

# STUDENT

## SCHENGEN VISA REQUIREMENTS

- Application form.** Available online through web link: [visa.eongroup.com.ph](http://visa.eongroup.com.ph). Kindly contact your services officer should **login code** is required.
- Original passport.** 6 months valid prior to travel date. Passports shall be on hold by the Embassy for processing until the releasing date. Please manage your travel schedules.
- Submit All Old Passport.** Must fill-out the back page with details for contact emergency person.
- Photocopy of previously issued visas for the past 5 years:** Found in your passport only if applicable. USA, Schengen, Australia, Japan, Canada, etc
- 2 Passport size picture.** With Collar. White background. NO white-colored shirt/blouse. NO accessories. Neutral face expression. Two ears must be clearly visible. Hair must be tied at the back. **DO NOT STAPLE!**
- Original School Certificate.** Indicate the name of school, address, telephone number
- Photocopy of School ID.**
- Latest Original copy of PSA Birth Certificate.** Issued within 6 months prior to application.

### ADDITIONAL DOCUMENTS OF PARENTS / RELATIVES\*

- Photocopy of Passport Bio page or Any Government-issued ID.** Valid
- Latest Original PSA Birth certificate.** Issued within present year prior to application.
- Latest Original PSA Marriage Certificate (if applicable).** Issued within present year prior to application.
- Original Bank Certificate.** Available Fund must reflect at least Php 300,000.00.
- Original Bank Statement.** At least 6 months transaction history.
- Photocopy of Properties.** Land title/s, Car Registration, etc. (if applicable).
- Photocopy of Credit card statements and limits (if applicable).**

### \*If Employed

- Original Certificate of Employment.** Certificate must reflect the applicant's position, date hired, compensation, office address, office landline number [cellphone is not allowed], email address; must be issued at least 3 months prior to application.
- Photocopy of Latest ITR (Income Tax Return) Form 2316.** (cannot comply submit Explanation Letter).

### \*If owning a Business:

- Photocopy of Business Registration from SEC or DTI.** Valid.
- Photocopy of Business Permit or Mayor's Permit.** Issued in present year.
- Photocopy of Latest ITR (Income Tax Return) BIR Forms 1701/1702.** (cannot comply submit Explanation Letter).
- Photocopy of BIR Plate.** If applicable
- Photocopy of ITR Financial Statement.**
- Photocopy of Business Certificate of Registration.**

### IMPORTANT REMINDERS:

- Please prepare the amount of **Php 6,000.00 – Php 8,000.00** for the **Visa Fee & Other Services Fee.** (Payment shall be made in the Embassy during Application Submission with Personal Appearance for Biometric).
- Documents for photocopy must be printed in A4 sized Bond Paper.
- For proper handling, place all documents in a long folder with name written on cover enclosed in a plastic envelope.
- For clarifications & concerns please contact: **09171296825 / 09999936329**
- **Email Address: [visa.travel@eongroup.com.ph](mailto:visa.travel@eongroup.com.ph)**

Address your Bank Certificate to:	All documents must be submitted to:
Varies as per country of application, thus contact your services officer for guidance.	<b>Eon Travel Visa Center</b> 2 <sup>nd</sup> Floor Rm 204 Adelina Building Corner Gen. Luna – Jalandoni Sts. Iloilo City, Iloilo 5000

Updated as of January 2024