

# FRANCE VISA REQUIREMENTS

## BUSINESS

- **A completed and signed Schengen visa application form**
- **Two passport sized colored picture with white background** (must be taken within the last 6 months; do not staple the photos on the form) **35mm x 45mm passport size.**
- **Original passport** (must be 6 months valid beyond intended stay and must have at least two blank pages)
- **Copy of passport data page**
- **Marriage contract** (certified by the Philippine Statistics Authority (PSA))
- **Birth certificates of children** (certified by the Philippine Statistics Authority (PSA))
- **Birth certificate** (certified by the Philippine Statistics Authority (PSA))
- **Copy of National ID** (or any other legal IDs)
- **Original copy of previous visas and arrival stamps** for the past 5 years.
- **Travel insurance** covering the entire duration of the trip to the Schengen area (only accredited insurance companies are accepted; minimum coverage of **30,000 euros**, non-deductible must cover emergency medical expenses, hospital treatment and repatriation for medical reasons or death)
- **Round trip flight booking confirmation.** (we can provide)
- **Hotel booking confirmation.** (we can provide)
- **Daily travel itinerary.** (we can provide)
- **Proof of title-deeds** (Ex. Cars and/or Land) (*if relevant*)
- **Proof of Ties in the Philippines** (SSS Contributions) (*if relevant*)

### For Employee's:

- **Certificate of Employment** (with leave of absence (must include applicant's position, date hired, salary, date of return to work))
- **Personal Original Bank Certificate** (with receipt and addressed to the Embassy (with ADB))
- **Bank Statements** (most recent 6 months transactions) or Passbook, or credit card statements
- **Personal Income Tax Return**
- **Copy of Company ID** (back-to-back)
- **Copy of PRC/IBP ID** (*if professional*)

### For Company's Sponsorship:

- **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.)
- **Invitation Letter from the inviting company or organization:** (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; name and position of the counter signing person)
- **Proof of recent business contacts:** Proof of continued business relation between the two companies (e.g. contracts, invoices) (*if relevant*).
- **Guarantee Letter** (*must be notarized*)
- **Original Bank Certificate** (with receipt and addressed to the Embassy (with ADB))
- **Bank Statements** (most recent 6 months transactions)
- **ITR**
- **SEC with GIS**

### Note:

- Please be advised all documents should be printed in A4 paper.
- Additional required documents may be asked to the applicant depending on the category of visa applying for.
- Please send us an email at [documentations@inflightmenuph.com](mailto:documentations@inflightmenuph.com) for queries and/or information in submitting the requirements.