



**DOCUMENT CHECKLIST
FOR A BUSINESS VISA**

DOCUMENT		SPECIFICS
<input type="checkbox"/> 1.	Visa Application Form	Duly completed and signed by the applicant (https://www.gov.si/assets/ministrstva/MZEZ/Dokumenti/konzularne-zadeve/oddelek-za-vize/vloge-za-vize-januar-2020/Application-form-C-Sl.pdf)
<input type="checkbox"/> 2.	Original Passport and one photocopy	Must be valid for another three months after conclusion of travel and must have two empty pages
<input type="checkbox"/> 3.	One current biometric passport picture	Not older than 6 months
<input type="checkbox"/> 4.	Letter of Guarantee signed and verified by the Administration Unit of Slovenia	Letter indicating the host's exact address of residence, the purpose of travel and stay (https://www.gov.si/assets/ministrstva/MZEZ/Dokumenti/konzularne-zadeve/oddelek-za-vize/garantno_pismo.pdf)
<input type="checkbox"/> 5.	Guarantee letter from local company	Stating that they will be shouldering for their expense
<input type="checkbox"/> 6.	Bank certificate named after the local company	Original copy
<input type="checkbox"/> 7.	Flight reservation going to the Republic of Slovenia	
<input type="checkbox"/> 8.	Hotel reservations for the stay in the Republic of Slovenia	
-AND, IF APPLICABLE-		
<input type="checkbox"/> 9.	Personal bank certificate and six months bank statements of the same account	Applicable only if there will be additional days for tourism that will not be covered by the inviting/local company
IF EMPLOYED:		
<input type="checkbox"/> 10.	Certificate of employment stating your salary	Must include the following information: employer's full name, complete address, telephone number with area code, details regarding the position, income, employment duration
<input type="checkbox"/> 11.	Income Tax Return	Copy only
- OR -		
IF SELF EMPLOYED:		
<input type="checkbox"/> 12.	Proof of registration and commercial activity of the company	Copy only
<input type="checkbox"/> 13.	Income Tax Return	Copy only
<input type="checkbox"/> 14.	Bank certificates and bank statements named under the business or local company	Original copies only
- OR -		
IF A STUDENT:		
<input type="checkbox"/> 15.	School certificate or proof of enrolment	
-AND, IF APPLICABLE-		
<input type="checkbox"/> 16.	Proof of real estate property ownership	Land titles, deed of sale, etc.
<input type="checkbox"/> 17.	Family in Philippines	Marriage certificate, birth certificates of children
<input type="checkbox"/> 18.	Travel Health Insurance	Valid for the duration of the stay, minimum coverage of EUR 30,000.- valid for all Schengen States.
<input type="checkbox"/> 19.	Certificate of no criminal record	Original with Apostille from Department of Foreign Affairs
<input type="checkbox"/> 20.	Visa Fee (EUR 90.-)	

I have been informed that:

- If I still have a Schengen visa that is valid for more than three months, the current visa application will not be processed and the visa application will return to me with the payment of the visa fee but not the service fee.
- I agree to not have my passport in my possession during the process of my visa application.

An application without the complete set of documents according to the above-mentioned checklist may result in a rejection of my visa application.

The following declaration in case the documents are incomplete:

The applicant has confirmed that s/he has no documents to submit other than those listed above.

The applicant has submitted the supporting documents above. I have advised him/her that failure to submit all necessary documents may result in the refusal of the application. The applicant has chosen to proceed with the application, nevertheless.

In case of visa refusal, fees are not refundable.

Please submit missing document no. _____ within (14) fourteen days.

The embassy may request for additional documents to support your visa application.

Additional Document Requirement/s:

Name & Signature of Visa Officer

Name & Signature of Applicant