

BELOW DOCUMENTS ARE REQUIRED TO BE COMPLETED INDIVIDUALLY

REQUIREMENTS	ORIGINAL	PHOTOCOPY
Long Brown Envelope (Applicant's surname, name, contact number and email address written in bold letters on the upper left corner using marker)		
Signed Schengen Visa Application form with:		
o Photo (35mm x 45mm, passport-size, white background, with the present, same image and likeness)	1 SET	1 SET
Cover Letter (explaining the purpose of the intended trip)	✓	
Proof of personal Economic Means		
o Bank Certificate	✓	
o Bank books		✓
o Statement of Account (including the movements of account in at least the last 6 months)		✓
o Professional Regulation Commission Card (PRC)		
o If employed: Notarized Employment contract, Certificate of Employment/Authorization for Leave of Absence, Income Tax Return <u>duly validated by BIR</u> , Certificate of Social Security Contribution		
o If Self-Employed: Business Permit, SEC, DTI, Company Income Tax Return (ITR) <u>duly validated by BIR</u> and Business Financial Statement		
Invitation Letter from the Company/Organization in Spain:		✓
o Name of invited person (including function)		
o Purpose of the visit & activity		
o Name & position of the counter signing person		
o Financial cover of the visit & short company profile, etc.		
o Program of workshops and meetings to which has been invited to		
o Registro Mercantil, if applicable		
Endorsement Letter from the Philippine company containing details pertinent to the trip:		✓
o Purpose of the trip		
o Name of the Applicant		
o Length of stay		
o Financial cover of the visit & short company profile, etc.		
o Proof of agreement, business relationship and contracts with the Spanish company		
o Business Registration / commercial Registry of the employer		
o Economic solvency of the company: bank account with transaction history		
o Endorsement Letter from Commercial Office of Spain, if applicable.		
Airline Ticket Reservation (Detailed itinerary) Airline Reservation is acceptable. It is strongly recommended not to purchase the flight ticket before obtaining the visa.		✓
Travel Health Insurance		✓
o Minimum coverage of 30,000 Euros		
o Must be recognized in all Schengen States		
o Valid period of the insurance coverage must be for the duration of the intended stay		
Proof of Accommodation		✓
o Confirmed Hotel Reservations (for the entire stay in Schengen area)		
Identity/Marital Status		
o If Single: Birth Certificate		
o If Married: Birth Certificate and Marriage Contract		
o For non-Filipino applicants: Please present your ACR, ICR valid at least three months beyond the date of departure from the territory of the Schengen States (and 1 set of photocopies).		
Valid Passport (with 3 month's validity from the end of intended stay, must contain two empty pages) and Previous passport's (latest 2 old passports)	✓	✓
o Photocopy of Bio page, previous visas and immigration stamps from the current and 2 old passports		✓
For non appearance: With previous Schengen visa issued last 3 years. The representative shall provide an authorization letter fully signed (wet signature) by the applicant.	✓	

I acknowledge that:

- I have provided all supporting documents as requested on this checklist.
- I have not provided all supporting documents and I am aware that the result of my application will be based on the decision of the Consulate General of Spain.

Please Note:

- Kindly bring the originals for verification purposes.
- If needed, and in order to clarify the purpose of the intended trip, other documents not indicated might be required.

Printed Name and Signature

Date