

GREECE VISA APPLICATION CENTRE**CHECKLIST FOR A VISA APPLICATION FOR TOURISM****NAME:****PASSPORT No:**

		Yes	No	Remarks
1.	One (1) completed and signed visa application form duly filled in legibly in English.			
2	Two (2) passport-size photographs on a white background, which must be no more than 6 months old			
3	Original and one (1) photocopy of the applicant's passport (only pages with visa stickers or stamps need to be copied, as well as the passport's extension date if applicable). The applicant's passport should be valid for at least three (3) months valid upon return. It should contain at least 2 blank pages.			
4	Documentation on former travels abroad should be provided if available e.g. former passport(s) with all pages attached			
5	Proof of travel: a. Copy of the roundtrip airline booking with Passenger Registration Number (or booking number) and travel itinerary. b. Airline itinerary should cover your entry and exit to and from Malta and to all Schengen countries of destinations, including your exit and entry from MANILA TO MANILA (EX. MANILA-LONDON-SCHENGEN-LONDON-MANILA) c. The ticket should prove that the stay in the Schengen area does not exceed 90 days. It is recommended not to buy the ticket until the visa is granted.			
6	Detailed day-to-day itinerary of the planned trip			
7	Proof of accommodation for the whole duration of the intended stay. Hotel confirmation or hotel voucher (to all Schengen states of destination)			
8	Proof of Travel medical insurance coverage a. From an accredited Insurance Company b. The insurance must cover the entire period of intended			

	stay, valid for all Schengen States and covering any expenses which may arise in connection with repatriation for medical reasons, urgent medical attention, emergency hospital treatment or death during the stay. c. Minimum coverage of 30,000 euros.			
9	If you are joining a cruise, please provide your booking certificate and the ship's itinerary			
10	Proof of financial means of the applicants: • Original Bank Certificates, Bank Books. • Recent personal bank statement, credit card statement or balance over the last three months. • Income Tax Return • If applicant is a minor: Proof of economic means of parents or legal guardians			
11	Proof of Socio-professional status: a. <u>If employed:</u> i. Certificate of employment ii. Certificate of leave of absence b. <u>If self-employed:</u> iii. DTI/SEC registration of business iv. Income Tax Return v. Business Financial Statement c. <u>For retired persons</u> vi. Proof of pension or other regular income d. <u>If student:</u> vii. Proof of enrolment viii. Certificate of leave of absence if travelling during the school year e. <u>For unemployed adults:</u> ix. If married: Letter of employment and income of the spouse and marriage contract certified by National Statistics Office x. If single/divorced/widow/widower: any other proof of regular income.			
12	Proof of will to return: a. Copy of employment contract or social security contributions (if relevant) b. Copy of real estate property- title deed (if relevant) c. Proof of family ties in the Philippines (e.g. marriage certificate)			

13	For minors (under 18) : • Department of Social Welfare and Development (DSWD) Clearance • Affidavit of Support and Consent of both parents or legal guardians (especially of the non-travelling parent) notarized and legalized by Department of Foreign Affairs. • Birth Certificate of the minor certified by the National Statistic Office (NSO) • Photocopy of passport of parents/legal guardians.			
14	For non-Filipino applicants who have valid residence status in the Philippines: a. Copy of Alien Certificate Registration (ACR) b. Re-entry permit valid for 3 months after return			

Please note that the Embassy of Malta may in justified cases, request additional documents which are not mentioned in the above list or request an interview during the examination of an application. The applicant is hereby informed that submitting the above-mentioned documents does not guarantee the automatic issuance of a visa. It is also important to note that original certificates submitted with applications may not in all cases be returned.

Submission Officer to delete as appropriate:

- (a) The applicant has confirmed that he/she has no other supporting documents to submit.
- (b) The applicant has submitted the supporting documents above. I have advised him/her that failure to submit all necessary documents may result in the application being refused and visa fee is non-refundable. He/she has chosen to proceed with the application.

Submission Officer Signature

Applicant Signature

Date

Name of Accredited Travel Agent
(if applicant is being submitted by Agent)