

CHECKLIST FOR BUSINESS 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 the Philippines Bureau of Immigration)
	Photocopy of Biographical page and last page of the valid passport, previous visa and immigration stamps in all countries
4.	PROOF OF TRAVEL
	<ul style="list-style-type: none"> • Complete Itinerary • Confirmed round trip flight booking
5.	PROOF OF FINANCIAL MEANS OF THE APPLICANT
	Bank Certification supported by Passbook or Statement of account (six months account history)
	If available, international credit cards statements, properties, land titles etc.
6.	PROOF OF OCCUPATION
	If employed, Certificate of Employment & approved Leave of Absence
	If Self-employed, Business License/ permits (ex. DTI/SEC registration, Financial Statement etc.)/Income Tax Return
7.	CERTIFICATE FROM THE EMPLOYER (GUARANTEE LETTER)
	Letter of the Philippine company introducing the business person, purpose and duration of the visit(s), financial cover of the visit, short company profile etc.
8.	HEALTH INSURANCE
	Travel Health Insurance with coverage of at least 30,000 euros (<u>with 15 days allowance beyond travel period</u>) for expenses for emergency hospitalization and repatriation expenses, valid throughout the Schengen area, to be chosen only among those offered by the Schengen accredited Insurance companies listed here

9.	AVAILABILITY OF ACCOMMODATION
	Hotel booking or hotel voucher under the name of the traveler
10.	INVITATION FROM THE VISITED COMPANY OR ORGANISATION
	Invitation Letter (format of this letter may be downloaded HERE)
11.	PROOF OF BUSINESS CONTACTS
	Any proof of Business activities (such as purchase orders, invoices, bills, contracts etc.)
12.	OTHERS
	If not Filipino citizen, proof of permanent residency in the Philippines (ACR)
13	VISA FEE
	Visa Processing Fee + Service Fee in Cash (Personal Appearance at VIA Centre) or Managers Check payable to "PIASI" (application through Courier Service)

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