



## VISA C

**The complete file should be lodged in 2 sets: 1 original and 1 copy**

Please arrange your documents according to this checklist

### A. General requirements :

1. Visa application form dully completed and signed: <https://visaonweb.diplomatie.be/>
2. Passport with validity of at least 3 months after the end of the planned journey
3. Copy of the data page of the passport together with all pages having visas and stamps
4. One (1) passport sized photo with white background and not older than 6 months
5. Non-refundable visa application fee to be paid upon submission of visa application

### B. Supportive documents :

#### *Proof of travel*

- ⇒ Copy of the roundtrip airline ticket reservation with Passenger name & Registration Number (or reservation number). **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

#### *Proof of Travel Medical Insurance*

- ⇒ Copy of the insurance issued by accredited companies only
- ⇒ The insurance should:
  - Have a minimum coverage of 30,000 Euros
  - Be valid in all Schengen countries
  - Cover the entire duration of the trip

#### *Proof of financial means of the applicant*

- ⇒ Bank certification, bank books
- ⇒ Personal bank statements, credit card statements or balance covering the last six months
- ⇒ For minors: Proof of economic means of parents or legal guardian

#### *Proof of occupation*

- ⇒ If employed:
  - Certificate of employment
  - Certificate of leave absence

- ⇒ If self-employed:
  - Department of Trade Industry (DTI)/Securities Exchange Commission SEC registration of business
  - Income Tax Return
  - Business Financial Statement
- ⇒ If student:
  - Proof of enrolment
  - Certificate of leave absence if travelling during school year

*If applicable, proof of link*

- ⇒ Marriage contract issued on National Statistics Office (NSO) security paper
- ⇒ Birth certificates of children issued on National Statistics Office (NSO) security paper

**C. Documents to submit specifically for Travelling for the purpose of tourism**

- ⇒ Hotel confirmation or hotel voucher
- ⇒ Copy of train ticket, domestic flight or car rental if planned to visit several Schengen countries
- ⇒ Detailed day-to-day planned trip

**D. Documents to submit specifically for Travelling for the purpose of Family Visit or Private Invitation**

- ⇒ Invitation letter stating the purpose of stay, address, telephone number, e-mail address and the period of stay of the guest(s)
- ⇒ Photocopy of the bio data page of the passport and/or travel history of the host in case of non-formalised relationship (boyfriend/girlfriend)
- ⇒ Eventually official letter of guarantee (if no personal financial means)
- ⇒ Eventually birth certificate or marriage certificate
- ⇒ Eventually Affidavit of support & consent of parents or legal guardian (especially if non-travelling) and Department of Social Welfare and Development (DSWD) clearance

**E. Documents to submit specifically for Travelling for Business, cultural or sport event, official purpose**

- ⇒ Letter of the Philippine company/organisation introducing the businessman/applicant and stating the purpose and duration of the visit(s), the financial cover trip(s), a short company profile, etc.
- ⇒ Invitation from the visited company or organisation with relevant personal data of the invited, length of the invitation, reason and activity to develop during the visit and/or after
- ⇒ Proof of eventual recent business contacts or exchanges: copy of documents showing commercial relationship with the company that invites (contracts, bills, etc.) or previous contacts
- ⇒ If applicable, letter of invitation from the organisation or entrance ticket to commercial fairs or festivals
- ⇒ Hotel confirmation or hotel voucher

**F. Documents to submit specifically for Travelling for the purpose of joining a vessel (seafarers)**

- ⇒ *Valid seaman's book*: Old seaman's books and old passports if applicable
- ⇒ *Employment contract*: Photocopy of the working contract of the seafarer in order to board the ship (P.O.E.A. contract)
- ⇒ *Guarantee Letter*: Document from the manning agency in the Philippines
- ⇒ *Letter of Invitation*: Document from the maritime / shipping agency in Slovenia

**PLEASE NOTE THAT:**

The letters from both mentioned agencies should be signed (with official seal) and should include the following detailed information:

- bio data of the seafarer (full names, place & date of birth)
- passport and seaman's book numbers, with date of issue and validity
- sailor's position on the vessel (in case of a group of sailors, this information can be included in a list signed, sealed and attached to the invitation letter)
- Name of the vessel
- Port of boarding
- Duration of the contract
- Date and airport of entry into the Schengen area
- Itinerary that the seafarer will follow to arrive in the Schengen area then the port of boarding and who will be in charge to transport him to the final destination to board the vessel

Please note that the Embassy may always request additional documents during the examination of an application which are not mentioned in the above lists. You are hereby informed that submitting the above-mentioned documents does not guarantee automatic issuance of a visa.