



- 1.Confirmed Appointment
- 2.Personal Appearance
- 3. Signed application form
- 4.Passport valid for at least 6 months beyond the expiration of requested visa and with at least 2 blank visa page, + photocopy
- 5.Old passports
- 6.2 recent and identical photographs, 35mm x 45mm in dimension, well contrasted, frontal facial view, neutral facial expression, mouth closed, image must take up 2/3 of photo but not exceed 36mm in height, eyes above center of photo, eye color clearly recognizable, distance between pupils 8 to 10mm, white background.
- 7.NSO Birth Certificate and NSO Marriage Certificate, if married (Original and photocopy) 8.Flight Reservation
- 9.All risk travel Insurance, minimum coverage of 30, 000 Euro valid to all Schengen states
- 10. Hotel reservation confirmation
- 11.Bank Certificate, recently issued with a month
- 12. Payment slip for 6 months
- 13.Income tax return, recent
- 14. Employment Certificate
- 15. Approved leave of absence with contact details of the authorized superior
- 16. Consular fee, must be paid in exact amount at the embassy during the personal appearance

Additional requirements for the following:

- A.) Applicants who will be attending seminars, conferences and conventions
- 1.Invitation letter, if applicable
- 2.Confirmation of Registration
- 3. Proof of payment of registration, if applicable
- B.) Minor applicants
- 1. Application form signed by parents
- 2.Proof of enrollment
- 3. Proof of authorized leave of absence from school
- 4. Travel clearance from authorized government agency
- 5. Notarized Affidavit of support and consent

The embassy may request for additional documents and/or another interview.

Visa Fee: 60 Euro equals to the prevailing exchange rate in local currency, non refundable Viaje Royale Service: Php 2,800 per applicant