

SCHENGEN VISA REQUIREMENTS

1. **Filled up Application form. *Download here***
2. **2 Passport size picture** white background
3. **PASSPORT** must be valid at least 6 months upon date of travel
4. **Photo copy of previous visa.** If applicable
5. **Booking itinerary of travel.** (Provided by the travel agency)
6. **Hotel booking.** (Provided by the travel agency)
7. **Birth Certificate** It must be issued within one year from PSA Main Office/Serbilis Outlet Center (Nationwide).
8. **Marriage Certificate** (if the applicant is married) It must be issued within one year from PSA Main Office/Serbilis Outlet Center (Nationwide).
9. **Applicant's Income Tax Return (Form 2316) clear Photocopy (latest)**
10. **EMPLOYEE**
 - **Original Employment Certificate**
 - Must include applicant's position, date hired, compensation, address, date of certificate issuance, office landline number (cell phone number is not allowed), email address.
 - **Photocopy of Company Identification Card**
 - **Original Personal Bank Certificate**
 - Must include account type, current balance, account opening date, 6 months average balance
 - **Original Bank Statement**
 - Original or certified true copy of bank statement or copy of passbook for the last 3months
 - **Photocopy of Latest Individual Income Tax Return (ITR)**
 - Form 2316 with personal tax identification number
 - Form 1604 CF / Company Alpha list With BIR received stamp (Name should be highlighted)
 - **Photocopy of NSO Marriage Certificate** (if applicable)
 - **Copy of PRC Card or IBP Card** (If applicable only)
11. **If with GUARANTOR:**
 - **Invitation letter** (guarantor)
 - **Residence Certificate, Id's of guarantor**
 - **Proof of income**
 - **Proof of relationship**
12. A copy of atleast 3months recent bank statement/passbook plus original bank cert, proof of your income
13. Affidavit of support from parents (If kids, minor, student and dependent to the parents)
14. **If self-employed official business registration**
 - **Photocopy of Business registration from SEC or DTI**
 - Must be in complete set, including the name of the incorporator, etc.
 - **Photocopy of Updated Mayor's Business Permit**
 - **Original Personal Bank Certificate**
 - Must include account type, current balance, account opening date, 6 months average balance
 - **Original Bank Statement**
 - Original or certified true copy of bank statement or copy of passbook for the last 3 months
 - **Photocopy of Latest Individual Income Tax Return(ITR)**
 - Form 1701 With personal tax identification number and receipt
15. **If student**
 - **Original School Certificate**
 - **Photocopy of School Identification Card**
 - **Photocopy of NSO Birth Certificate**
 - **Original Affidavit of Support** (Notarized)
 - **Parents' Documents**, whichever is applicable (as Employee or Businessman)
16. **If Retiree/ Senior Citizen**
 - **Photocopy of Senior Citizen Identification Card**
 - **Original Certificate of Retirement**
 - **Original Personal Bank Certificate**
 - Must include account type, current balance, account opening date, 6 months average balance
 - **Original Bank Statement**
 - Original or certified true copy of bank statement/passbook for the last 3 months
 - **Photocopy of other proof of funds** such as Land titles, Vehicle registration, Pension Certificate, Country

Club or Golf Club, Stocks

- Photocopy of NSO Marriage Certificate (if applicable)

17. If OFW, copy of the latest work of contract

- Photocopy of Contract
- Photocopy of Company ID
- Photocopy of Residential ID
- Original Personal Bank Certificate (Local Bank)
- Original Personal Bank Statement (Local Bank)
- Marriage Certificate (if applicable)

18. Travel insurance (We also offer travel Insurance)

19. Processing 20 -30 working days or more than depends on the embassy processing

20. By appointment/personal appearance

21. Photo copy of all documents submitted

**In applying US VISA, there's a personal appearance please make sure you are free on your schedule visit in the embassy.
Wear semi-formal (avoid sleeveless, shorts, simple t-shirt and other informal dress code).

**When submitting photocopied documents, be sure that the text on the documents are clear and readable. If not, please provide an explanation letter as to why a clear copy cannot be provided.

**Other proof of funds such as land titles, Vehicle Registration, Pension Certificate, Country Club or Golf Club, Stock Certificate, Time deposit certificate or other form of funds will only be the secondary supporting documents.

**Visa processing takes 35 working days or more after submission to the embassy.

**All documents will remain confidential and will not be returned. Please make copies of the submitted documents you may need.

**Once your application is submitted to the embassy, pulling out or early release of passport or any document is strictly not allowed in any circumstances.

**Paste your recent passport size photo on its specific area on the application form.