



BUSINESSMAN SCHENGEN VISA REQUIREMENTS

- Application form:** Available from Agent. Do not leave any blank space, write N/A if not applicable.
- Original passport:** Valid for at least 6 months prior the travel date.
- Photocopy of Bio page of Passport:** Page 2-3 in passport
- Photocopy of OECD Countries Visas:** USA, Schengen, Australia, Japan, Canada, etc. for the past 5 years.
- 2 Passport size pictures:** With Collar. White background. No white-colored shirt/blouse. NO accessories. Neutral face expression. DO NOT STAPLE!
- Photocopy of Business Permit.** Issued in present year
- Photocopy of DTI / SEC.** Valid
- Photocopy of ITR (Income Tax Return 1701)**
- Original Bank Certificate** (at least Php 300,000.00)
- Original Bank Statement.** Must be issued at least 3 months prior to application. (At least 6 months transaction history)
- Travel Insurance** (coverage 30,000 euro)
- Latest Original Marriage Certificate** (If applicable) a Latest Original PSA Birth certificate
- Photocopy of Credit Card Statements and Limits** (if applicable)
- Additional Documents:** Copy of Properties. Land Title, Car Registration, etc. (if applicable)

ADDITIONAL DOCUMENTS OF PARENTS / RELATIVES/SPONSORS

- Photocopy of passport Bio page or Any Government-issued ID.**
- Original PSA/ NSO Birth certificate.** Issued in present year.
- Original Bank certificate.** At least Php 300,000.00.
- Original Bank Statement.** At least 6 months transaction history.
- Photocopy of properties.** Land title/s, Car Registration, etc. (if applicable).
- Photocopy of Credit card statements and limits** (if applicable).
- Letter of Affidavit of Support**

*If Employed

- Original Certificate of Employment.** Certificate must reflect the applicant's position date hired, compensation, office address, office landline number (cellphone is not allowed), email address; must be issued at least 3 months prior to application.
- Photocopy of Latest ITR (Income Tax Return) Form 2316.**

*If owning a Business:

- Photocopy of Business Registration from SEC or DTI.** Valid.
- Photocopy of Business permit or Mayor's permit.** Issued in present year.
- Photocopy of Latest ITR (Income Tax Return) BIR Forms 1701/1702.**

***Enclose all documents with a long folder with name written inside of plastic envelope.**

***All Requirements must be in colored A4 sized bond paper.**



EMPLOYED SCHENGEN VISA REQUIREMENTS

- Application form:** Available from Agent. Do not leave any blank space, write N/A if not applicable.
- Original passport:** Valid for at least 6 months prior the travel date.
- Photocopy of Bio page of Passport:** Page 2-3 in passport
- Photocopy of OECD Countries Visas:** USA, Schengen, Australia, Japan, Canada, etc. for the past 5 years.
- 2 Passport size pictures:** With Collar. White background. No white-colored shirt/blouse. NO accessories. Neutral face expression. DO NOT STAPLE!
- Original Certificate of Employment with Leave of Absence.** Certificate must reflect the applicant's position, date hired, compensation, office address, office landline number (cellphone number is not allowed), email address must be issued at least 3 months prior to application and the duration of absence within the tour.
- Photocopy of Personal ITR (Income Tax Return 2316)**
- Original Bank Certificate (at least Php 300,000.00)**
- Original Bank Statement.** Must be issued at least 3 months prior to application. (At least 6 months transaction history)
- Travel Insurance (coverage 30,000 euro)**
- Latest Original Marriage Certificate (If applicable)**
- Latest Original PSA Birth certificate**
- Photocopy of Credit Card Statements and Limits (if applicable)**
- Additional Documents:** Copy of Properties. Land Title, Car Registration, etc. (if applicable)

ADDITIONAL DOCUMENTS OF PARENTS / RELATIVES/SPONSORS

- Photocopy of passport Bio page or Any Government-issued ID.**
- Original PSA/ NSO Birth certificate.** Issued in present year.
- Original Bank certificate.** At least Php 300,000.00.
- Original Bank Statement.** At least 6 months transaction history.
- Photocopy of properties.** Land title/s, Car Registration, etc. (if applicable).
- Photocopy of Credit card statements and limits (if applicable).**
- Letter of Affidavit of Support**

*If Employed

- Original Certificate of Employment.** Certificate must reflect the applicant's position date hired, compensation, office address, office landline number (cellphone is not allowed), email address; must be issued at least 3 months prior to application.
- Photocopy of Latest ITR (Income Tax Return) Form 2316.**

*If owning a Business:

- Photocopy of Business Registration from SEC or DTI.** Valid.
- Photocopy of Business permit or Mayor's permit.** Issued in present year.
- Photocopy of Latest ITR (Income Tax Return) BIR Forms 1701/1702.**

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DOCTOR, PHYSICIAN, DENTIST, ETC. SCHENGEN VISA REQUIREMENTS

- Application form:** Available from Agent. Do not leave any blank space, write N/A if not applicable.
- Original passport:** Valid for at least 6 months prior the travel date.
- Photocopy of Bio page of Passport:** Page 2-3 in passport
- Photocopy of OECD Countries Visas:** USA, Schengen, Australia, Japan, Canada, etc. for the past 5 years.
- 2 Passport size pictures:** With Collar. White background. No white-colored shirt/blouse. NO accessories. Neutral face expression. DO NOT STAPLE!
- Original Certificate of Employment with Leave of Absence.** Certificate must reflect the applicant's position, date hired, compensation, office address, office landline number (cellphone number is not allowed), email address must be issued at least 3 months prior to application and the duration of absence within the tour.
- Photocopy of Personal ITR (Income Tax Return 1701 or 2316)**
- Original Bank Certificate (at least Php 300,000.00)**
- Original Bank Statement.** Must be issued at least 3 months prior to application. (At least 6 months transaction history)
- Travel Insurance (coverage 30,000 euro)**
- Latest Original Marriage Certificate (If applicable)**
- Latest Original PSA Birth certificate**
- Photocopy of Credit Card Statements and Limits (if applicable)**
- Additional Documents:** Copy of Properties. Land Title, Car Registration, etc. (if applicable)
- Copy of PRC ID**
- Certificate of Registration**
- DTI permit (If Applicable)**
- Certificate of Affiliation (from Hospitals or Clinics)**

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LAWYER SCHENGEN VISA REQUIREMENTS

- Application form:** Available from Agent. Do not leave any blank space, write N/A if not applicable.
- Original passport:** Valid for at least 6 months prior the travel date.
- Photocopy of Bio page of Passport:** Page 2-3 in passport
- Photocopy of OECD Countries Visas:** USA, Schengen, Australia, Japan, Canada, etc. for the past 5 years.
- 2 Passport size pictures:** With Collar. White background. No white-colored shirt/blouse. NO accessories. Neutral face expression. DO NOT STAPLE!
- Original Certificate of Employment with Leave of Absence.** Certificate must reflect the applicant's position, date hired, compensation, office address, office landline number (cellphone number is not allowed), email address• must be issued at least 3 months prior to application and the duration of absence within the tour.
- Photocopy of Personal ITR (Income Tax Return 1701 or 2316)**
- Original Bank Certificate (at least Php 300,000.00)**
- Original Bank Statement.** Must be issued at least 3 months prior to application. (At least 6 months transaction history)
- Travel Insurance (coverage 30,000 euro)**
- Latest Original Marriage Certificate (If applicable)**
- Latest Original PSA Birth certificate**
- Photocopy of Credit Card Statements and Limits (if applicable)**
- Additional Documents:** Copy of Properties. Land Title, Car Registration, etc. (if applicable)
- Copy of IBP Card**
- Certificate of Registration**
- Certificate of Employment**

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HOUSEWIFE SCHENGEN VISA REQUIREMENTS

- Application form:** Available from Agent. Do not leave any blank space, write N/A if not applicable.
- Original passport.** Valid for at least 6 month and previous visa if applicable.
- Photocopy of Bio page of Passport:** Page 2-3 in passport
- 2 Passport size pictures:** With Collar. White background. NO white-colored shirt/blouse. NO accessories. Neutral face expression. DO NOT STAPLE!
- Original Bank Statement.** At least 6 months transaction history (If applicable)
- Original Bank Certificate.** At least Php 300,000.00 (if applicable)
- Travel Insurance** (coverage 30,000 euro)
- Latest Original copy of PSA Birth Certificate**
- Latest Original copy of PSA Marriage Certificate**
- Photocopy of Credit card statements and limits** (if applicable)
- Photocopy of properties.** Land Title/s, Car Registration (If applicable)
- Letter of Affidavit of Support**

ADDITIONAL DOCUMENTS OF HUSBAND / RELATIVES

- Photocopy of passport Bio page or Any Government-issued ID.** Valid.
- Original PSA/ NSO Birth certificate.** Issued in present year.
- Original Bank Certificate.** •follow the prescribed specifications above.
- Original Bank Statement.** •follow the prescribed specifications above.
- Photocopy of properties.** Land title/s, Car Registration, etc.

***If Employed**

- Original Certificate of Employment.** Certificate must reflect the position, date hired, compensation, office address office landline number cellphone is not allowed), email address; must be issued at least 3 months prior to application.
- Photocopy of Latest ITR (Income Tax Return) Form 2316.**

*** If owning a Business:**

- Photocopy of Business Registration from SEC or DTI.** Valid.
- Photocopy of Business permit or Mayor's permit.** Issued in present year.
- Photocopy of Latest ITR (Income Tax Return) Form 1701/1702.**

***Enclose all documents with a long folder with name written inside of plastic envelope.**

***All Requirements must be in colored A4 sized bond paper.**



RETIRED SCHENGEN VISA REQUIREMENTS

- Application form:** Available from Agent. Do not leave any blank space, write N/A if not applicable.
- Original passport.** Valid for at least 6 month and previous visa if applicable.
- Photocopy of Bio page of Passport:** Page 2-3 in passport
- 2 Passport size pictures:** With Collar. White background. NO white-colored shirt/blouse. NO accessories. Neutral face expression. DO NOT STAPLE!
- Original Bank Statement.** At least 6 months transaction history (if applicable)
- Original Bank Certificate.** At least Php 300,000.00 (if applicable)
- Travel Insurance (coverage 30,000 euro).**
- Latest Original copy of PSA Birth Certificate.**
- Latest Original copy of PSA Marriage Certificate (If applicable).**
- Photocopy of Senior Citizen ID.**
- Photocopy of Retirement Certificate (if applicable).**
- Photocopy of Credit card statements and limits (if applicable).**
- Photocopy of properties.** Land Title/s, Car Registration (if applicable).

ADDITIONAL DOCUMENTS OF HUSBAND / RELATIVES

- Photocopy of passport Bio page or Any Government-issued ID.** Valid.
- Original PSA/ NSO Birth certificate.** Issued in present year.
- Original Bank Certificate.** •follow the prescribed specifications above.
- Original Bank Statement.** *follow the prescribed specifications above.
- Photocopy of properties.** Land title/s, Car Registration, etc.

***If Employed**

- Original Certificate of Employment.** Certificate must reflect the applicant's date hired, compensation, office address, office landline number (cellphone is not allowed), email address; must be issued at least 3 months prior to application.

- Photocopy of Latest ITR (Income Tax Return) Form 2316.**

***If owning a Business:**

- Photocopy of Business Registration from SEC or DTI.** Valid.
- Photocopy of Business permit or Mayor's Permit.** Issued in present year.
- Photocopy of Latest ITR (Income Tax Return) BIR Forms 1701/1702.**

***Enclose all documents with a long folder with name written inside of plastic envelope.**

***All Requirements must be in colored A4 sized bond paper.**



STUDENT SCHENGEN VISA REQUIREMENTS

- Application form.** Available from Agent. Do not leave any blank space, write N/A if not applicable.
- Original passport.** Valid for at least 6 month and previous visa if applicable.
- Photocopy of Bio page of Passport:** Page 2-3 in passport
- 2 Passport size pictures.** With Collar. White background. NO white-colored shirt/blouse. NO accessories. Neutral face expression. DO NOT STAPLE!
- Original School Certificate.** Indicate the name of school, address, telephone number photocopy of School ID.
- Travel Insurance** (coverage 30,000 euro).
- Latest Original copy of PSA Birth Certificate.**

ADDITIONAL DOCUMENTS OF PARENTS / RELATIVES

- Photocopy of passport Bio page or Any Government-issued ID.**
- Original PSA/ NSO Birth certificate.** Issued in present year.
- Original Bank certificate.** At least Php 300,000.00.
- Original Bank Statement.** At least 6 months transaction history.
- Photocopy of properties.** Land title/s, Car Registration, etc. (if applicable).
- Photocopy of Credit card statements and limits** (if applicable).
- Letter of Affidavit of Support**

*If Employed

- Original Certificate of Employment.** Certificate must reflect the applicant's position date hired, compensation, office address, office landline number (cellphone is not allowed), email address; must be issued at least 3 months prior to application.
- Photocopy of Latest ITR (Income Tax Return) Form 2316.**

*If owning a Business:

- Photocopy of Business Registration from SEC or DTI.** Valid.
- Photocopy of Business permit or Mayor's permit.** Issued in present year.
- Photocopy of Latest ITR (Income Tax Return) BIR Forms 1701/1702.**

*Enclose all documents with a long folder with name written inside of plastic envelope.

*All Requirements must be in colored A4 sized bond paper.