



Ambassade de France aux Philippines

SCHENGEN VISA – SHORT STAY VISIT/TOURISM

1st STEP Where to apply

For a visit to one Schengen state, visa applications must be lodged at the Embassy/Consulate of that particular Member State. If the visit includes more than one destination, visa applications must be lodged at the Embassy/Consulate of the Member State whose territory constitutes the MAIN destination of the visit(s) in terms of purpose (i.e. business) and/or length of stay.

2nd STEP Setting the appointment

Appointments may only be set through calling the Embassy's appointed Call Center:

For PLDT/Smart/Touchcard Subscribers 1 (909) 101- 3333

For Globe/Innove/Touchmobile Subscribers 1 (900) 101- 3333

For Bayantel Subscribers 1 (903) 101- 3333

** Appointments may only be made within three months from the date of departure*

3rd STEP Requirements (2 different sets: 1 set of originals and 1 set of photocopies)

1. Signed Schengen visa application form with photo (35mm x 45mm, white background)
 2. Valid passport (3 months' validity from the end of intended stay) and photocopy of valid and former visas
 3. Cover letter explaining the purpose of your trip *and* proposed day-to-day itinerary
 4. Details about the trip :
 - Proof of accommodations
 - For tourists: hotel vouchers (for your *entire* stay in the Schengen area)
 - If staying with a French resident: "Attestation d'accueil" (delivered by the City hall where the host is residing – the original must be presented) + copy of that host's national ID or residence permit (if citizen of a country outside the EU)
 - Round trip flight *booking* (please do not purchase your ticket unless your visa is granted)
 - For family visit, proof of relationship with the host (birth certificate, marriage certificate...)
 5. Proof of employment (if any):
 - Certificate of employment with monthly salary and leave of absence approved by employer
 - If self employed: official business registration for current and previous year
 - For priests, nuns and missionaries: certificate from the Apostolic Nunciature and guarantee letter from French and Filipino congregation
 6. Proof of income
 - Income tax return from previous year, if applicable
 - Recent bank certification
 - Photocopy of the last three months statement of account of the same bank account
 7. Identity / marital status :
 - If married: photocopy of your marriage contract and birth certificate
 - If single: photocopy of your birth certificate
 - For minors not travelling with either parent, a copy of the DSWD permit
 8. An international travel insurance (medical expenses and repatriation) covering the entire period of the person's intended stay and valid for all Schengen states. Minimum coverage should be EUR 30,000.
 9. Visa fee (prevailing peso equivalent of EUR 60), payable in cash
- * Processing time: 5 working days (unless further verification is needed)**