# Checklist for Schengen Visa: Tourism

Application should be submitted at the local VFS Global Visa Application Center
VFS Global Website: https://www.vfsglobal.ch/switzerland/philippines/
VFS Global Services Pvt. Ltd., 6th Floor, Circuit Corporate Center 2, Circuit Makati, Theatre Drive, 1207 Makati City, Metro Manila
Tel.: +63 2 8 540 0822 or E-Mail: info.swissph@vfshelpline.com

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| Please submit documents in the order listed below and do not staple any document.<br>No documents will be returned after submission and examination by this Embassy. | |
| **Application form:**<br>• Duly completed, dated and signed by the applicant or the legal guardian (write in block letters and use only black or blue ink).<br>• If the applicant is a minor, both parents must sign the form.<br>• The visa application form is free of charge and can be downloaded from the website: https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html | |
| **Passport:**<br>• The current passport and a copy of all relevant pages (the first two pages with the personal data plus the photograph and signature; the back page with important notes), as well as copies of visas for the Schengen area, the United Kingdom, the United States and Canada for the past 10 years.<br>• The passport must be valid for at least 6 months after the planned stay abroad.<br>• The passport must contain at least two sequent empty pages. | |
| **Passport photographs:**<br>• Two identical passport photographs in colour (not older than 6 months) with a light background.<br>• One photograph must be pasted on the application form; stapled photographs cannot be accepted.<br>• Head covers are not permitted except for religious reasons; full visibility of the face. https://www.icao.int/sites/default/files/FAL/Annex_A-Photograph_Guidelines.pdf | |
| **Flight reservation:**<br>• Roundtrip air travel and, if applicable, proof of intra-Schengen flight, train itinerary or car rental.<br>• Do not purchase an airline ticket yet. The Embassy cannot be held responsible for financial losses if you have to return a ticket.<br>• If the applicant travels to a third country (e.g. the United Kingdom, the USA, etc.) after leaving the Schengen area, the visa of the subsequent country must be obtained first. | |
| **Travel insurance:**<br>• The travel insurance must cover medical emergencies, hospitalization and repatriation (including in case of death). The minimum amount of coverage per person must be EUR 30'000.00 or the equivalent value. The insurance must be valid for the entire Schengen area and for the entire duration of the stay.<br>• The Embassy does not accept insurance policies with sub-limits, exclusions and conditions. | |
| **Accommodation and itinerary:**<br>• Proof of accommodation for each night of the entire planned trip in the Schengen area (e.g. confirmed hotel reservations or copy of rental contract).<br>• Confirmation of the package tour and advance payments, if any.<br>• Detailed daily itinerary and schedule of activities. | |
| **Financial means:**<br>• Stamped and signed original bank certificate of current account balance and bank statements showing account activity for the past six months.<br>• Transfer Certificate of Title. | |
| **If employed:**<br>• Company letter from your employer on proper letterhead in original with contact details including email and phone numbers, duly stamped and with the name and position of the signatory (scanned or electronic signatures are not accepted). The letter must contain the following information about the visa applicant: Position, date of hiring, salary and dates of the approved leave. The company has to confirm the continuation of the employment relationship after the requested stay abroad.<br>• Income tax return. | |

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| **If self-employed and/or company owner:**<br>• Department of Trade Industry (DTI)/Securities Exchange Commission (SEC; list of incorporators).<br>• Income tax return.<br>• Business financial statement. | |
| **If student:**<br>• Certificate of enrolment and leave of absence for travel during the school year (dates must be clearly mentioned).<br>• Copy of student ID. | |
| **If married:**<br>• Marriage certificate and birth certificate(s) of child(ren), if applicable. | |
| **Minors:**<br>• **Child/Children under 18 years old, not travelling with both parents:** Notarized consent letter from the non-travelling parent or legal guardian.<br>• **Child/Children under 18 years old, travelling alone:** Notarized consent and financial support from both parents or legal guardian.<br>• Department of Social Welfare and Development (DSDW) Travel Clearance https://www.dswd.gov.ph/<br>• Copies of both parents' (legal guardians') passports or official identification documents with the holder's signature. | |
| **Non-Filipino applicants who have valid residency status in the Philippines:**<br>• Copy of Philippines residence permit. | |
| **Visa fee:**<br>https://www.schweiz-philippinen.eda.admin.ch/en/schengen-visa-fees | |

**Important general information:**

- **Visa applications from non-residents of the Philippines will not be accepted.** Philippine nationals residing in a country other than the Philippines must submit their application to the Swiss representation responsible for their place of residence.
- The visa application can be submitted only max. 180 days prior to the date of departure.
- The required documents have to be submitted with the visa application (no fax or e-mail to the Embassy is accepted).
- An application without the complete documents as listed above may result in the refusal of the visa application.
- The Embassy of Switzerland reserves the right to request additional documentation and/or to schedule a personal interview at this office.
- During the visa processing period, the return of the passport is not possible.
- In case of refusal, the visa fee will not be refunded.
- The Embassy cannot be held responsible for any inconvenience caused by delays or refusal of the visa.

**Visa Section of the Embassy of Switzerland in the Philippines**


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| **Mailing Address** | 24th Floor BDO Equitable Tower<br>8751 Paseo de Roxas, 1226 Makati City,<br>Metro Manila, Philippines |
| **E-Mail** | manila.visa@eda.admin.ch |
| **Website** | https://www.schweiz-philippinen.eda.admin.ch/en |
| **Visiting Hours** | By appointment only |
| **Visa Section** | +63 (2) 8845 45 45 (Press 1) |