



## Schengen Visa

List of Visa Requirements	Remarks
1. Application Form	The form will be provided.
2. Two (2) pieces passport sized colored picture	Passport size picture with white background (no jewelries, expression should be neutral with both eyes open and mouth closed. There should be no hair covering the eyes and ears)
3. Original passport	At least 6 months valid beyond intended stay.  All previously issued passports
4. Updated PSA issued authenticated birth certificate	Should be issued within one (1) year from the date of filing the application
5. Updated PSA issued authenticated marriage certificate	For married applicants. Should be issued within one (1) year from the date of filing the application.
6. Original business registration and permits	<b>FOR SELF-EMPLOYED:</b> SEC registration certificate with updated GIS (Corporation) or DTI business registration certificate (Sale Proprietor) and with updated business permit.
7. Certificate of Employment	<b>FOR EMPLOYED:</b> with compensation, position, date hired, salary
8. Original Bank Certificate	with <b>six (6) months Average Daily Balance</b>
9. Original Bank Statement	For the <b>last six (6) months</b> transaction with updated bank book / time deposit certificates/ investment funds.

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10. Income Tax Return (ITR) with financial statements	<p>For employee, should submit latest BIR Form 2316.</p> <p>For self employed/corporation, should submit the latest BIR 1701 or 1702.</p>
11. For students	<p>Original school certification and school ID</p> <p>Affidavit of Support of Parents</p> <p>School Calendar / School Leave of Absence</p>
12. Minors travelling without parents	<p>DSWD Clearance</p> <p>Original notarized affidavit of support for minors and dependents</p>
13. For business trips	<p><b>Guarantee letter</b> from company stating purpose, duration for trip and who will shoulder expenses, <b>company's ITR and bank certificate addressed to the Embassy</b></p> <p><b>Invitation letter</b> from inviting company addressed to the Embassy</p>
14. Booking and Flight Itinerary	

**Processing time:** 10 to 15 working days

**Note:** ALL INFORMATION ABOVE IS SUBJECT TO CHANGE WITHOUT PRIOR NOTICE.