

ITALIAN EMBASSY, MANILA
VISA REQUIREMENT CHECKLIST (as of June 2015)

TOURIST VISA (Short Term)

GENERAL REQUIREMENTS FOR ALL VISA APPLICANTS

- 1) Original old and valid Passports (with no less than 3 months validity over the visa expiration but please consider the 6 months validity of the passport as required by the immigration);
- 2) Photocopy of the Biographical page and last page of the valid passport, previous visas and immigration stamps in all countries
- 3) COMPLETELY accomplished "Schengen Visa" application form (*Please DO NOT leave any blanks in the form. Indicate "N/A" if answer is not applicable. For minors, application should be signed by BOTH parents*) with one (1) recent passport-sized or 2x2 colored photo with white background (*ears should be exposed and with collared shirt/blouse*);
- 4) Original and photocopy of all documents required for each applicant

Additional Requirements for TOURIST VISA

- 5) Letter of introduction to the Embassy (*document that introduces the applicant and reason for visa application*)
- 6) If Employed: Certificate of employment & Approved Leave of Absence
- 7) Approved Travel Authority for applicants who are government staff
- 8) Note Verbale issued by Apostolic Nunciature for applicants who are Religious Figure
- 9) If Self Employed: Business license/permits, BIR registration and financial statement.
- 10) If professional, professional license card
- 11) Declaration of annual income (ITR)
- 12) For Students: Certificate of enrolment and approved leave of absence
- 13) **Bank certification** accompanied by account history in the form of either **passbook or statements of account**. Six (6) months account history for frequent travelers or one (1) year account history for infrequent travelers (*Frequent travelers are applicants who have been to the Schengen states within the last 5 years; Infrequent travelers are applicants who are travelling for the first time to the Schengen states or travellers who have not been to the Schengen states within the last 5 years*). If available, international credit cards, properties, land titles, etc.
- 14) NSO issued Birth certificate and Marriage Contract
- 15) Itinerary, confirmed round trip flight booking and hotel vouchers or hotel booking under the name of the traveler.
- 16) A letter of invitation addressed to the Embassy, (format of this letter may be secured at the Italian Embassy or downloaded from www.via.ph) in case the traveler will stay in a friend's or relative's residence. The invitation may be made by an Italian national or a foreign resident legally staying in Italy. A document of identity or permit of stay should accompany the letter of invitation.
- 17) If invited by relatives, NSO documents to prove relationships.
- 18) For ALL minors & Students: affidavit of Support and Consent from BOTH parents. In addition, a DSWD clearance for minors not traveling with parents.
- 19) Travel insurance with a coverage of at least 30,000 euros (with 15 days allowance beyond the travel period) obtained only from Schengen accredited insurance companies in the Philippines. (*Please refer to the current list of Schengen accredited insurance companies in the Phils*)
- 20) If not Filipino citizen the applicant needs to show proof of permanent residency in the Philippines (ACR).
- 21) Visa Processing Fee + Service Fee in Cash (Personal Appearance at VIA Centre) or Managers Check payable to "PIASI" (application through Courier Service)

IMPORTANT

- **The consul may request additional requirements upon evaluation of the file.**
- Only visa applications whose intended date of travel is within three (3) months from the time of application will be accepted.