

DOCUMENTS CHECKLIST

For Schengen Embassies

Kindly note that these are the General Requirements, the embassy may opt to look for other documents not stated in the list.

- APPLICATION FORM WITH SIGNATURE AND PERSONAL INFORMATION
- PASSPORT ORIGINAL AND OLD AND NEW ; PASSPORT SHOULD BE VALID FOR 6 MONTHS FROM THE DATE OF INTENDED DEPARTURE DATE
- PHOTOCOPIES OF PASSPORTS PARTICULARLY THE COPIES OF THE PREVIOUS VISA
- 2 PCS PASSPORT SIZE PICTURES WITH WHITE BACKGROUND (3.5CM X 4.5CM)
- CERTIFICATE OF EMPLOYMENT WITH SALARY DECLARATION WITH PHOTOCOPY
- LEAVE OF ABSENCE FOR GOVERNMENT EMPLOYEES WITH PHOTOCOPY
- FOR PRIEST, NUNS & MISSIONARIES – CERTIFICATE FROM THE APOSTOLIC NUNCIATURE AND GUARANTEE LETTER FORM FILIPINO CONGREGATION
- BANK CERTIFICATE WITH BANK STATEMENT FOR SIX (6) MONTHS WITH PHOTOCOPIES
- PHOTOCOPY OF INCOME TAX RETURN
- PHOTOCOPY OF AUTHENTICATED COPY OF MARIAGE CONTRACT
- IF NOT TRAVELLING WITH SPOUSE, AFFIDAVIT OF CONSENT
- PHOTOCOPY OF AUTHENTICATED BIRTH CERTIFICATE

FOR SELF EMPLOYED

- PHOTOCOPY OF BUSINESS REGISTRATION
- INCOME TAX RETURN OF THE BUSINESS

FOR MINOR AND STUDENT

- COPY OF VALID SCHOOL I.D. (FRONT AND BACK)
- PHOTOCOPY OF THE SCHOOL REGISTRATION
- AFFIDAVIT OF SUPPORT WITH PHOTOCOPY
- AFFIDAVIT OF SUPPORT AND CONSENT IF TRAVELLING ONLY WITH ONE PARENT WITH PHOTOCOPY
- AUTHENTICATED COPY OF BIRTH CERTIFICATE

IMPORTANT

- *It is always the discretion of the EMBASSY to APPROVE or REFUSE the application regardless of the completeness of the documents submitted.*
- *Additional requirements maybe required by the Embassy depending on how they assess the papers of the applicants*
- **Visa fees are non-refundable in case the application has been refuse.**