



Dusit Thani Hotel
 Makati City
 Contact Number # 0977-0338117
 Email Address: relitoursschengen@gmail.com

SCHENGEN VISA

VISA REQUIREMENTS:	✓
● Personal appearance required by appointment	
● Dully filled-up visa application form	
● Cover letter (Introduction Letter)	
● Two (2) recent passport size pictures in white background	
● Original valid passport at least 6 months valid from date of departure	
● Original old passport with old visa to show history of travel (If available)	
● Original Certificate of Employment (if employed)	
● Xerox copy of Business registration - DTI, SEC, Mayor's Permit (if self-employed)	
● Hospital Certificate (For Doctor)	
● Photocopy of PRC ID if professional, Company ID for employee, and bring original ID upon appearance	
● Xerox copy of Latest Income Tax Return	
● Original Bank certificate	
● Original Bank Statements latest 6 months	
● Roundtrip Flight Booking certificate with detailed itinerary	
● Hotel booking confirmation	
● Detailed Day to Day itinerary for Tourist	
● If attending Meeting, Conference, Convention need Registration of the event with daily schedule	
● If invited, need Invitation Letter	
● If sponsored, need Sponsorship Letter from sponsoring company and copy business permit, original bank certificate, bank statements latest 6 months and xerox copy of latest Income tax return of the company	
● Valid travel insurance for Schengen countries	
● PSA Birth certificate	
● Travelling with spouse submit PSA Marriage certificate	
FOR CHILD:	
● Submit documents of parents same as above together with Affidavit of Support	
● If studying, submit Enrolment certificate from the school	
● Xerox copy of School ID	
● PSA Birth certificate of child	
● If travelling alone / Travelling with guardian or another person, submit DSWD Permit	

NOTE: Embassy will require additional documents if deemed necessary.

PROCESSING TIME: 15 working days from date of filing/appearance

NOTE: Submission of complete requirements 1 ½ months before intended departure

No borrow passport

No travel within waiting period

Date: _____

**Name
and
Signature:** _____