

**BELOW DOCUMENTS ARE REQUIRED TO BE COMPLETED INDIVIDUALLY**

REQUIREMENTS	ORIGINAL	PHOTOCOPY
<b>Long Brown Envelope</b> (Applicant's surname, name, contact number and email address written in bold letters on the upper left corner using marker)		
<b>Signed Schengen Visa Application form with:</b>		
<ul style="list-style-type: none"> <li><b>Photo (35mm x 45mm, passport-size, white background, with the present, same image and likeness) – Passport sized</b></li> </ul>	1 SET	1 SET
<b>Cover Letter</b> - the letter must have the following details: <ul style="list-style-type: none"> <li>Travel dates to Spain</li> <li>Explain the purpose of travel</li> <li>Names of companions travelling with</li> <li>Day to day itinerary</li> </ul>	✓	
<b>Proof of personal Economic Means</b>		
<ul style="list-style-type: none"> <li><b>Bank Certificate</b></li> <li><b>Bank books</b></li> <li><b>Statement of Account</b> (including the movements of account in at least the last 6 months)</li> <li><b>If employed:</b> Certificate of Employment (3 last years)/Authorization for Leave of Absence, Income Tax Return duly validated by BIR</li> <li><b>If Self-Employed:</b> Business Permit, SEC, DTI, Company Income Tax Return (ITR) duly validated by BIR and Business Financial Statement</li> </ul>	✓ ✓ ✓	✓  ✓
<b>Participants in events &amp; studies for less than 90 days</b>		
<ul style="list-style-type: none"> <li><b>Commercial fair or cultural/sports event:</b> Name of invited person (including function), contact details &amp; Name &amp; position of the counter signing person, length &amp; purposes of the visit or activity, Program of workshops and meetings to which the applicant has been invited to.</li> <li><b>Studies, research, internship:</b> certificate of admission or registration at an educational Establishment, Program of workshops and meetings to which the applicant has been invited to.</li> </ul>		✓
<b>Two Way Airline Ticket Reservation (Detailed itinerary) <u>Airline Reservation is acceptable.</u></b> It is strongly recommended not to purchase the flight ticket before obtaining the visa.		✓
<b>Travel Health Insurance</b>		✓
<ul style="list-style-type: none"> <li>Minimum coverage of 30,000 Euros</li> <li>Must be recognized in all Schengen States</li> <li>Valid period of the insurance coverage must be for the duration of the intended stay</li> </ul>		
<b>Proof of Accommodation</b>		
<ul style="list-style-type: none"> <li><b>For Tourist:</b> Confirmed Hotel Reservations (for the entire stay in Schengen area)</li> <li><b>If Invited by Family/Friend:</b> Invitation letter issued by the Spanish Police, or an invitation letter including the photocopy of the sponsor's passport and/or D.N.I., or residence card and registration of residency ("empadronamiento").</li> </ul>		✓ ✓
<b>For spouses:</b> If spouses of Spanish/EU nationals, marriage contract (issued not more than 6 months before the submission of the application) <u>recognizes by the Government of the corresponding EU national is required.</u> Marriages that are not registered/recognized by the corresponding EU Government will not be processed as an EU spouse visa. Only marriages recognized/registered by the corresponding EU Government are free of charge. <b>The marriage certificate issued by the Filipino authorities (PSA) will have to be submitted duly authenticated by the Department of Foreign Affairs (DFA).</b>		✓
<b>Identity/Marital Status</b>		
<ul style="list-style-type: none"> <li><b>If Single:</b> Birth Certificate (<b>For Minors, Original Birth Certificate is required.</b>)</li> <li><b>If Married:</b> Birth Certificate and Marriage Contract</li> <li><b>For Non - Filipino applicants:</b> 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).</li> </ul>		✓ ✓ ✓
<b>Minors:</b> The corresponding authorization and birth certificate issued by the PSA		
<ul style="list-style-type: none"> <li>If travelling alone or with only one parent: written consent of the non - travelling parent/legal guardian or proof of sole custody of the travelling parent or legal guardian. If the name of the father does not appear in the PSA issued birth certificate, no consent is required.</li> <li>Copy of bio data page of parent(s) or legal guardian's passport</li> <li>If travelling alone: Department of Social Welfare and Development (DSWD) clearance.</li> <li>Certificate of leave absence if travelling during school year.</li> </ul>	✓	✓ ✓
<b>Valid Passport</b> (with 3 month's validity from the end of intended stay, must contain two empty pages) and Previous passport's (latest 2 old passports)	✓	✓
<ul style="list-style-type: none"> <li>Photocopy of Bio page, previous visas and immigration stamps from the current and 2 old passports</li> </ul>		
<b>For non appearance:</b> With previous Schengen visa issued last 3 years. <b><u>The representative shall provide an authorization letter fully signed (wet signature) by the applicant.</u></b>	✓	

**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