

SPAIN VISA ASSISTANCE

NO. OF APPLICANTS	RATE PER PERSON
4 applicants and above	P11,500
2-3 applicants	P12,000
Single applicant	P12,500
INCLUSIONS	EXCLUSIONS
✓ VISA CONSULTANCY	x VIA / VFS Handling Fee (P2,000+) x to be paid upon appearance x Lodging Fee P1,170 (subject to change)
✓ APPOINTMENT SCHEDULING	
✓ COVER LETTER FOR EMBASSY	
✓ VISA APPLICATION FORM	
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 of Passport for Free Assessment (we will advise the chances of approval)	
2. Pay the visa assistance fee, email the proof of payment and your preferred schedule of appearance	
3. You will be assisted by our Liaison Officer during your schedule of appearance. (Appointment should be 12PM)	
Pay VIA / VFS Handling fee and VISA Fee, you can also avail the passport delivery service if you are outside Metro Manila. No need to avail the text service since communication is through email.	
CHECKLIST (put ✓)	Primary Requirements
	Philippine Passport with at least 6 months validity (make sure Page 3 is signed)
	Photocopy of passports stamp to non-visa country and previous and valid visas
	2 pcs of Passport Sized Colored Photo (should have white background)
	Day to Day Itinerary, Hotel reservation and Airline Ticket reservation
	Optional: P1500/applicant if you want us to prepare for you
	Accomplished Questionnaire
	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
	Cover Letter address to the embassy
	Accomplished Visa Questionnaire
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 for companies
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
	Leave of Absence Letter from Supervisor / Manager
	Payslips (at least 6 months latest)
If applicable (put ✓)	Additional Requirements if Business Owner
	Photo Copy of DTI or SEC Permit (indicate applicant's position, date hired, compensation, office address, HR landline number & HR email address)
	Photo Copy of Mayor's Permit
	Photo Copy of BIR company registration
If applicable (put ✓)	Additional Requirements for students
	Original Copy of School Certificate
	School ID
	Approved Vacation Leave from School Registrar/ Principal
NOTE ALL ORIGINAL DOCUMENTS TO BE SUBMITTED TO THE OFFICE	
DOCUMENTS SHOULD BE EMAILED ONLY (NO NEED FOR HARD COPY)	

Important Notes:

1. For sponsored applicants, proof of relationship / connection should be established. Sponsor will provide financial requirements. We will also provide a letter of sponsorship to be filled-up by the sponsor.
2. Visa approval is at the discretion of the Visa officers. 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 6 months. No Refunds for the Visa Assistance fee.

Application Form:

<https://drive.google.com/file/d/13GrfaBW2tMErzsBD8BJJcj39KrfaU4q/view?usp=sharing>

FOR INQUIRES



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Grace Travel and Tours Services GTTS