



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.

G/F Office Display Unit no. 2, Alpha Grandview Bldg., 1716 M.H Del Pilar St., Malate, Manila, 1004

Mobile: 0977-846-9747 | 0923-743-0465 | 0995-334-6154 | 0962-881-6517

Email: jc4travelandtours@gmail.com | reservations.jc4travel@gmail.com



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.**

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

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

G/F Office Display Unit no. 2, Alpha Grandview Bldg., 1716 M.H Del Pilar St., Malate, Manila, 1004

Mobile: 0977-846-9747 | 0923-743-0465 | 0995-334-6154 | 0962-881-6517

Email: jc4travelandtours@gmail.com | reservations.jc4travel@gmail.com



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)

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

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

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**

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

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

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.