

CHECKLIST FOR SEAFARERS (TRANSIT VISA)

1.	ENTRY VISA APPLICATION FORM
	COMPLETELY filled in "Schengen Visa" APPLICATION FORM (Please DO NOT leave blanks in the form. Indicate "NA" if answer is not applicable)
2.	PHOTO
	One (1) recent passport-sized or 2x2 colored ICAO standard photo with white background (ears should be exposed and with collared shirt/blouse)
3.	TRAVEL DOCUMENT
	Old (if available) and current valid passports (expiry date is three months longer than that of the visa requested but please consider the 6 months validity as required by Philippines Bureau of Immigration)
	Photocopy of Biographical page and last page of the valid passport, previous visa and immigration stamps in all countries
4.	SUPPORTING DOCUMENTS
	Original and photocopy of Seaman's Book with 1 year minimum validity
	Original and Photocopy of Employment Contract authenticated by the POEA (Philippine Overseas Employment Administration)
	Copy of the roundtrip airline reservation with Passenger Registration number (or reservation number) and travel itinerary.
	Original and photocopy of Declaration by the shipping company in the Philippines
	<p>Invitation letter from the maritime agency of the Member State where the sailor will join the boat. The invitation should be signed and with the seal of the agency and include the following data:</p> <p style="margin-left: 20px;">Name and family name of the seafarer</p> <p style="margin-left: 20px;">Place and date of birth, passport number, seaman's book number</p> <p style="margin-left: 20px;">Date of issue, period of validity</p> <p style="margin-left: 20px;">The 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)</p> <p style="margin-left: 20px;">Date and airport of entry into the Schengen area</p> <p style="margin-left: 20px;">Name of the vessel</p> <p style="margin-left: 20px;">Port of boarding</p> <p style="margin-left: 20px;">Duration of the contract</p> <p style="margin-left: 20px;">Itinerary that the seafarer will follow to arrive in the Schengen State of destination.</p> <p style="margin-left: 20px;">The name and address of the collaborating Philippine agency or which will present the visa application, be in charge of the seafarer once he arrives in the Member State in order to transport him to the sea port to board.</p>
	Copy of the international Registration of the vessel (certificato di iscrizione della nave nel Registro Internazionale)

	For First Assignment, Certificate of Basic Completion of Safety Training
5.	VISA FEE
	Visa Processing Fee + Service Fee in Cash (Personal Appearance at VIA Centre)

Notes:

- *Only visa applications whose intended date of travel is within three (3) months from the time of application will be accepted*