of Visa Officer

Name & Signature of Applicant