



**DOCUMENT CHECKLIST
FOR A VISIT VISA**

DOCUMENT		SPECIFICS
<input type="checkbox"/> 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)
<input type="checkbox"/> 2.	Original Passport and one photocopy	Must be valid for another three months after conclusion of travel and must have two empty pages
<input type="checkbox"/> 3.	Travel History	If you already travelled before, please submit a copy of your Schengen and other visas
<input type="checkbox"/> 4.	One current biometric passport picture	Not older than 6 months
<input type="checkbox"/> 5.	Informal letter declaring your willingness to return to the Philippines before the visa expires	Applicable to first time travellers to Slovenia
<input type="checkbox"/> 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)
<input type="checkbox"/> 7.	Personal bank certificate and 6 months bank statements of the same account	Original copies only
- OR -		
<input type="checkbox"/> 8.	Spouse's means of subsistence	Original copies only
<input type="checkbox"/> 9.	Flight reservation in the Republic of Slovenia	
PROOF OF RELATIONSHIP TO THE SPONSOR		
IF VISITING FAMILY MEMBERS OR RELATIVES:		
<input type="checkbox"/> 10.	Birth certificate, marriage certificates to prove family ties	Copy only
- OR -		
IF VISITING PARTNERS:		
<input type="checkbox"/> 11.	Chat protocols, pictures, etc.	Not more than five pieces
IF EMPLOYED:		
<input type="checkbox"/> 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
<input type="checkbox"/> 13.	Payroll or any bank statements account Original	Original copy
<input type="checkbox"/> 14.	Approved leave of absence Copy Only	Copy Only
<input type="checkbox"/> 15.	Income Tax Return	Copy only
- OR -		
IF SELF EMPLOYED:		
<input type="checkbox"/> 16.	Proof of registration and commercial activity of the company	Copy only
<input type="checkbox"/> 17.	Income Tax Return	Copy only
<input type="checkbox"/> 18.	Bank certificates and bank statements named under the business or local company	Original copies only
- OR -		
IF A STUDENT:		
<input type="checkbox"/> 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>		
<input type="checkbox"/> 20.	Personal appearance of the parent whom the applicant is not travelling with during submission of visa application Declaration of consent with apostille	

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

I have been informed that:

<input type="checkbox"/>	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.
<input type="checkbox"/>	I agree to not have my passport in my possession during the process of my visa application.
<input type="checkbox"/>	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:

<input type="checkbox"/>	The applicant has confirmed that s/he has no documents to submit other than those listed above.
<input type="checkbox"/>	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.
<input type="checkbox"/>	In case of visa refusal, fees are not refundable.
<input type="checkbox"/>	Please submit missing document no. _____ within (14) fourteen days.
<input type="checkbox"/>	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