

SCHENGEN VISA ASSISTANCE

(15-20 Working Days)

NO. OF APPLICANTS	RATE PER PERSON
2 applicants and above	PHP 4,999
Single applicant	PHP 5,499
THE SCHENGEN COUNTRIES	
Austria, Belgium, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, and Switzerland	
IMPORTANT NOTE:	
Additional Surcharge if the applicant applies to the following Embassy	
Belgium, France, Greece, and Italy	PHP 500/applicant
Austria and Finland	PHP 1,000/applicant
Sweden	PHP 1,500/applicant
Hungary	PHP 11,300/applicant
INCLUSIONS	EXCLUSIONS
• Visa Consultancy • Appointment Scheduling and Fee • Accomplished Application Visa Form • Travel/Day-to-Day Itinerary • Flight and Hotel Reservations • Application Cover Letter	• Visa Fee 90 Euro or around PHP 5,700 – PHP 5,900/ applicant to be paid upon appearance in Cash • Primetime Fee (earliest appointment slot; applicable only with the French Embassy) PHP 3,000/applicant • Travel Insurance • PHP 20/page - Scanning of documents

STEPS IN SCHENGEN VISA PROCESSING

(with PERSONAL APPEARANCE for biometrics & application submission)

STEP 1: ASSESSMENT	Read and sign our Data Privacy Agreement & Visa Waiver , then email it together with the accomplished Questionnaire for Free Assessment. This will allow us to evaluate your chances of approval. Kindly send these to our Visa Department by sending a message through: ➤ Facebook: @HMGCWebjetMolino/@HMGCLasPiñas
STEP 2: PAYMENT	After the assessment, and should you wish to proceed with the application, our Visa team will then provide your invoice. Proceed to settle, then send your proof of payment.
STEP 3: ENDORSEMENT & PROCESSING	The Visa Team will endorse you to the next available Visa Consultant, who will verify your payment before processing your application.

LIST OF REQUIREMENTS

(All documents need to be scanned and sent to email/upload to own GDrive folder – hard copies for Final Checking ONLY)

APPLICANT'S PRIMARY REQUIREMENTS

- ☐ Duly accomplished [QUESTIONNAIRE](#)
- ☐ Original **PASSPORT** with at least 6 months validity (make sure page 3 is signed)
- ☐ Photocopy of a valid **PASSPORT'S BIOPAGE** (page 2)
- ☐ **OLD PASSPORT/S** with travel history for the past 5 years
- ☐ Photocopy of **CURRENT** and **OLD PASSPORT/S TRAVEL STAMPS** to non-visa countries, previous and valid visas to the following countries: USA, Canada, UK, Schengen, Japan, Australia, New Zealand, South Korea, etc.
- ☐ Two (2) pieces of **PASSPORT-SIZED PHOTO** (3.5 x 4.5cm)
 - ☑️ Must be taken from a photo studio
 - ☑️ Must have a white background
- ☐ **PSA BIRTH CERTIFICATE:** 1 Original and 1 photocopy
- ☐ **FOR MARRIED APPLICANT:** 1 Original and 1 photocopy of **PSA MARRIAGE CERTIFICATE**
- ☐ **FOR WIDOWED APPLICANT:** 1 Original and 1 photocopy of **SPOUSE'S DEATH CERTIFICATE**
- ☐ **SCHENGEN TRAVEL INSURANCE** (you may avail with HMGC Travel & Tours)
- ☐ **RESERVED DOCUMENTS** (FLIGHT ITINERARY, HOTEL VOUCHER & TRAVEL ITINERARY - to be provided by HMGC Travel and Tours)

APPLICANT'S FINANCIAL REQUIREMENTS

- ☐ Original **BANK CERTIFICATE**
 - Ideal current balance is PHP 300,000, and ADB is PHP 200,000
 - **Must be addressed to the specific Embassy of the country where the applicant is applying.**
 - Must include the type of account, opening date, average daily balance, and current balance
 - For Commercial Bank, it should have an OR from the bank
 - Digital Bank is also accepted as a supporting financial document only
 - For employed applicants, a Payroll Bank Account must be included for submission
 - Must be addressed to the Embassy where you are applying
 - **Must be issued within 10 days prior to your appointment**

☐ Original **BANK STATEMENT** for the past **6 MONTHS**

- The most recent 3 months should be originally from the bank
- **Must be addressed to the specific Embassy of the country where the applicant is applying.**
- The other 3 months from online banking are accepted, but should be certified by the bank
- Must demonstrate a stable and credible cash flow
- **Must be issued within 10 days prior to your appointment**

ADDITIONAL REQUIREMENT SHOWING TIES HERE IN THE PHILIPPINES

(OPTIONAL BUT HIGHLY RECOMMENDED)

- ☐ Photocopy of **LAND TITLE**
- ☐ Photocopy of **VEHICLE OWNERSHIP (OR & CR)**
- ☐ Photocopy of **INVESTMENT, INSURANCE POLICIES, TIME DEPOSIT, CREDIT CARD STATEMENT, ETC** (if any)

ADDITIONAL REQUIREMENT/S IF THE APPLICANT IS EMPLOYED

- ☐ Original **EMPLOYMENT CERTIFICATE** with a wet signature. It must have the following details:
 - Applicant's Position, Date Hired, Compensation, Office Address, Office Landline Number or Cellphone Number, Office Email Address
 - **Must be issued within 20 days prior to your appointment**
- ☐ Photocopy of **COMPANY ID**
- ☐ Approved **ORIGINAL LEAVE OF ABSENCE**
- ☐ Photocopy of **INCOME TAX RETURN (FORM 2316)**
 - If **NO ITR**, please provide a **NOTARIZED AFFIDAVIT** explaining the absence of ITR

ADDITIONAL REQUIREMENTS IF APPLICANT IS SELF-EMPLOYED / BUSINESS OWNER / CORPORATION

- ☐ Photocopy of **DTI "Certificate of Business Name"** or Securities and Exchange Commission (**SEC**), complete pages of Articles of Incorporation
- ☐ Photocopy of the **MAYOR'S PERMIT** from the City Hall
- ☐ Photocopy of the **BIR COMPANY REGISTRATION (2303)**
- ☐ Photocopy of the latest audited **FINANCIAL STATEMENT**
- ☐ Photocopy of **ITR 1702-RT or ITR 1701**
 - If **NO ITR**, please provide a **NOTARIZED AFFIDAVIT** explaining the absence of ITR

ADDITIONAL REQUIREMENT IF APPLICANT IS A PROFESSIONAL
☐ Photocopy of PRC or IBP CARD
ADDITIONAL REQUIREMENT/S IF APPLICANT IS A STUDENT
☐ Photocopy of SCHOOL ID ☐ Original CERTIFICATE OF ENROLLMENT in School ☐ Original SCHOOL CALENDAR ☐ Approved ORIGINAL LEAVE OF ABSENCE , if travelling within the School Year
ADDITIONAL REQUIREMENT/S IF APPLICANT IS A SENIOR CITIZEN / RETIRED
☐ Photocopy of SENIOR CITIZEN ID and CERTIFICATE OF RETIREMENT (if applicable) ☐ Photocopy of PENSION BANK CERTIFICATE AND STATEMENT (6 months - if any)
ADDITIONAL REQUIREMENTS IF VISITING FAMILY / FRIEND
☐ Photocopy of PASSPORT COPY of the Family / Friend ☐ PROOF OF RELATIONSHIP of the Applicant and Sponsor (PSA Birth Certificates or PSA Marriage Certificate, or pictures together) ☐ Original copy of INVITATION LETTER from the Family / Friend ☐ Original Copy of GUARANTEE LETTER from the Family / Friend who will provide you with your accommodation
IF APPLICANT IS SPONSORED, ADDITIONAL REQUIREMENT OF THE SPONSOR
☐ Original Copy of NOTARIZED AFFIDAVIT OF SUPPORT AND GUARANTEE LETTER ☐ PROOF OF RELATIONSHIP of the Applicant and Sponsor (PSA Birth Certificates or PSA Marriage Certificate pictures together) ☐ FINANCIAL REQUIREMENTS of the Sponsor ➤ Original BANK CERTIFICATE ○ The ideal current balance is PHP 500,000, and ADB is PHP 200,000 ○ Must be addressed to the specific Embassy of the country where the applicant is applying. ○ Must include the type of account, opening date, average daily balance, and current balance ○ For the Commercial Bank, it should have an OR from the bank ○ Digital Bank is also accepted as a supporting financial document only ○ For employed applicants, a Payroll Bank Account must be included for submission

- Must be addressed to the Embassy where you are applying
- **Must be issued within 10 days prior to your appointment**
- Original **BANK STATEMENT** for the past **6 MONTHS**
 - The most recent 3 months should be originally from the bank
 - Must be addressed to the specific Embassy of the country where the applicant is applying.
 - The other 3 months from online banking are accepted, but should be certified by the bank.
 - Must demonstrate a stable and credible cash flow
 - **Must be issued within 10 days prior to your appointment**
- If the Sponsor is **EMPLOYED**:
 - Original **EMPLOYMENT CERTIFICATE** with a wet signature. It must have the following details:
 - Applicant's Position, Date Hired, Compensation, Office Address, Office Landline Number or Cellphone Number, Office Email Address
 - **Must be issued within 20 days prior to your appointment**
 - Photocopy of **COMPANY ID**
 - Approved **ORIGINAL LEAVE OF ABSENCE**
 - Photocopy of **INCOME TAX RETURN (FORM 2316)**
 - If **NO ITR**, please provide a **NOTARIZED AFFIDAVIT** explaining the absence of ITR
- ☐ If the Sponsor is a **BUSINESSMAN (Self-employed)**:
 - Photocopy of **DTI "Certificate of Business Name"** or Securities and Exchange Commission (**SEC**), complete pages of Articles of Incorporation
 - Photocopy of the **MAYOR'S PERMIT** from the City Hall
 - Photocopy of the **BIR COMPANY REGISTRATION (2303)**
 - Photocopy of the latest audited **FINANCIAL STATEMENT**
 - Photocopy of **ITR 1702-RT or ITR 1701**
 - If **NO ITR**, please provide a **NOTARIZED AFFIDAVIT** explaining the absence of ITR

ADDITIONAL REQUIREMENTS IF SPONSORED BY COMPANY/ORGANIZATION

- ☐ Original of **NOTARIZED AFFIDAVIT OF SUPPORT AND GUARANTEE LETTER**
- ☐ Photocopy of **DTI "Certificate of Business Name"** or Securities and Exchange Commission (**SEC**), complete pages of Articles of Incorporation
- ☐ Photocopy of the **MAYOR'S PERMIT** from the City Hall
- ☐ Photocopy of the **BIR COMPANY REGISTRATION (2303)**
- ☐ Photocopy of the latest audited **FINANCIAL STATEMENT**

- ☐ Photocopy of **ITR 1702-RT or ITR 1701**
 - If **NO ITR**, please provide a **NOTARIZED AFFIDAVIT** explaining the absence of ITR
- ☐ Company **FINANCIAL DOCUMENTS:**
 - Original **BANK CERTIFICATE**
 - Must include the type of account, opening date, average daily balance, and current balance
 - **Must be issued within 10 days prior to your appointment**
 - Original **BANK STATEMENT** for the past **3 MONTHS**
 - Must demonstrate a stable and credible cash flow
 - **Must be issued within 10 days prior to your appointment**
- ☐ Photocopy of **ITR 1702-RT or ITR 1701**
 - If **NO ITR**, please provide a **NOTARIZED AFFIDAVIT** explaining the absence of ITR.
- ☐ Other **SUPPORTING DOCUMENTS**

VISA APPLICATION CENTERS	
TLSCONTACT [FRANCE]	MANILA: 1 Proscenium Tower, 9th Floor, Estrella, Makati, Metro Manila, Philippines
	CEBU: Latitude Corporate Center, 12th Floor, Mindanao Avenue, Cebu Business Park, Cebu City, Philippines
BLS INTERNATIONAL [SPAIN, SLOVAKIA, POLAND]	MANILA: 7th Floor, 6780 Ayala Avenue Building, Makati City, 1226, Metro Manila, Philippines
	CEBU: Unit 707, Ayala Life FGU Center, Mindanao Avenue corner Biliran Road, Cebu Business Park, Cebu City, 6000, Philippines
VFS GLOBAL [OTHER SCHENGEN COUNTRIES]	MANILA: 6th Floor, Makati Circuit Corporate Center Tower Two, A.P. Reyes St., Brgy. Carmona, Theatre Drive Circuit, Makati City, 1207
	CEBU: Unit 905, 9th Floor, Kepwealth Center, Samar Loop cor. Cardinal Rosales Ave, Cebu Business Park, Cebu City 6000

NOTICE

- ❖ All documents must be in A4 size only, without staples or pasted pages.
- ❖ **All photocopies and printouts of personal documents are the sole responsibility of the applicant.**
- ❖ Photocopies of used Visas or entry stamps will not be accepted in lieu of the original passport.
- ❖ The applicant is responsible for ensuring compliance with all visa requirements. Submission of additional supporting documents is encouraged.
- ❖ Submission of requirements does not guarantee visa issuance.
- ❖ Any fake or tampered documents will result in visa refusal.
- ❖ Withdrawal or pull-out of passports and/or applications is strictly prohibited.
- ❖ Submitted documents will not be returned.
- ❖ Non-compliance with requirements may result in termination of the application.

TERMS AND CONDITIONS

- ❖ Visa approval is strictly at the discretion of the Embassy; approval is not guaranteed.
- ❖ Visa processing for France, Switzerland, and Spain is usually 5 to 7 working days after the appointment, and the rest of the other Schengen embassies are usually 10 to 15 working days; however, HMGC Travel does not have any control over the processing and evaluation of the embassy thus, we shall not be liable if results are not released within the given time frame.
- ❖ Denied applications may only be resubmitted after six (6) months; the Visa Assistance Fee is strictly non-refundable.
- ❖ Confirmed airline tickets and hotel accommodations are not required; HMGC Travel & Tours bears no responsibility for any costs incurred due to delays or visa denial.