



Friday 30 Nov 2007
11:01 AM GMT +1

Step by step guide

After you have identified for how long time the visit will be and decided whether to apply for a 'Schengen Visa' or a 'Residence Permit for Visit', kindly read through the following:

- 1. Secure the list of required documents by:**
 - visiting the Embassy website:
www.swedenabroad.com/manila
 - visiting the Embassy from Monday to Thursday from 11:00 a.m. to 12:00 n.n. only
 - calling the Embassy Visa Call Center
- 2. Fill out the application forms.**
 - 119031 for Schengen Visa
 - 115021 for Residence Permit for Visit
 - 201031 - Appendix D
- 3. Schedule an appointment for the interview by calling the Embassy Visa Call Center:**
 - For PLDT/Smart/Touchcard Subscribers
1 (909) 101 - 7900
 - For Globe/Innove/Touchmobile Subscribers
1 (900) 101 - 7900
 - For Bayantel Subscribers
1 (903) 101 - 7900
- 4. The application fee must be paid to the account of the Embassy before coming to the interview.** This should be made one day before the interview schedule. You must request for 3 copies from the bank.
- 5. Come in time for the interview.** You must bring all the required documents with photocopies.
- 6. After the interview, you will be given a stub with instructions about the processing time and what to do next.** As soon as the decision is made, the Embassy will send an email to the applicant with instructions on how to claim the visa. The Embassy will not entertain follow-ups made by phone or e-mail.
- 7. For denied applications,** the Embassy will send a notification letter to the applicant by normal post together with the original documents.
- 8. Original documents will be returned to the applicant when claiming the visa.** Applicants must be sure to bring these documents when they travel to Sweden.