

## **Checklist C04 Schengen Visa – Business**

- 1. The Embassy of the Republic of Poland does not give back the documents that are submitted with the application and the applicant is advised to make an appropriate amount of copies of documents that she/he might need in the future.**
- 2. All documents need to be attached in originals with its copies if required below. Copies are sufficient only when it is specifically mentioned in the list.**
- 3. Failure to submit the documents listed below (incomplete applications) may result in negative decision in visa case.**
- 4. The required documents have to be translated into Polish or English in a separate document according to the instructions below.**
- 5. The Embassy reserves the right to request additional information/documentation and, if deemed necessary, to interview the applicant in person.**
- 6. Documents which were neither issued in the Philippines nor in Poland must be legalized or have an apostille.**
- 7. The passport remains at the Embassy during the review of the documents.**
- 8. Please arrange your documents according to this checklist.**
- 9. When in possession of all documents from the list, book your appointment with Polish Visa Application Center in Manila or Cebu BLS.**
- 10. The consul will make the decision on the visa within 15 calendar days. Exceptionally, the time to make the decision can be extended up to 45 day.**
- 11. If a minor is travelling without the parent(s) having the legal custody, a travel permit may be necessary. Please contact the Philippine Department of Social Welfare and Development (DSWD) after you receive the visa.**
- 12. After receiving the visa, please inform yourself regarding possible exit requirements on the part of Philippine authorities and bear in mind that the Embassy can offer neither advice nor support in this matter.**

### **I. GENERAL REQUIREMENTS :**

1. Visa application form without blanks, signed by the applicant.
2. Passport or other travel document and one copy of the identification page  
Travel document must be: not older than 10 years, valid for at least 90 days after the planned departure day from Poland/Schengen and containing at least 2 blank pages.
3. One (1) color photograph (white background, 35 mm x 45 mm, not older than 6 months, no retouch).
4. Non-refundable visa application fee to be paid upon submission of visa application.
5. Proof of ties in the Philippines :
  - a) Proof of social security contributions, if relevant.
  - b) Copy of real estate property – title-deed, if relevant.

- c) Proof of family ties in the Philippines (e.g. birth certificate of children or marriage certificate). These certificates should be issued by the Philippine Statistics Authority (PSA).
- 6. Proof of occupation
  - a. If employed:
    - i. Certificate of employment.
    - ii. Certificate of leave absence.
    - iii. Latest Income Tax Return.
  - b. If self-employed:
    - i. Proof of company registration issued by the Department of Trade Industry (DTI)/Securities Exchange Commission SEC registration of business.
    - ii. Latest Income Tax Return.
    - iii. Business Financial Statement.
  - c. If pupil or student:
    - i. Proof of enrolment.
    - ii. Certificate of leave absence if travelling during school year.
- 7. Proof of financial means of the applicant
  - a) Bank certification, bank books and its copies, personal bank statements showing regular income, credit card statements or balance covering the last six months.
  - b) For minors: Proof of parents' or legal guardian's economic means (cf. the above).
- 8. Proof of travel arrangements
  - i. Copy of the travel itinerary.
- 9. If travelling with spouse and/or children
  - a) Marriage contract certified by the Philippine Statistics Authority (PSA).
  - b) Birth certificates of children certified by the Philippine Statistics Authority (PSA).
- 10. Proof of accommodation
  - a) Proof of accommodation: confirmation of hotel booking, hotel voucher or letter of promise of accommodation by the host.
- 11. For non-Philippine applicants
  - a) Copy of Alien Certificate Registration (ACR) valid at least three months beyond the date of departure from the territory of the Member States.
- 12. Minors

- a) If travelling alone or with only one parent: written consent of the non-travelling parent/legal guardian or proof of sole custody of the travelling parent or legal guardian.
- b) If the name of the father does not appear in the PSA issued birth certificate, no consent is required.
- c) Copy of bio data page of parent(s) or legal guardian's passport.
- d) Birth certificate certified by the Philippine Statistics Authority (PSA).
- e) If travelling alone: Department of Social Welfare and Development (DSWD) clearance.

**II. Travel medical insurance :**

**13. Proof of Travel Medical Insurance**

- a) Travel medical insurance policy issued by an accredited insurance company.
- b) The insurance should mention:
  - ✓ A minimum coverage of 30,000 Euros
  - ✓ Validity in all Schengen countries
  - ✓ Coverage period for the entire duration of the trip.

**III. DOCUMENTS TO SUBMIT SPECIFICALLY FOR BUSINESS**

- a) Certificate from the employer:
  - ✓ letter of the Philippine company introducing the businessperson, purpose and duration of the visit(s), financial cover of the visit, short company profile, etc.
- b) Invitation from the inviting company or organisation:
  - ✓ the letter should contain the following information:
  - ✓ relevant personal data of the invited person,
  - ✓ the invited person's function,
  - ✓ length of the visit,
  - ✓ purpose of the visit and activity to be undertaken during the stay;
  - ✓ who is to cover the cost of the stay; and
  - ✓ name and position of the counter signing person.
- c) Proof of recent business contacts:
  - ✓ Proof of continued business relation between the two companies (e.g. contracts, invoices), if relevant.