

EMPLOYED

SCHENGEN VISA REQUIREMENTS

- Application form:** Available online through web link: visa.eongroup.com.ph. Kindly contact your services officer should **log in 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 Certificate of Employment.** Valid for 3 months from the date issued upon the submission of the application. The certificate must reflect the **applicant's position, date hired, compensation, office address, office landline number** [cellphone is not allowed], and **email address**. For **Government Employees**, original **Travel Authority** is required for submission.
- Photocopy of Personal ITR (Income Tax Return 2316).**
- Original Bank Certificate. Latest issued.** Valid for 3 months from the date issued prior to submission of application. Must include **account type, current balance, and account opening date** stated on the certificate. Available Funds must reflect at least Php 300,000.00.
- Original Bank Statement or Passbook Certified True Copy.** The Bank Statement must reflect the recent banking transaction history for the past **6 months**. If the passbook is, the certified true copy of the pages with transaction history for the last **6 months**; must be paired with the Bank Certificate provided.
- Latest Original PSA Marriage Certificate.** Issued within present year prior to application.
- Latest Original PSA Birth Certificate.** Issued within present year prior to application.
- Travel Authority.** Required to submit during the application.
- Leave of Absence.** Required to submit during the application.
- Travel Insurance.** Required to submit during the application.
- Photocopy of Credit Card Statements and Limits (if applicable).**
- Additional Documents:** Copy of Properties. Land Title, Car Registration, etc. (*if applicable*).

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**

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