

## SHORT STAY VISA – BUSINESS

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

REQUIREMENTS	ORIGINAL	PHOTOCOPY
<b>Long Brown Envelope</b> (Applicant's surname , name and contact number written in bold letters on the upper left corner)		
<b>Signed Schengen Visa Application form with:</b>		
o <b>Photo (35mm x 45mm, passport-size, white background, with the present, same image and likeness)</b>	1	1
<b>Cover Letter</b> (explaining the purpose of the intended trip)	✓	
<b>Proof of Economic Means</b>		
o <b>Bank Certificate</b>	✓	
o <b>Bank books</b>		✓
o <b>Statement of Account</b> (including the movements of account in at least the last 6 months)		✓
o <b>If employed:</b> Certificate of Employment/Authorization for Leave of Absence, Income Tax Return duly validated by BIR		
o <b>If Self-Employed:</b> Business Permit, SEC, DTI, Company Income Tax Return (ITR) duly validated by BIR and Business Financial Statement		
<b>Invitation Letter</b> 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.		
<b>Endorsement Letter</b> 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.		
<b>Airline Ticket Reservation (Detailed itinerary) Airline Reservation is acceptable.</b> It is strongly recommended not to purchase the flight ticket before obtaining the visa.		✓
<b>Travel Health Insurance</b>		✓
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		
<b>Proof of Accommodation</b>		✓
o Confirmed Hotel Reservations (for the entire stay in Schengen area)		
<b>Identity/Marital Status</b>		
o <b>If Single:</b> Birth Certificate		
o <b>If Married:</b> Birth Certificate and Marriage Contract		
o <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).		
<b>Valid Passport</b> (with 3 month's validity from the end of intended stay , must contain two empty pages) and Previous passport's (max 2 old passports)	✓	✓
o Photocopy of Biopage, previous visas and entry & exit stamps		✓
<b>For non appearance:</b> With previous schengen visa issued last 3 years. The representative shall provide an authorization letter fully signed 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.

**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