

SCHENGEN VISA ASSISTANCE (up to 15-30 working days)

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| RATE PER APPLICANT | P15,000 |
| INCLUSIONS | |
| <ul style="list-style-type: none"> ✓ VISA CONSULTANCY ✓ APPOINTMENT SCHEDULING ✓ ACCOMPLISHED VISA APPLICATION FORM ✓ VISA FEE/ BIOMETRICS | |

VISA REQUIREMENTS CHECKLIST – All original documents to be submitted to office

STEPS IN SCHENGEN VISA PROCESSING (with PERSONAL APPEARANCE for biometrics)

1. Email accomplished Questionnaire and Scanned Copy (preferably in .pdf per document) of all the requirements for assessment (we will advise the chances of approval based on what you have submitted). 2. Pay the visa assistance fee, and tell us your preferred schedule of appearance for biometrics. 3. Prepare the documents needed for the appearance, make sure everything is printed and complete because the embassy will not accept an incomplete application. It's best to show us the requirements so we can double check everything before your schedule of appearance. If not, soft copy sent thru email is okay. 4. On the day of your appointment, pay for the VISA Fee and VIA/VSF Handling fee. You can also avail the passport delivery service if you are outside Metro Manila.

| CHECKLIST (put ✓) | Primary Requirements |
|-------------------|--|
| | Philippine Passport with at least 6 months validity (make sure Page 3 is signed) |
| | Photocopy of the Passport's Bio Page (Page 2) |
| | Photocopy of previous and valid advanced visa for frequent travelers (USA, CANADA, UK, SCHENGEN, JAPAN, AUSTRALIA, NEW ZEALAND, KOREA) |
| | 2 pcs of Passport Sized Colored Photo (4.5cm x 3.5cm) Must be taken from a photo studio and should have white background |
| | Accomplished Questionnaire (Please refer on the page 2 & onwards) |
| | Original PSA Birth Certificate should be not more than 1 year old |
| | Original PSA Marriage Certificate (if applicable) should be not more than 1 year old |
| | Schengen Travel Insurance (we can provide for you) |

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| Please create dummy tickets if necessary. No hotel reservation as applicants will be hosted at the host's apartment | Day to Day Itinerary, Hotel reservation and Airline Ticket reservation Optional: Add P1,000/applicant if you want us to create your dummy ticket and vouchers |
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| CHECKLIST (put ✓) | Financial Requirements |
| | Original Bank Certificate (Ideal amount for the current balance is P300,000) Including type of account, opening date, average daily balance and current balance |
| | Original or Photo Copy of Latest 3 months Bank Statement (Ideal amount for the Average Daily Balance is P200,000) |
| | ITR (Income Tax Return) Form 2316 for individual / Form 1701 or Form 1702 to for companies NOTE: If No ITR – kindly provide a notarized affidavit explaining why there's no ITR |
| If applicable (put ✓) | Additional Requirements if Employed |
| | Original Signed Certificate of Employment (indicate applicant's position, date hired, compensation, office address, HR landline number & HR email address) |
| | Photocopy of Company ID |
| | For business please provide employment contract |
| If applicable (put ✓) | Additional Requirements if Business Owner |
| | Photo Copy of DTI or SEC Permit (includes Names & signatories of the corporation) |
| | Photo Copy of Mayor's Permit |
| | Photo Copy of BIR company registration |
| If applicable (put ✓) | Additional Requirements for Professionals |
| | Photo Copy of PRC Card or IBP Card |
| If applicable (put ✓) | Additional Requirements for students |
| | Original Copy of School Certificate |
| | School ID |

Important Notes:

1. For sponsored applicants, proof of relationship / connection should be established. Sponsor will provide all the financial requirements.
2. Visa approval is upon the discretion of the Visa officer / Consul. We cannot guarantee 100% approval.
3. In case we found the documents insufficient, we will return the documents and charge

- P500/applicant as assessment fee including the courier fee. Remaining payment will be refunded to you.
4. Visa submission is within 3 working days after the receipt of complete documents and if there are no additional requirements needed. We strongly suggest applying at least 1 month prior to travel date because there are times where the visa officer is requesting for additional documents.
 5. For denied application, you can re-apply after anytime. No Refunds for the Visa Assistance fee.

STEPS IN SCHENGEN VISA PROCESSING (with PERSONAL APPEARANCE for biometrics)

1. Accomplish the application form for Schengen Visa application.
2. Gather the lists of requirements in preparation for your visa application.
3. Submit/Email accomplished Questionnaire and Scanned Copy of all the requirements for assessment (preferably in .pdf per document) at <https://getformly.app/html/formly.html?UpBwnl> (we will advise the chances of approval based on what you have submitted).
4. Pay the visa assistance fee, visa fee, and tell us your preferred schedule of appearance for biometrics.
5. Prepare the documents needed for the appearance, make sure everything is printed and complete because the embassy will not accept an incomplete application. It's best to show us the requirements so we can double check everything before your schedule of appearance. If not, soft copy sent thru email is okay.
6. Be 15-30 minutes early on the day of your appointment.

NOTE: Ensure that the submitted documents are complete and ready for filling. We will charge an additional fee of PHP 100.00 per applicant for the re-assessment fee if submitted documents are incomplete and need to be returned for completion.

VISA INQUIRIES

Email: visa@gladextours.com
Gladex Visa Hotline - 09811735417

**SCHENGEN VISA QUESTIONNAIRE (PLEASE ANSWER IN BOLD
FONT. PUT N/A IF NOT APPLICABLE)**

PERSONAL INFORMATION

| | |
|---|--|
| Surname: | Given Names: |
| Other Names Used If Applicable: (Maiden Name, Religious Name, Professional Name, Alias, Etc) | |
| Surname: | Given Names: |
| Gender: | Date Of Birth: |
| Place and Country of Birth: | Passport/Travel Document Number: |
| Date of Issue of Passport/Travel Document Number: | Date of Expiry of Passport/Travel Document Number: |
| Place and Country where the Passport/Travel Document was Issued: | Has this applicant undertaken a health examination for an Schengen visa in the last 12 months? (Yes or No) |
| Marital Status: | Country/Region Of Origin (Nationality): |
| Do You Hold Or Have You Held Any other Nationality? (Yes or No) | If Yes, Please Advise Other Country/Region Of Origin (Nationality): |
| Are You A Permanent Resident Of other Country/Region? If yes, provide Country/Region. | Has this applicant previously travelled to Schengen (Yes or No) |
| If Yes, kindly provide the visa details. Visa number, date of issuance and expiry date. | Were your fingerprints collected previously? If yes, please provide date. |
| Has this applicant previously applied for a visa and got denied? (Yes or No) | Date of last application: |
| Which Schengen countries are you going to visit? | Please enumerate the exact dates of stay per country. |

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| Does the applicant intend to enter Schengen on more than one occasion? (Yes or No) If yes, provide dates. | | Are you traveling as a group? (Yes or No) If yes, kindly provide the details of all companions below | | |
| Family Name | Given Names | Sex (M/F) | Date of Birth (Month/Day/Year) | Relationship to applicant |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| Complete Home Address With Zip Code: | | Postal Address With Zip Code (if different from home): | | |
| Personal Landline Number: | | Personal Mobile Number: | | |
| Personal Work Phone Number: | | Email Address: | | |
| WORK / EDUCATION | | | | |
| Primary Occupation: | | Present Employer: | | |
| Address (Line 1), City, State/Province, Postal Zone/ZIP Code, Phone Number and Country/Region: | | | | |
| Start date with current employer: | | Email address of employer: | | |
| Who will pay for your trip? If sponsored, use sponsor financial information. | | Relationship with sponsor to applicant? | | |

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| How much is the pocket money of applicant or sponsor for the trip? | How much is the applicant / sponsor monthly income? |
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| Available Money of applicant or sponsor in Bank Account: | Average Daily Balance of Bank Account for the past 6 months? |
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| Sponsors' Address (Line 1), City, State/Province, Postal Zone/ZIP Code, Phone Number and Country/Region: |
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| TRAVELHISTORY |
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| Countries Visited in the past 8 years | Arrival Date and Departure date |
|---------------------------------------|---------------------------------|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |
| 8. | |

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| Surname and first name of the inviting person(s) or Name of hotel(s) or temporary accommodation(s): | Address of inviting person(s)/hotel(s)/temporary accommodation(s): |
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| Telephone and telefax: | E-mail address of inviting person(s)/ |
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