

## CHECKLIST - TOURISM

### IMPORTANT REMINDERS BEFORE YOUR APPOINTMENT

- > Applicant must ensure that mandatory requirements are complete.
- > Supporting documents should be submitted to strengthen the purpose of application.
- > Check the boxes to confirm which documents you are submitting.
- > Bring all your ORIGINAL DOCUMENTS for checking.
- > Photocopies must be clear and readable. Remove staple wires and paper clips from your documents.

PASTE PHOTO  
HERE

DATE OF APPLICATION: \_\_\_\_\_

(dd/mm/yy)

NAME OF APPLICANT: \_\_\_\_\_

Last Name

First Name

Middle Initial



### GENERAL REQUIREMENTS

- Cover letter** must be printed from the Application Portal and signed by the applicant. It has the receipt number which serves as the applicant's proof of payment
- One (1) passport sized photo with white background and not older than 6 months.** Edited photos are not accepted. Paste your photo (do not staple) on the upper right corner of the Checklist
- Original passport** must have at least 2 unused pages (if approved, the visa will be affixed on said page/s). It should also be valid for at least 3 months after planned departure from the Schengen Area
- Photocopy of original passport** - biopage and used pages (with visas and stamps)
- Proof of accommodation** – hotel vouchers or hotel bookings
- Full itinerary or detailed day-to-day activities of the trip**
- Proof of sufficient funds of applicant (or parents/legal guardian if applicant is under age of 18)** – original bank certificates/transcripts and photocopy of credit card statements for the last 6 months
- Documentation of own means/properties of applicant (if applicable)** - photocopy of land titles
- Proof of family ties** - photocopies of your PSA Marriage Certificate and/or Birth Certificates of your children (if applicable)
- If currently employed** - original Certificate of Employment or photocopy of work contract stating position, length of service, salary, and duration of approved leave of absence
- If self-employed** – photocopy of DTI Business Name Registration Certificate or SEC registration and latest income tax statement
- If currently a student** - original certification of enrolment from the school. If you will be going on a holiday during summer or semestral break, submit a certification of reservation or certification of enrolment to prove that you are enrolled for the next school year/semester. If travelling during the school year, a certificate of leave of absence from the school should also be submitted
- For non-Filipino applicants with valid residence status in the Philippines** – photocopy of Alien Certificate Registration (ACR) and re-entry permit
- Photocopy of roundtrip airline ticket reservation** - Do not pay for/buy the ticket until a visa has been granted. Note: If the application is approved, the visa will be issued according to your roundtrip airline ticket reservation
- Photocopy of travel medical insurance** - may be bought from an insurance company in the accredited list; should be valid in all Schengen States and cover the entire period of the person's intended stay or transit. The minimum coverage shall be EUR 30,000

### ADDITIONAL MANDATORY REQUIREMENTS FOR MINORS (under the age of 18)

- Photocopy of your PSA birth certificate**
- Affidavit of support and consent of parents or legal guardian**
- Photocopy of DSWD travel clearance**
- Photocopy of parents'/legal guardian's passport or government issued ID**

I hereby confirm that all the information stated and supporting documents are true and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Place, Date

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**FOR VFS USE ONLY****TO BE ANSWERED DURING THE APPOINTMENT IF THERE ARE LACKING DOCUMENTS:**

- I decided **NOT** to submit my application because of lacking documents. I am willing to rebook my appointment.  
Note: Proceed to VFS website and **rebook your appointment**. No need to pay again.
- I decided to submit my application eventhough there are lacking documents. I am also aware that there is a risk in my visa application being rejected.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Place, Date