

Czech Embassy Manila

List of supporting documents to be submitted by applicants for short stay visas in the Philippines

General requirements for all visa applicants:

1. Application form

Completed truthfully in English or **Czech** in print and signed by the applicant. Applications of minors have to be signed by their legal guardian.

2. Passport

Valid at least 3 months beyond the expiration date of the requested visa (exit of Schengen), at least 2 blank pages.

3. Visa fee

90, - Euro (adults) and 45, - Euro (minors from 6-12 years) plus service fee of VFS, payable in Philippine Peso on the application day at VFS. No visa fee for minors below 6 years and for spouses or minor children of EU nationals residing in the **Czech Republic**.

4. Passport Picture

Not older than 6 months, format 3,5 x 4,5 cm, color, no photoshop rework, light background, complying with ICAO guidelines, glued on the application form.

5. Passport Copy

First data page; minors need to submit a copy of their legal guardian's passport as well.

Non-Filipino applicants need to submit copies of their valid residence status in the Philippines: re-entry permit and Alien Certificate Registration (ACR), valid at least 3 months beyond the date of departure from the Schengen territory.

6. previous Schengen visa

Mandatory Copy of Schengen Visa **Only**: if applicants travelled to other Schengen countries before and want to demonstrate their travel history, copies of previous Schengen visa can be submitted; copies of empty passport pages are not required.

7. All risk Travel Health Insurance

Valid for all Schengen countries and for the full duration of the intended stay, minimum coverage sum of 30.000, - Euro, travel insurance cannot be accepted if it excludes the coverage of a pandemic illness.

8. Proof of travel arrangements: Flight reservation

Copy of the round trip airline reservation, issued on the name of the traveler with complete itinerary and if their side trip to other Schengen countries need an train or bus tickets.

9. Applicants financial means

Bank certification (original), bank books (must be certified true copy), personal bank statements for the last 6 months. For minors: proof of parents or legal guardian's economic means.

10. Proof of ties in the Philippines

e.g. Proof of social security contributions, copy of real estate property (title-deed), proof of family ties in the Philippines (e.g. birth certificate of children or marriage certificate) which should be issued by the Philippine Statistics Authority (PSA)

11. Proof of occupation

- a. If employed: Certificate of employment, certificate of leave of absence, latest income tax return
- b. If self-employed: Proof of company registration issued by the Department of Trade Industry (DTI) or Securities Exchange Commission SEC registration of business, latest Income tax return, business financial statement.
- c. If pupil/student: Proof of enrollment, certificate of leave of absence if traveling during school year.

12. If traveling with spouse and/or children

- a. Marriage contract certified by the Philippine Statistics Authority (PSA).
- b. Birth certificates of children certified by the Philippine Statistics Authority (PSA).

13. Proof of accommodation

Confirmation of hotel booking, letter of promise of accommodation by the host (invitation letter); printed on max. 2 pages.

14. Minors

- a. **If traveling alone or with only one parent:** written consent of the non-traveling parent/legal guardian or proof of sole custody of the traveling parent or legal guardian. If the name of the father does not appear in the PSA issued birth certificate, no consent is required. b. Copy of bio data page of parent(s) or legal guardian's passport.
- c. Birth certificate certified by the Philippine Statistics Authority (PSA)
- d. **If traveling alone:** Department of Social Welfare and Development (DWD) clearance.

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15. Plus additional documents each travel purpose as follows:

TOURISM	FAMILY/FRIENDS VISIT
<p>1 Itinerary Detailed day-to-day itinerary of the planned trip, indicating arrival and departure in other Schengen countries</p>	<p>2 Proof of Sponsorship Invitation Letter and proof of sponsor's financial means. Necessary if the applicant's financial means are not sufficient or the Embassy assesses the necessity.</p> <p>3 Proof of Relationship Such as birth certificate, marriage certificate, photocopy of the passports biodata page of the sponsor/host, any other proof of knowing each other personally.</p>
BUSINESS, CULTURAL, SPORTS EVENT, STUDY or OFFICIAL VISIT	
<p>4 Certificate from the employer Letter of the Philippine company introducing the businessperson, purpose of duration of the visit(s), financial cover of the visit, short company profile, etc.</p> <p>5 Invitation from the inviting company or organization Letter should contain the following information: a. relevant personal data of the invited person, b. the invited person's function, c. Length of the visit, d. Purpose of the visit and activity to be undertaken during the stay e. Who is to cover the cost of the stay, f. Name and position of the counter signing person.</p> <p>6 Proof of recent business contacts Proof of continued business relation between the 2 companies (e.g. contracts, invoices), if relevant.</p> <p>7 Participants in commercial fair, congress, cultural or sports events A personalized letter containing the relevant personal data of the invited person and his/her function and the name, contact details and position of the counter signing person as well as the length and purpose of the visit or activity.</p> <p>8 Study, research or other types of internship a. Certificate of admission or registration at an educational establishment for the purpose of attending academic or vocational courses, or b. Cover letter from the inviting company.</p> <p>9 Proof of Sponsorship <i>Financial means are needed or the Embassy assesses the necessity during visa process.</i></p>	

- Application must be submitted **personally** at VFS Global in Manila or Cebu. Once the applicant has obtained all necessary documents, please register for an appointment at <https://visa.vfsglobal.com/ph/en/cze/book-an-appointment>.
- Incomplete applications will be decided by the Embassy on the basis of the documents that were submitted, and may be rejected. The processing time of your visa application will be shorter if your documents are complete upon submission of the application.
- Foreign documents which were neither issued in the Philippines nor in the **Czech Republic** must be legalized or have an Apostille.
- Documents which are not in **Czech** or English language need to be translated by a recognized translator.
- Please note that the Embassy can request further documents. .