

## LIST OF REQUIREMENTS

Visa Application form

Original Current Passport

Original Old Passport/s

Copy of Passports bio-page (current)

Copy of Passports bio-page (old)

Copy of all departure and arrival stamps

Copy of valid and expired visas

Copy of In Case of Emergency page

2 pcs Original Photo (passport sized)

Cover/Introduction Letter -Introduction letter, all applicants (exempt from Seafarers applying for Transit and Work Visa) must include in their application. It should be address to the Italian Embassy and indicate the ff:

Occupation,

Source of income,

Family background,

Travel history,

Travelling companion,

Purpose of travel,

Length of stay requested, and

Other important details.

\*Please affix signature, contact number and e-mail address.

\*For minors, must also have their own and signed by both parents.

Day to Day Itinerary

Flight booking

Proof of accommodation

\* Hotel

\* Invitation from the host

Travel Insurance - Minimum coverage of EUR 30,000 (plus 15 days of allowance beyond travel period) and valid throughout the Schengen area for emergency hospitalization and repatriation expenses. Must also purchase only from an Italian Embassy accredited insurance company.

Proof of Identity and Family ties

\* PSA Birth certificate

\* PSA Marriage certificate

Proof of ties in the Philippines

\* SSS contribution

\* Real estate property

**If Employed**

\* **Certificate of Employment**

\* **ITR (2316)**

\***Certificate of leave of absence**

**If Self-Employed - Sole Proprietorship**

\* **Business Registration (DTI)**

\* **Mayor's Permit**

\* **ITR (1701) pages 1 to 4**

**with Business Financial Statement and BIR ask receipt copy**

**If Self-Employed - Corporation**

\* **Business Registration (SEC with GIS)**

\* **Mayor's Permit**

\* **ITR (1701) pages 1 to 4**

**with Business Financial Statement and BIR ask receipt copy**

**If For Self-Employed - Freelance**

\* **Certificate of Affiliation**

\* **Explanation Letter about your business and how you**

<p>derived income  * ITR (1701) or Explanation Letter if no ITR</p>
<p><b>If For Student</b>  * School Certificate with approved leave of absence.  * School ID  * School Calendar</p>
<p><b>If For Minor / Housewife / Retired / unemployed</b>  *Proof of retirement  * Affidavit of Support from the sponsor  * Proof of relationship from the sponsor</p>
<p>Personal - Bank certificate (savings account)</p>
<p>Personal - Bank Statement for the last 6 months</p>
<p><b>Additional if professional</b></p>
<p>-copy of PRC card / IBP / any licensed card</p>
<p><b>Additional if Business purpose</b></p>
<p>Invitation Letter from the company/organization abroad</p>
<p>Passport copy/ID of the inviter abroad</p>
<p>Guarantee Letter &amp; Company letter confirming purpose of business travel issued by the local company</p>
<p><b>Additional if visiting relatives / friends</b></p>
<p>Invitation Letter from the relatives abroad</p>
<p>Passport copy/ID of the inviter abroad</p>
<p><b>Additional if with sponsor</b></p>
<p>Affidavit of Support from the sponsor  Proof of relationship with the sponsor</p>
<p>Proof of financial capability of the sponsor:  -Bank certificate (savings account)  -Bank Statement for the last 6 months  -Company profile/documents or Employed documents of Sponsor</p>