



SCHENGEN INDIVIDUAL VISA REQUIREMENTS

GENERAL REQUIREMENTS

1. Duly accomplished and signed Schengen Visa Application Form (MPQ will assist)
2. 2 pcs Passport size picture (*white background*)
3. Original Old and New Passport (*with all old visa copies and stamps*)
4. Bank Certificate (*current with 300k peso up fund*)
5. Bank Statements (*issued within 6 months*) – *indicate the ff: Account opening date, type of account, average daily balance and to-ate/current balance*
6. PSA Birth Certificate
7. PSA Marriage Certificate
8. Any Valid ID's
9. PRC ID for professional (*Doctors, Engineers, Accountants, etc*)
10. IBP ID (*for lawyers*)
11. Proof of ties in the Philippines (*Land Title, ORCR vehicle, etc*)

If the Applicant is a STUDENT

12. Certificate of Enrolment/Registration
13. School ID
14. Affidavit of Support
15. Guarantee Letter
16. Financial documents of the supporter, Bank Certificate with fund and Bank statement 6 months

If the Applicant is EMPLOYED

17. Certificate of Employment (must include applicant's position, date hired, salary, date of return to work)
18. Leave of Absence (indicate the days paid and unpaid)
19. 2 Recent Payslips (if applicable)
20. Latest Income Tax Return (ITR 2316) – with BIR Stamp
21. Travel Authority (*for Government Employee*)
22. Company ID (*front and back*)

If the Applicant have BUSINESS/Business Owners

23. DTI/SEC/Mayor's Permit/Business Permit
24. Latest Income Tax Return (ITR 1701) – with BIR Stamp
25. Certificate of Registration
26. Income Statement/Cash Flow Statement

If the Company will sponsor the trip

27. Affidavit of Support (*notarized*)
28. Company's Bank Certificate & Bank Statements
29. Company's Business Documents (SEC/DTI and Business Permit)
30. Company's Letter of Invitation

If the Applicant is Senior

31. Senior ID

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If the Applicant is Foreigner

- 32. Copy of Alien Certificate of Registration (ACR)
- 33. Copy of International Card Residence (ICR)
- 34. Re-entry permit

If someone is paying your trip/Sponsor

- 35. Affidavit of Support and Letter of Guarantee
- 36. Formal Obligation (*from sponsor's country*)
- 37. Proof of Relationship between Applicant & Guarantor (*e.g. Birth Certificates/Marriage Certificate, etc...*)
- 38. Photos Together (*if your sponsor is your partner/boyfriend/girlfriend*)
- 39. Guarantor's Bank Certificate & Bank Statement (*must be issued within 3 months*)
- 40. Guarantor's ITR (*Form 1701/1702/2316 – latest clear copy with BIR Stamp*)

DOCUMENTS THAT MPQ WILL ASSIST

- 1. Duly accomplished Application Form
- 2. Biometric Appointment
- 3. Cover Letter
- 4. Itinerary
- 5. Travel Insurance
- 6. Ticket Booking
- 7. Hotel Booking



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ACKNOWLEDGEMENT

- ALL Service Fees, including Assessment Fee, are non-refundable regardless of the Cancellation/Granting/Withdrawal/Termination/Denial of Application.
- ALL Schengen Embassy provides a letter of assessment which states the underlying reasons of denial of a VISA application.
- MPQ TRAVEL AND TOURS does not disclose results of visa application/s through phone, SMS, and/or email rather, only during claiming of passport/s of the Applicant/Travel Agency.
- Schengen embassies or its subsidiary (VFS) does not return any documents submitted by the applicant travel agency except for the passports.
- I fully understand that MPQ Travel and Tours is not liable for any damages including loss of passport and/or documents during shipment.
- Regular processing time varies depending on Embassy.
- Please bring the original Official Receipt and a valid ID upon claiming. If passports will be claimed by an authorized representative, please present the ff:
 1. Original OR – Applicants ID
 2. Authorization Letter

Signature: _____

SIGNATURE OVER PRINTED NAME

Date: _____



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Air Ticketing • Airport to Airport Visa Change • Holiday Packages • Hotel Reservations • Airport Pick-up and Drop-Off • Tour Packages
Corporate Travel Management • Online Bookings • Travel Concierge • Dubai Visit Visa • UK/USA/Schengen/Canada Visa Assistance