**Student (Short Term) Document Receipt**

This checklist is to confirm the receipt of documents that are submitted. Please arrange your document according to this receipt and indicate which of the below documents have been supplied. Any additional documents included in the application should be indicated on the “Others” section. Enclose your documents in 1 long brown envelope with your name and contact number written at the upper left corner. (One envelop per application).

Applicants can find guidance to help decide which documents will be useful in supporting their visa application at the Visa Application Centre. Applicants are advised to read the relevant guidance before submitting their application.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Qty</th>
<th>Original</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed Visa Application Form</td>
<td>2</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>One (1) Recent Passport-sized photograph (to be pasted on the designated area on the form)</td>
<td>1</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Current passport with at least 2 blank pages/ at least 3 months valid by the time visa expires.</td>
<td>1</td>
<td>√</td>
<td>Schengen- USA- UK - Canada- Japan-</td>
</tr>
<tr>
<td>Previous passport(s)</td>
<td></td>
<td>√</td>
<td>Schengen- USA- UK - Canada- Japan-</td>
</tr>
</tbody>
</table>

**Travel Arrangements**

<table>
<thead>
<tr>
<th>Documents</th>
<th>QTY</th>
<th>Original</th>
<th>Photocopies</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Ticket/Booking Confirmation (including all entries and exit to all countries of destination)</td>
<td></td>
<td>√</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel insurance minimum cover: € 30,000/ entire stay valid to all Schengen countries. <em>(See list of accredited insurers).</em></td>
<td></td>
<td></td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Hotel Reservation/Booking in Spain and all Schengen countries of destination</td>
<td></td>
<td></td>
<td>√</td>
<td></td>
</tr>
</tbody>
</table>

**Personal Assets and Savings**

<table>
<thead>
<tr>
<th>Documents</th>
<th>QTY</th>
<th>Original</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Certificates</td>
<td></td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Bank Statements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank Books</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Please take note that you may or may not submit the documents listed below. If you do not have such documents, then we may still proceed with your application. Kindly mark/check the applicable items you will be including in your application.**

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### Proof of Socio-professional status

<table>
<thead>
<tr>
<th>Item</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Certificate</td>
<td>□</td>
</tr>
<tr>
<td>Certificate of Vacation/Leave approval</td>
<td>□</td>
</tr>
<tr>
<td>Latest Income Tax Return</td>
<td>□</td>
</tr>
<tr>
<td>Business Permit</td>
<td>□</td>
</tr>
<tr>
<td>SEC Registration</td>
<td>□</td>
</tr>
</tbody>
</table>

### Business Visitors (meeting, conference, etc)

<table>
<thead>
<tr>
<th>Item</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invitation letter from the inviting Spanish company</td>
<td>□</td>
</tr>
<tr>
<td>Document of the identity of the inviting party</td>
<td>□</td>
</tr>
<tr>
<td>Detailed letter from the Philippine company regarding the visit</td>
<td>□</td>
</tr>
<tr>
<td>Contracts</td>
<td>□</td>
</tr>
<tr>
<td>Invoices</td>
<td>□</td>
</tr>
<tr>
<td>Emails/ any proof of conversations regarding the meeting/conference</td>
<td>□</td>
</tr>
</tbody>
</table>

### NSO Certificates

<table>
<thead>
<tr>
<th>Item</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marriage Certificate/Contract</td>
<td>□</td>
</tr>
<tr>
<td>Marriage Registration</td>
<td>□</td>
</tr>
<tr>
<td>Birth Certificate/s of Children</td>
<td>□</td>
</tr>
</tbody>
</table>

### Others

<table>
<thead>
<tr>
<th>Item</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photocopy of passport/s with old and new visa stamps from any countries</td>
<td>□</td>
</tr>
<tr>
<td>Copy of Alien Certificate Registration (for foreigners)</td>
<td>□</td>
</tr>
<tr>
<td>Visa application fee</td>
<td>□</td>
</tr>
<tr>
<td>1 Long Brown Envelop</td>
<td>□</td>
</tr>
</tbody>
</table>

I confirm that I am a/n ___________________ national, applying for Student visitor visa in Spain and I am aware of the obligation to provide necessary supporting documents required by the Spain Consulate General.

I have submitted the above documents to VFS Philippines- Visa Application Centre in support of my Schengen visa application.

Applicant’s Name & Signature  __________________________

Name of Travel Agency:  __________________________

VFS Staff's Name & Signature  __________________________

Date Signed:  __________________________

Remarks:  ______________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

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