



Travel Online Tours

1E Dr.Maldo Street., Pasig City, Philippines
 Viber/WhatsApp/cp: 09228262918 / Landline: 02-85328068
 E-mail Address: ladyorissa1029@gmail.com
 travelonlinetours2017@gmail.com

SCHENGEN VISA ASSISTANCE

(10-15 Working Days)

France, Switzerland & Spain – 5-7 working days only

TYPE OF VISA	RATE PER PERSON
2 applicants and above	₱6,999
Single applicant	₱7,500

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 applicant will apply to the following Embassy

PHP 500/applicant	Belgium, France, Greece and Italy
PHP 1,000/applicant	Austria and Finland
PHP 1,500/applicant	Sweden
PHP 11,300/applicant	Hungary

INCLUSIONS	EXCLUSIONS
<ul style="list-style-type: none"> ✓ Visa Consultancy ✓ Appointment Scheduling and Fee ✓ Accomplished Application Visa Form ✓ Travel/Day to Day Itinerary ✓ Reserved Flight Ticket ✓ Hotel Reservations ✓ Application Cover Letter ✓ Assistance on the Appointment Day 	<ul style="list-style-type: none"> ✗ Visa Fee €90 or around ₱5,700 – PHP 5,900 To be paid upon appearance in Cash ✗ Primetime Fee (earliest appointment slot; applicable only with French Embassy) ₱2,290 ✗ Travel Insurance

STEPS IN SCHENGEN VISA PROCESSING

(with PERSONAL APPEARANCE for biometrics & application submission)

STEP 1: ASSESSMENT	<p>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:</p> <p style="text-align: center;">➤ https://www.facebook.com/TravelOnlineTours</p>
STEP 2: PAYMENT	<p>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.</p>
STEP 3: ENDORSEMENT & PROCESSING	<p>The Visa Team will endorse you to the next available Visa Consultant, who will verify your payment before proceeding with the processing of your application.</p>

WHAT TO EXPECT AFTER PAYMENT VERIFICATION	
Expected turnaround time based on working days	ACTIVITY / PROGRESS
Day 1-5	<p>Assigned Visa Consultant will set your embassy appointment and send you the confirmation along with the list of applicable requirements and application form for review and double checking</p> <p>NOTE: <i>Kindly advise if you have any upcoming travel plans or events that may require the use of your passport. This will help your visa consultant take them into consideration when scheduling your visa appointment.</i></p>
Day 6-8	<p>Drafting and sending you the Travel Itinerary, Cover Letter and Hotel Reservations for review and double checking.</p> <p>NOTE: Change in intended travel date after this time frame will result your Visa Consultant to create new hotel reservations thus a PHP 2,500/applicant surcharge will apply</p>
10 Days Prior your Embassy Appointment	<p>Please secure all required financial documents and scan them along with your other application requirements.</p> <p>Submit the complete set to your assigned Visa Consultant for review. He/she will advise you accordingly should there be any missing or incomplete documents that need to be prepared.</p>
5 Days Prior your Embassy Appointment	<p>Flight Reservations will be provided by your Visa Consultant along with the Travel Insurance if you availed with us</p>
<p>NOTE: Please ensure that you thoroughly review your Travel Itinerary, Hotel Reservations, and Flight Bookings. Embassies may ask random questions about these details during the initial stages of evaluation, so it is important to be well-prepared.</p>	
1 Day Prior your Embassy Appointment	<p>Keep your lines open.</p> <p>Our Liaison Officer will contact you to reconfirm your meet up place and time at the Visa Application Center for guidance and final checking of your requirements.</p>
10-15 working days after the appointment	<p>If you selected passport pick-up, you will receive a notification once your passport is ready for collection.</p> <p>If you opted for delivery, the courier will contact you directly once your passport is on its way.</p>

TERMS AND CONDITIONS

- Visa approval is at the discretion of the Embassy. We cannot guarantee a 100% approval.
- Visa processing for France, Switzerland and Spain is usually 5 to 7 working days after the appointment and the rest of other Schengen embassies are usually 10 to 15 working days; however, Travel Online Tours 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.
- For a denied application, you can re-apply after 6 months.
- No refunds are given for denied applications. Both on Visa Assistance Fee and Visa Fee of the Embassy.

LIST OF REQUIREMENTS

(All photocopied documents must be colored on an A4 size paper)

APPLICANT'S PRIMARY REQUIREMENTS

- VALID PHILIPPINE PASSPORT with at least 6 months validity (**make sure page 3 is signed**)
- Photocopy of Passport's page 44 with the cover
 - [Sample](#)
- Photocopy of Current and Old Passport travel stamps to non-visa country, previous and valid visas to the following countries: USA, Canada, UK, Schengen, Japan, Australia, New Zealand and South Korea
- Two (2) pieces of Passport Sized Colored Photo (3.5 x 4.5cm)
 - Must be taken from a photo studio
 - Must have a white background
 - Do not wear a white shirt in your visa photo
- Accomplished Questionnaire
- 1 Original PSA Birth Certificate
- 1 Photocopy of the PSA Birth Certificate
- For Married applicants: 1 Original and 1 photocopy of PSA Marriage Certificate
- For Widowed applicants: 1 Original and 1 photocopy of Spouse's Death Certificate
- Schengen Travel Insurance (*you may avail with Travel Online Tours*)
Important note:
 - Departure from PH and arrival back here in PH must be included in the coverage
 - For Italian Embassy applications, travel insurance must cover **15 days beyond** your planned stay in the Schengen area.

APPLICANT'S FINANCIAL REQUIREMENTS (*applicable to ALL APPLICANTS 18y/o and above*)

- Original Bank Certificate
 - Ideal current balance is PHP 300,000 and ADB is PHP 200,000
 - Must include the type of account, opening date, average daily balance and current balance
 - For Commercial Bank, should have an OR from the bank
 - Digital Bank is also accepted as supporting financial document only
 - For employed applicants, 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**
 - Most recent 3 months should be originally from the bank
 - Other 3 months from online banking is 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 REQUIREMENTS IF APPLICANT IS EMPLOYED

- Original Signed Certificate of Employment
 - Indicate applicant's position, date hired, compensation, office address, HR landline number and email address
 - **Must be issued within 20 days prior to your appointment**
- We do not require any confirmed Airline Ticket and Hotel Accommodation for every visa application thus in any case of delayed results and/or refusal of application, Travel Online Tours shall not be held liable for the costs of airline ticket/s and hotel accommodation/s.

- Approved Leave of Absence
- Photocopy of Company ID
- Photocopy of latest ITR (Income Tax Return)
 - Form 2316 for individual
 - If no ITR, please provide a notarized Affidavit explaining the absence of ITR
- Photocopy of PRC Card or IBP Card

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

- Photocopy of DTI or SEC Permit (must include the Name & Signatories of the Corporation)
 - If SEC Permit, please include the GIS (General Information Sheet)
- Photocopy of Mayor's or Business Permit
- Photocopy of BIR Company Registration
- Photocopy of Latest ITR (Income Tax Return)
 - Form 1701 or Form 1702
- If no ITR, please provide a notarized Affidavit explaining the absence of ITR
- Photocopy of Latest Audited Financial Statement
- Photocopy of PRC Card or IBP Card

ADDITIONAL REQUIREMENTS IF APPLICANT IS A STUDENT

- Original School Certificate of Enrollment
- Photocopy of School ID
- Original School Calendar Year
- Approved Leave of Absence if travelling within the School Year

ADDITIONAL REQUIREMENT IF APPLICANT IS SENIOR CITIZEN / RETIRED

- Photocopy of Senior Citizen ID
- Retirement Certificate from the Last Employer (if applicable)

ADDITIONAL REQUIREMENTS IF VISITING FAMILY / FRIEND

- Photocopy of Passport Copy of the Family / Friend
- 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

ADDITIONAL REQUIREMENTS FOR SPONSORED APPLICANTS

- Sponsor's passport bio page (photocopy only)
- Original and Photocopy of Proof of Relationship to the Applicant (Ex. PSA Birth Certificate, Marriage Certificate, Pictures together)

- Original Copy of Bank Certificate (Ideal amount for the current balance is ₱ 500,000 and Ideal amount for the Average Daily Balance is ₱ 200,000)
 - Must include the type of account, opening date, average daily balance and current balance
 - For Commercial Bank, should have an OR from the bank
 - Digital Bank is also accepted as supporting financial document only
 - For employed applicants, Payroll Bank Account must be included for submission
 - **Must be issued within 10 days prior to your appointment**
- Original Bank Statement for the past 6 months
 - Most recent 3 months should be originally from the bank
 - Other 3 months from online banking is 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**
- Original Copy of Notarized Affidavit of Support and Guarantee Letter
Sample/Template could be downloaded [here](#).

ADDITIONAL REQUIREMENTS IF SPONSOR IS EMPLOYED

- Original Signed Certificate of Employment
 - Indicate applicant's position, date hired, compensation, office address, HR landline number and email address
 - **Must be issued within 20 days prior to your appointment**
- Photocopy of Company ID
- Photocopy of latest ITR (Income Tax Return)
 - Form 2316 for individual
 - If no ITR, please provide a notarized Affidavit explaining the absence of ITR
- Photocopy of PRC Card or IBP Card

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

- Photocopy of DTI or SEC Permit (must include the Name & Signatories of the Corporation)
 - If SEC Permit, please include the GIS (General Information Sheet)
- Photocopy of Mayor's or Business Permit
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