



SCHENGEN VISA ASSISTANCE (10-15 working days)

France, Switzerland, Spain takes only 7 working days

NO OF APPLICANTS	RATE PER PERSON
4 applicants and above	PHP 4,999
2-3 applicants	PHP 4,999
Single applicant	PHP 5,500
INCLUSIONS	EXCLUSIONS
✓ Visa Consultancy	x VISA FEE (80 Euro or around PHP 4,900-5,000) to be paid upon appearance in Cash
✓ Appointment Scheduling/Visa Center Fee	
✓ Accomplished Application Visa Form	IMPORTANT NOTE: Additional Surcharge for the following Visa Application Centers. Php 500/person if via Austria, Belgium, France, Greece, Italy, Php 1,000/person if via Finland Php 1,500/person if via Sweden
✓ Flight and Hotel Reservations	
✓ Application Cover Letter	
✓ Travel Itinerary	

STEPS IN SCHENGEN VISA PROCESSING (with PERSONAL APPEARANCE for biometrics)

1. Email Accomplished Questionnaire and Scanned Copy of Passport for Free Assessment (we will advise the chances of approval)
2. Pay the visa assistance fee, email the proof of payment and your preferred schedule of appearance
3. We will encode your application form and once done, we will schedule your appointment at the Visa Application Center.
4. Prepare the documents needed for the appearance, make sure everything is printed and complete because the Visa Application Center will not accept incomplete applications. It's best to show us the requirements so we can double check everything before your scheduled appearance. If not, a soft copy is okay.

5. Pay the VISA Fee on the scheduled appointment at the Visa Application Center.

After the biometrics, you can also avail the passport delivery service if you are outside Metro Manila. No need to avail the text service since communication is through email.

CHECKLIST (put ✓)	Primary Requirements
	Philippine Passport with at least 6 months validity (make sure Page 3 is signed)
	Photocopy of passports stamps to non-visa country and previous and valid visas to the ff: USA, CANADA, UK, SCHENGEN, JAPAN, AUSTRALIA, NEW ZEALAND, KOREA
	2 pcs of Passport Sized Colored Photo (3.5cm x 4.5cm) Must be taken from a photo studio and should have white background
	Accomplished Questionnaire (Please refer on the page 3 & onwards)
	Original PSA Birth Certificate and Photocopy
	Original PSA Marriage Certificate and Photocopy (if applicable)
	Schengen Travel Insurance (you can avail with us)
CHECKLIST (put ✓)	Financial Requirements
	Original Copy of Bank Certificate (Ideal amount for the current balance is Php 300,000 and Ideal amount for the Average Daily Balance is P200,000) Note: Must be addressed to Embassy you are applying (you can google the complete name of Embassy and address)
	Copy of Latest 6 months Bank Statement (63from online banking is okay)
If applicable (put ✓)	Additional Requirements if Employed
	Original Copy of Signed Certificate of Employment (indicate applicant's position, date hired, compensation, office address, HR landline number & HR email address)
	Approved Leave of Absence
	Photocopy of Company ID
	Photocopy of Latest ITR (Income Tax Return) Form 2316 for individual / Form 1701 or Form 1702 to for companies NOTE: If No ITR – kindly provide a notarized affidavit explaining why there's no ITR
	Photocopy of PRC Card or IBP Card
If applicable (put ✓)	Additional Requirements if Business Owner / Self Employed / Corporation
	Photocopy of DTI or SEC Permit (includes Names & signatories of the corporation)
	Photocopy of Mayor's Permit
	Photocopy of BIR company registration
	Photocopy of Latest ITR (Income Tax Return) Form 2316 for individual / Form 1701 or Form 1702 to for companies NOTE: If No ITR – kindly provide a notarized affidavit explaining why there's no ITR
	Photocopy of Business Financial Statement

	Photocopy of PRC Card or IBP Card
If applicable (put ✓)	Additional Requirements for Students
	Original Copy of School Certificate or Photocopy of Enrollment Certificate
	Photocopy of School ID
	Original Copy of School Calendar Year
	Approved Leave of Absence if traveling within the School Year
If applicable (put ✓)	Additional Requirements for Senior Citizen
	Photocopy of Senior ID
If applicable (put ✓)	Additional Requirements for Visiting Family/Friend
	Original or Printed Copy of Invitation Letter from the Family / Friend
	Photocopy of Passport Copy of the Family / Friend
	Original or Printed Copy of Guarantee Letter from the Family / Friend who will provide you with your accommodation
If applicable (put ✓)	Additional Requirements for Sponsored Applicants
	Original and Photocopy of Proof of Relationship to the Applicant
	Photocopy of Passport
	Original Copy of Bank Certificate (Ideal amount for the current balance is Php 300,000 and Ideal amount for the Average Daily Balance is P200,000) Including type of account, opening date, average daily balance and current balance
	Copy of Latest 6 months Bank Statement (from online banking is okay)
	Original Copy of Notarized Affidavit of Support and Guarantee Letter
If applicable (put ✓)	If Sponsor is Employed
	Original Copy of Signed Certificate of Employment (indicate applicant's position, date hired, compensation, office address, HR landline number & HR email address)
	Photocopy of Company ID
	Photocopy of Latest ITR (Income Tax Return) Form 2316 for individual / Form 1701 or Form 1702 to for companies NOTE: If No ITR – kindly provide a notarized affidavit explaining why there's no ITR
	Photocopy of PRC Card or IBP Card
If applicable (put ✓)	If Sponsor is Business Owner/ Self-Employed / Corporation
	Photocopy of DTI or SEC Permit (includes Names & signatories of the corporation)
	Photocopy of Mayor's Permit
	Photocopy of BIR company registration
	Photocopy of Latest ITR (Income Tax Return) Form 2316 for individual / Form 1701 or Form 1702 to for companies

	<i>NOTE: If No ITR – kindly provide a notarized affidavit explaining why there's no ITR</i>
	Photocopy of Business Financial Statement
	Photocopy of PRC Card or IBP Card

Important Notes:

1. For sponsored applicants, proof of relationship / connection should be established. Sponsor will provide employment or business documents and financial requirements. Sponsor will need to secure an affidavit of support including the applicant's full name, passport number and travel dates.
2. Visa approval is at the discretion of the Visa officers. We cannot guarantee 100% approval.
3. In case we found the documents insufficient, we will return the documents and charge P500/applicant as assessment fee including the courier fee. Remaining payment will be refunded to you.
4. Visa submission is within 3 working days after the receipt of complete documents and if there are no additional requirements needed. We strongly suggest applying at least 1 month prior to the planned travel date because there are times where the visa officer is requesting for additional documents.
5. For a denied application, you can reapply after 6 months. No Refunds for the Visa Assistance fee.

SCHENGEN VISA QUESTIONNAIRE

(PLEASE ANSWER IN **CAPITAL LETTER AND BOLD FONT**. PUT N/A IF NOT APPLICABLE)

PERSONAL INFORMATION	
Surname:	Given Names:
Date Of Birth:	Gender:
Birthplace (City/Municipality and Country):	Passport Number:
Passport Issuance Date:	Passport Expiry Date:
Passport Issuing Authority (refer to Passport Bio Page)	Marital Status:
Country/Region of Origin (Nationality):	Do You Hold or Have You Held Any Other Nationality? (Yes or No) If Yes, Please Advise.
Complete Home Address with Zip Code:	Personal Mobile Number:
Personal Landline Number:	Email Address:
Which Schengen countries are you going to visit?	Exact Travel Dates: (Arrival and Departure in Schengen)
Preferred Appointment Place (Manila or Cebu) and Preferred Date for Biometrics and Visa Requirements submission?	Preferred Appointment Time (8:00am-11:00am):
Are you traveling as a group? (Yes or No) If yes, kindly provide the details of all companions below	Purpose of trip?

Family Name	Given Names	Sex (M/F)	Date of Birth (Month/Day/Year)	Relationship to applicant
1.				
2.				
3.				
4.				

5.				
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WORK / SCHOOL / BUSINESS	
Primary Occupation:	Present Employer / School / Business Name:
Address (Line 1), City, State/Province, Postal Zone/ZIP Code and Country/Region:	
Start date with employer / school / business:	Contact number and Email address of employer / school / business:
Who will pay for your trip (if with sponsor provide the full name and relationship)	How much is the applicant / sponsor's monthly income?
Available Money of applicant or sponsor in Bank Account:	Average Daily Balance of Bank Account for the past 6 months?
Sponsors' Address (Line 1), City, State/Province, Postal Zone/ZIP Code, Phone Number and Country/Region:	
TRAVEL HISTORY	
Has this applicant previously traveled to Schengen? (Yes or No)	If yes, kindly provide details. Embassy where the Visa was issued, Visa number, date of issuance and expiry date. (dd/mm/yyyy)
Were your fingerprints collected in your previous Schengen application? If yes, please provide a date.	Countries visited for the past 8 years (2016-2024) 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.
Surname and first name of the inviting person or name of hotel	Address of inviting person or hotel:
Telephone Number of inviting person or hotel	E-mail address of inviting person or hotel: