

# Visa Information Pack

**From: Philippines**

**To: 73**

**Visa Type: Philippines France Business Double Entry Six Month**



## **Thank you for your order**

The following documents are required to apply for this specific visa type.

### **Application Form**

One fully completed and signed application form. This form must:  
Be signed twice: at question 37 and at the bottom of page 2

### **Passport**

The applicant's actual passport. The passport must:  
Have at least two blank visa pages  
Be valid three months beyond the expiry date of the visa

Not be damaged in any way

### **Proof of Residence**

Evidence of UK residency. This must be shown as:  
A permit valid for three months beyond the expiry date of the visa

### **Photos**

Two passport sized colour photographs. The photographs must:  
Have a white background  
Be taken within the last three months

### **Proof of Relationship**

Applicants in a dependent relationship with a non-EU passport holder must submit supporting documentation. This should be provided as:

Original Birth Certificate (long version)**or**

Original Marriage Certificate

If the marriage/birth certificate is not in English, then it must be translated and then legalised by the Foreign Office or the Embassy of the country of issue prior to submission

**AND**

Spouse/Child Original non-EU Passport

### **Business Letter**

An original letter of introduction from the applicant's UK employer. This letter must:  
Be on company letterhead paper

- Include the name of the applicant
- Include start date of employment and position held in the company
- Specify the purpose of journey
- Include the name of the organisation(s) to be visited
- Specify the requested number of entries and the length of visa required
- Include an acceptance of financial responsibility for the applicant
- Include the company registration number
- Be signed by the applicant's supervisor or the company's HR department
- Be written within one month of visa application submission
- A sample Employment Letter can be found within the Application Pack

### **Letter of Invitation**

A letter of invitation from the company the applicant is visiting. A copy is acceptable. this letter must:

- Be on company letterhead paper
- Include the name of the applicant
- Specify the purpose of journey
- Specify the requested number of entries and the length of visa required
- Be written within one month of visa application submission

### **Proof of Financial Means**

Evidence of available funds. This must be provided as:

- The applicant's original last three pay slips
- The applicant's original last three bank statements from a current account which must show a minimum credit balance of £35.00 per day of stay

### **Proof of Travel Arrangements**

Details of travel arrangements. These must be provided as:

- A copy of the hotel confirmation
- Original flight confirmation showing onward/return travel

### **Proof of Travel Insurance**

The applicant's full and complete travel insurance policy. A copy is acceptable. The travel insurance policy must:

- State the full name of the applicant
- State that all hospital and repatriation costs are covered
- State that it provides cover for the entire schengen area
- State the dates of validity of the travel insurance which must cover the entire trip
- Provide cover of at least 30,000 Euros

### **Photocopy of Application Materials**

A photocopy of the following document(s) submitted to Visas2. These must:  
Include a colour copy of the information page(s) of the applicant's passport  
Include the applicant's UK residency visa where applicable  
Include all schengen visas issued in the last three years  
Include a copy of all other supporting documents  
A £10.00+VAT fee will apply if you prefer to have us make photocopies.

### **Visa Conditions**

Visas2 can assist the traveller by offering a service which includes booking the visa appointment, checking the visa documents, submitting the visa application and collecting the visa once issued which can be a time consuming process.  
It is a requirement that all visa applicants must attend the TLScontact Center in person as fingerprints are taken. Applicants will be required to attend the Center between 13.00 and 15.00 on the day of their visa appointment for their biometric details to be recorded.  
Applicants who do not attend the Center on the day of their appointment at the allotted time will be required to contact Visas2 to book another appointment.  
The processing time quoted is approximate and cannot be guaranteed. Visas2 recommends that you apply no more than 90 days before your departure date.

### **Visa Information:**

Visa is valid for Six Month

### **Pricing is available on our website at:**

<https://www.visas2.com/pricing-structure>

## **APPLICATION PROCESS**

### **Step 1: Complete the forms and gather all required documents**

- Please complete all forms, check to ensure every required item is included and deliver your application to Visas2 for review and submission.

### **Step 2: Visas2 will process the application**

- Once Visas2 have received all required documentation material, complete and signed as necessary the application will be submitted at the first available date according to the consulate's availability.

**Step 3: Process update and completion**

- Once the visa application is approved/issued, we will advise immediately. Then proceed in collecting the passport/visa from the relevant embassy/consulate and dispatch in line with the agreed return method communicating all tracking information. Applications are usually dispatched within 24 hours of release.

**Disclaimer:**

Please note that we are not an Embassy and are not affiliated with any government. In almost all cases embassies charge a fee for visas. If we handle your application, we also charge a fee in return for advising on the requirements, helping to prepare your application, and sending a courier to queue up on your behalf to obtain and/or collect the visa. The forms and services we provide are available from the government or official source for free or lower cost. If you wish to apply directly to the relevant embassy.



N° 14076\*01



# Application for Schengen visa

This application form is free



|   |  |  |   |   |               |                           |  |
|---|--|--|---|---|---------------|---------------------------|--|
| 1. Surname (Family name) (x)  |  |  |   | <b>For official use only</b><br>Date of application : |               |                           |  |
| 2. Surname at birth (Former family name(s)) (x)   |  |  |   |   |               | Visa application number : |  |
| 3. First name(s) (Given name(s)) (x)  |  |  |   |   |               | File handled by :         |  |
| 4. Date of birth (day-month-year)   |  | 5. Place of birth :  |   | 7. Current nationality :                              |               |                           |  |
|   |  | 6. Country of birth :  |   | Nationality at birth, if different :                  |               |                           |  |
| 8. Sex<br><input type="checkbox"/> Male <input type="checkbox"/> Female   |  | 9. Marital Status<br><input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er)<br><input type="checkbox"/> Other (please specify) |   |   |               |                           |  |
| 10. In the case of minors: Surname, first name, address (if different from applicant's) and nationality of parental authority/legal guardian  |  |  |   |   |               |                           |  |
| 11. National identity number, where applicable :  |  |  |   |   |               |                           |  |
| 12. Type of travel document<br><input type="checkbox"/> Ordinary passport <input type="checkbox"/> Diplomatic passport <input type="checkbox"/> Service passport <input type="checkbox"/> Official passport <input type="checkbox"/> Special passport<br><input type="checkbox"/> Other travel document (please specify) :  |  |  |   |   |               |                           |  |
| 13. Travel document number  |  | 14. Date of issue  | 15. Valid until   |   | 16. Issued by |                           |  |
| 17. Applicant's home address and e-mail address   |  |  |   | Telephone number(s)                                   |               |                           |  |
| 18. Residence in a country other than the country of current nationality<br><input type="checkbox"/> No <input type="checkbox"/> Yes : Residence permit or equivalent N° ..... Valid until.....   |  |  |   |   |               |                           |  |
| * 19. Current occupation  |  |  |   |   |               |                           |  |
| * 20. Employer and employer's address and telephone number. For students, name and address of educational establishment.  |  |  |   |   |               |                           |  |
| 21. Main purpose(s) of the journey :<br><input type="checkbox"/> Tourism <input type="checkbox"/> Business <input type="checkbox"/> Visiting family or friends <input type="checkbox"/> Cultural <input type="checkbox"/> Sports <input type="checkbox"/> Official visit <input type="checkbox"/> Study<br><input type="checkbox"/> Medical reasons <input type="checkbox"/> Transit <input type="checkbox"/> Airport transit <input type="checkbox"/> Other (please specify) : |  |  |   |   |               |                           |  |
| 22. Member State(s) of destination  |  |  | 23. Member State of first entry   |   |               |                           |  |
| 24. Number of entries requested<br><input type="checkbox"/> Single entry <input type="checkbox"/> Two entries <input type="checkbox"/> Multiple entries   |  |  | 25. Duration of the intended stay or transit<br>Indicate number of days : |   |               |                           |  |
| 26. Schengen visas issued during the past three years<br><input type="checkbox"/> No<br><input type="checkbox"/> Yes. Date(s) of validity ...../...../....., ...../...../....., ...../...../.....   |  |  |   |   |               |                           |  |
| 27. Fingerprints collected previously for the purpose of applying for a Schengen visa<br><input type="checkbox"/> No <input type="checkbox"/> Yes. Date, if known : .....   |  |  |   |   |               |                           |  |
| 28. Entry permit for the final country of destination, where applicable<br>Issued by....., valid from.....until.....  |  |  |   |   |               |                           |  |

\* The fields marked with \* do not need to be filled in by family members of EU, EEA or CH citizens (spouse, child or dependent ascendant) while exercising their right to free movement. Family members of EU, EEA or CH citizens shall present documents to prove this relationship and fill in fields no 34 and 35.

(x) Fields 1-3 shall be filled in in accordance with the data in the travel document.

|  |             |  |   |
|--|-------------|--|---|
| 29. Intended date of arrival in the Schengen area  |             | 30. Intended date of departure from the Schengen area  |   |
| * 31. Surname and first name of the inviting person(s) in the Member State(s). If not applicable, name of hotel(s) or temporary accommodation(s) in the Member State(s)  |             |  |   |
| Address and e-mail address of inviting person(s)/hotel(s)/temporary accommodation(s)   |             |  | Telephone and telefax                         |
| * 32. Name and address of inviting company/organisation  |             |  | Telephone and telefax of company/organisation |
| Surname, first name, address, telephone, telefax, and e-mail address of contact person in company/organisation   |             |  |   |
| * 33. Cost of travelling and living during the applicant's stay is covered   |             |  |   |
| <input type="checkbox"/> by the applicant himself/herself<br>Means of support<br><input type="checkbox"/> Cash<br><input type="checkbox"/> Traveller's cheques<br><input type="checkbox"/> Credit card<br><input type="checkbox"/> Pre-paid accommodation<br><input type="checkbox"/> Pre-paid transport<br><input type="checkbox"/> Other (please specify) :  |             | <input type="checkbox"/> by a sponsor (host, company, organisation),<br>Please specify<br><input type="checkbox"/> referred to in field 31 or 32<br><input type="checkbox"/> other (please specify) : .....<br>Means of support<br><input type="checkbox"/> Cash<br><input type="checkbox"/> Accommodation provided<br><input type="checkbox"/> All expenses covered during the stay<br><input type="checkbox"/> Pre-paid transport<br><input type="checkbox"/> Other (please specify) : |   |
| 34. Personal data of the family member who is an EU, EEA or CH citizen   |             |  |   |
| Surname  |             | First name(s)  |   |
| Date of birth  | Nationality | Number of travel document or ID card   |   |
| 35. Family relationship with an EU, EEA or CH citizen :  |             |  |   |
| <input type="checkbox"/> spouse <input type="checkbox"/> child <input type="checkbox"/> grandchild <input type="checkbox"/> dependent ascendant  |             |  |   |
| 36. Place and date   |             | 37. Signature (for minors, signature of parental authority / legal guardian)   |   |
| I am aware that the visa fee is not refunded if the visa is refused.   |             |  |   |
| Applicable in case a multiple-entry visa is applied for (cf. field no 24):<br>I am aware of the need to have an adequate travel medical insurance for my first stay and any subsequent visits to the territory of Member States.   |             |  |   |
| <p>I am aware of and consent to the following: the collection of the data required by this application form and the taking of my photograph and, if applicable, the taking of fingerprints, are mandatory for the examination of the visa application; and any personal data concerning me which appear on the visa application form, as well as my fingerprints and my photograph will be supplied to the relevant authorities of the Member States and processed by those authorities, for the purposes of a decision on my visa application.</p> <p>Such data as well as data concerning the decision taken on my application or a decision whether to annul, revoke or extend a visa issued will be entered into, and stored in the Visa Information System (VIS)<sup>1</sup> for a maximum period of five years, during which it will be accessible to the visa authorities and the authorities competent for carrying out checks on visas at external borders and within the Member States, immigration and asylum authorities in the Member States for the purposes of verifying whether the conditions for the legal entry into, stay and residence on the territory of the Member States are fulfilled, of identifying persons who do not or who no longer fulfil these conditions, of examining an asylum application and of determining responsibility for such examination. Under certain conditions the data will be also available to designated authorities of the Member States and to Europol for the purpose of the prevention, detection and investigation of terrorist offences and of other serious criminal offences. The authority of the Member State responsible for processing the data is: <b>Commission Nationale de l'Informatique et des Libertés – 8, rue Vivienne – 75083 PARIS cedex 02</b></p> <p>I am aware that I have the right to obtain in any of the Member States notification of the data relating to me recorded in the VIS and of the Member State which transmitted the data, and to request that data relating to me which are inaccurate be corrected and that data relating to me processed unlawfully be deleted. At my express request, the authority examining my application will inform me of the manner in which I may exercise my right to check the personal data concerning me and have them corrected or deleted, including the related remedies according to the national law of the State concerned. The national supervisory authority of that Member State (<i>Commission Nationale de l'Informatique et des Libertés – 8, rue Vivienne – 75083 PARIS cedex 02</i>) will hear claims concerning the protection of personal data.</p> <p>I declare that to the best of my knowledge all particulars supplied by me are correct and complete. I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution under the law of the Member State which deals with the application.</p> <p>I undertake to leave the territory of the Member States before the expiry of the visa, if granted. I have been informed that possession of a visa is only one of the prerequisites for entry into the European territory of the Member States. The mere fact that a visa has been granted to me does not mean that I will be entitled to compensation if I fail to comply with the relevant provisions of Article 5(1) of Regulation (EC) No 562/2006 (Schengen Borders Code) and I am therefore refused entry. The prerequisites for entry will be checked again on entry into the European territory of the Member States.</p> |             |  |   |
| Place and date   |             | Signature (for minors, signature of parental authority/legal guardian):  |   |

(1) Insofar as the VIS is operational