

## SHORT STAY VISA – TRANSIT

REQUIREMENTS	ORIGINAL	PHOTOCOPY
<b>Long Brown Envelope</b> (With the 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>Guarantee Letter</b> from the Philippine Shipping Agency ( <b>with stamp and signature</b> )		
<ul style="list-style-type: none"> <li>Name and personal data of the seafarer. Position on board the vessel</li> <li>Departure date from Manila and duration of the contract</li> <li>Name of vessel, date of arrival/departure from the Spanish port</li> </ul>	✓	
<b>Letter of Invitation (on letter headed paper, written in Spanish with stamp and signature)</b> from the Principal or agent in Spain mentioning the following:		
<ul style="list-style-type: none"> <li>Name and personal data of the seafarer. Position on board the vessel</li> <li>Departure date from Manila and duration of the contract</li> <li>Name of vessel, date of arrival/departure from the Spanish port</li> <li>Itinerary that the seafarer will follow to arrive in Spain, date of arrival and company that will be in charge of transporting him/her to the vessel.</li> </ul>		✓
<b>Philippine Overseas Employment Agency's Documents (POEA)</b>		
<ul style="list-style-type: none"> <li><b>Overseas Employment Certificate</b></li> <li><b>Valid Employment Contract</b></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> <p><b>DO NOT STAPLE ANY DOCUMENT ON THE PASSPORT</b></p>	✓	✓
<b>Seafarer's booklet/Seaman's book</b> valid for at least 3 months and must contain empty pages		
<ul style="list-style-type: none"> <li>Photocopy of Bio page</li> </ul> <p><b>DO NOT STAPLE ANY DOCUMENT ON THE SEAMAN'S BOOK</b></p>	✓	✓
<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