



SCHENGEN SHORT TERM VISA REQUIREMENTS

GENERAL REQUIREMENTS	Orig	Copy
<input type="checkbox"/> Application Form	X	
<input type="checkbox"/> Cover Letter - addressed to embassy with travel intention indicated	X	
<input type="checkbox"/> 2pcs Passport size picture (<i>white background</i>)	X	
<input type="checkbox"/> Old and New Passports previous stamps	X	
<input type="checkbox"/> Previous visa copies (travel history)		X
<input type="checkbox"/> Bank Certificate & Bank Statements (issued within 6 mons) - indicate the ff: Account opening date, type of account, average daily balance and to-the/current balance	X	
<input type="checkbox"/> PSA Birth Certificate & PSA Marriage Certificate	X	

If the applicant is an EMPLOYEE/BUSINESSMAN:

<input type="checkbox"/> Certificate of Employment - must include applicant's position, date hired, compensation, office address, HR landline number, HR e-mail address	X	
<input type="checkbox"/> Leave of Absence	X	
<input type="checkbox"/> Company ID		X
<input type="checkbox"/> DTI/SEC/Mayors Permit/Business Permit		X
<input type="checkbox"/> ITR (BIR Form 1701/1702/2316 w/BIR stamp – latest)		X

If Company will sponsor the trip:

<input type="checkbox"/> Affidavit of Support (notarized)	X	
<input type="checkbox"/> Company's Bank Certificate & Bank Statements	X	
<input type="checkbox"/> Company's Business Documents (SEC/DTI and Business Permit)	X	
<input type="checkbox"/> Company's letter of invitation	X	

If applicant is a student:

	ORIG	COPY
<input type="checkbox"/> School ID		X
<input type="checkbox"/> Certificate of Registration/Enrollment		X
<input type="checkbox"/> Affidavit of Support	X	
<input type="checkbox"/> Guarantee Letter	X	
<input type="checkbox"/> Financial documents of supporter, Bank Certificate & Bank Statements (issued within 6 mons) - indicate the ff: Account opening date, type of account, average daily balance and to-the/current balance	X	

If applicant is Senior:

<input type="checkbox"/> Senior ID		X
<input type="checkbox"/> ALIEN CERTIFICATE CARD (VALID ARC) For foreigner working visa in Philippines		X

If someone is paying your trip:

<input type="checkbox"/> Affidavit of Support	X	
<input type="checkbox"/> Proof of Relationship between Applicant & Guarantor (e.g Birth Certificates/Marriage Certificate... etc)	X	
<input type="checkbox"/> Guarantor's Bank Certificate & Bank Statement (must be issued within 6 mons)	X	
<input type="checkbox"/> Guarantor's ITR (Form 1701/1702/2316 – latest clear copy)		X

ACKNOWLEDGEMENT

All Service Fees, including Assessment Fee are non-refundable regardless of the Cancellation / Granting / Withdrawal / Termination / Denial of Application.

ALL Schengen Embassy provides a letter of assessment which states the underlying reasons of denial of a VISA application..

MPQ TRAVEL AND TOURS does not disclose results of visa application/s through phone, SMS, and/or email rather, only during claiming of passport/s of the Applicant/ Travel Agency.

Schengen embassies or its subsidiary (VFS) does not return any documents submitted by the applicant/ travel agency except for the passports.

I fully understand that MPQ Travel and Tours is not liable for any damages including loss of passports and/or documents during shipment.

Regular processing time varies depending on Embassy.

Please bring the original Official Receipt and a valid ID upon claiming. If passports will be claimed by an authorized representative please present the ff:

1. Original OR - Applicants ID

2. Authorization Letter

Signature _____

SIGNATURE OVER PRINTED NAME

DATE: _____