

## Dear Crew Member

To help you get ready for your new assignment, carefully follow these instructions:

1. Prepare the following requirements for your Italy visa application:

- PASSPORT – NEW AND OLD
- SEAMAN'S BOOK – NEW AND OLD
- TWO (2) RECENT PASSPORT SIZE PHOTOS WITH WHITE BACKGROUND (see photo specifications on **page 3**)
- BASIC TRAINING CERTIFICATE
- ITALY VISA APPLICATION FORM (see **page 7**)
- COLLECTION AND CONSENT STATEMENT (see **page 5**)
- INFORMATION REQUEST FORM (see **page 6**)

2. You will find a blank visa application form on **page 7** and a sample filled-out form for your reference on **page 10**. Kindly print two (2) copies of the blank visa application form on A4 paper. Fill out the first form. You do not need to fill out the second form but please sign the spaces provided for your signature.

3. In compliance with the Data Privacy Act of 2012, RCM Philippines will observe stricter guidelines for handling your personal information. Go to **page 5** and print one (1) copy of the Collection and Consent Statement on A4 paper. Fill out your name, employee ID, and date and affix your signature on the spaces provided.

4. Go to **page 6** to fill out your bank details so RCM Philippines can deposit the visa application fee to your account. Kindly print one (1) copy of the Information Request Form on A4 paper. Fill out your Bank Name, Bank Branch, Account Number, Account Type, and Complete Mailing Address. In the **Complete Mailing Address** box, please indicate the address where you would like to receive your Visa Application Kit and Dispatch Kit.

5. Please send all completed requirements via 2GO\* along with your POEA Contract.

**Important: Make sure to send the requirements and your POEA Contract in one sealed long brown envelope so we can proceed with the next step in your visa application.**

Send the package to:

RCCL Crew Management Inc.  
Ground Floor, Five E-com Center  
Harbor Drive, Mall of Asia Complex  
Pasay City, Philippines 1300

\*Delivery via 2GO, our partner courier, is free of charge. You will shoulder the delivery charges if you use a different courier.

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**How to Use 2GO:** Please enclose the documents you will be sending inside a sealed long brown envelope. You need to provide the 2GO representative with this account number: 2016000079. You also need to provide your Letter of Employment as well as a government-issued ID (driver's license, SSS ID, etc).

6. Our Support Team will process the visa application for you. You will receive an auto-generated message from RCLCrewTravel with the information once this has been done. You will be contacted if the visa application requires that you personally appear in the visa application center. We will also notify you as soon as we have deposited the application fee to your bank account so you can pay for the processing at the visa application center. You will receive a **Visa Application Kit** and a **Dispatch Kit** via courier (both kits will be sent in the same package).

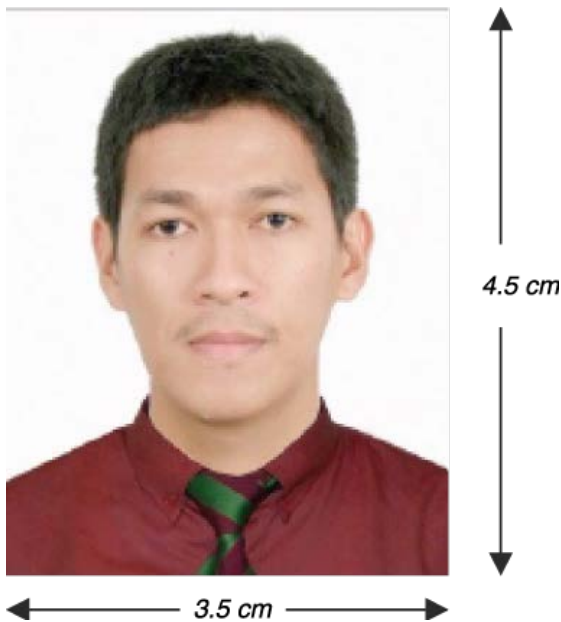
7. Please refer to the **Italy Visa Briefing** guide on **page 13**. It contains instructions on how to get to the visa application center, what to expect during the appointment, and what to do after you receive the passport with the new visa.

If you need more assistance, please contact us at [RCM@rccl.com](mailto:RCM@rccl.com). Thank you and we look forward to seeing you on board soon!

Your RCM Philippines Team

## PHOTO SPECIFICATIONS

- Two (2) recent photos, taken within the last six (6) months
- Clear white background
- Wear a collared shirt
- Face should not be too small and should be at the center (not tilted)
- At least shoulder-to-collar level (not half body)
- Face should be at the center (not tilted)
- Both ears must be visible
- Forehead must be visible
- No eye glasses
- Mouth must be closed (teeth must not be visible)
- Photos should be high quality (not blurred)
- Photos should not be damaged (no staple marks, tearing, dirt, folds, or other imperfections)



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## DATA PRIVACY NOTICE

RCCL Crew Management, Inc. (“RCM”) is committed to safeguarding your personal data or information pursuant to the provisions of applicable data privacy laws and regulations. Your privacy is important to us and we want to assure you that RCM holds all your personal data or information in the strictest privacy.

### **Collection and Use of Personal Data or Information**

RCM will collect the personal data or information contained in the Visa Package for purposes of processing your required Visa.

### **Protection Measures**

RCM does not share your personal data or information to any third party. Unless required by law or a valid legal process, we will not share or intentionally release your personal data or information other than to you, Royal Caribbean Cruises Ltd. (“RCL”) and its subsidiaries or affiliates, your authorized representatives, and our agents or partners who are employed to perform functions on our behalf, the exchange of which will be facilitated through email and hard copy. Our agents or partners may not use your personal data or information for any purpose other than in performing their functions for RCM or RCL. We take reasonable steps to ensure that they are bound by confidentiality and privacy obligations in relation to the protection of your personal data or information.

Your personal data or information will be stored in our database and shall be retained and/or disposed of in accordance with our Records Management Policy.

### **Access and Correction**

You have the right to access and update your personal data or information, subject to exceptions allowed by law. You can also ask for its correction if you think it is wrong. To do so, you may reach our Data Protection Officer (“DPO”) through the following contact details:

Data Protection Officer  
RCCL Crew Management, Inc.  
Ground Floor, Five E-com Center  
Harbor Drive, Mall of Asia Complex  
Pasay City, 1300 Philippines  
Email: [dpo@rcclapac.com](mailto:dpo@rcclapac.com)

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## COLLECTION AND CONSENT STATEMENT

By completing and submitting the Visa Package, and signing the space provided below, you consent to the collection, generation, use, processing, storage, and retention of your personal data or information by RCM and RCL for the purpose(s) described in this document. Please ensure that you have completely read and understood the terms above before signing.

You also authorize RCM and RCL to disclose your information to accredited/affiliated third parties or independent/non-affiliated third parties, whether local or foreign, in the following circumstances:

- As necessary for the proper execution of processes related to the declared purpose;
- The use or disclosure is reasonably necessary, required or authorized by or under law.

From time to time, it may be necessary for RCM or RCL to revise this document. Any revision made to this document shall be communicated via posting in the RCL website or via email. Any change will not be applied and will not alter how RCM or RCL handles previously collected personal data or information without obtaining your consent, unless required by law.

\_\_\_\_\_  
Employee Signature

Name:

Employee ID No.:

Date:

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## INFORMATION REQUEST FORM

<b>Bank Name</b>	
<b>Bank Branch</b>	
<b>Account Name</b>	
<b>Account Number</b>	
<b>Account Type</b>	
<b>Complete Mailing Address</b>	

# Application for Schengen Visa



**This application form is free**

<b>1. Surname (Family name) (x)</b>				<b>FOR OFFICIAL USE ONLY</b>	
<b>2. Surname at birth (Former family name(s)) (x)</b>				Date of application:	
<b>3. First name(s) (Given name(s)) (x)</b>				Visa application number:	
<b>4. Date of birth (day-month-year)</b>		<b>5. Place of birth</b>		Application lodged at <input type="checkbox"/> Embassy/consulate <input type="checkbox"/> CAC <input type="checkbox"/> Service provider <input type="checkbox"/> Commercial intermediary <input type="checkbox"/> Border	
		<b>6. Country of birth</b>			
<b>7. Current nationality</b>				Name:  <input type="checkbox"/> Other	
<b>Nationality at birth, if different:</b>					
<b>8. Sex</b> <input type="checkbox"/> Male <input type="checkbox"/> Female		<b>9. Marital status</b> <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/> Other (please specify)		File handled by:	
<b>10. In the case of minors: Surname, first name, address (if different from applicant's) and nationality of parental authority/legal guardian</b>					
<b>11. National identity number, where applicable</b>					
<b>12. Type of travel document</b> <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 <input type="checkbox"/> Other travel document (please specify)					
<b>13. Number of travel document</b>		<b>14. Date of issue</b>		<b>15. Valid until</b>	
				<b>16. Issued by</b>	
<b>17. Applicant's home address and e-mail address</b>				<b>Telephone number(s)</b>	
<b>18. Residence in a country other than the country of current nationality</b> <input type="checkbox"/> No <input type="checkbox"/> Yes. Residence permit or equivalent ..... No. .... Valid until					
<b>* 19. Current occupation</b>					
<b>* 20. Employer and employer's address and telephone number. For students, name and address of educational establishment.</b>					
<b>21. Main purpose(s) of the journey:</b> <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"/> Medical reasons <input type="checkbox"/> Study ..... <input type="checkbox"/> Transit <input type="checkbox"/> Airport transit ..... <input type="checkbox"/> Other (please specify)					
<b>22. Member State(s) of destination</b>			<b>23. Member State of first entry</b>		
<b>24. Number of entries requested</b> <input type="checkbox"/> Single entry..... <input type="checkbox"/> Two entries ..... <input type="checkbox"/> Multiple entries			<b>25. Duration of the intended stay or transit</b>  Indicate number of days		
Supporting documents: <input type="checkbox"/> Travel document <input type="checkbox"/> Means of subsistence <input type="checkbox"/> Invitation <input type="checkbox"/> Means of transport <input type="checkbox"/> TMI <input type="checkbox"/> Other:					
Visa decision: <input type="checkbox"/> Refused  <input type="checkbox"/> Issued: <input type="checkbox"/> A <input type="checkbox"/> C <input type="checkbox"/> LTV  <input type="checkbox"/> Valid: From Until					
Number of entries: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Multiple  Number of days:					

\* The fields marked with \* shall not 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.

<b>26. Schengen visas issued during the past three years</b> <input type="checkbox"/> No <input type="checkbox"/> Yes. Date(s) of validity from ..... to .....		
<b>27. Fingerprints collected previously for the purpose of applying for a Schengen visa</b> <input type="checkbox"/> No ..... <input type="checkbox"/> Yes. ..... Date, if known		
<b>28. Entry permit for the final country of destination, where applicable</b> Issued by ..... Valid from ..... until .....		
<b>29. Intended date of arrival in the Schengen area</b>	<b>30. Intended date of departure from the Schengen area</b>	
<b>* 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)</b>		
<b>Address and e-mail address of inviting person(s)/hotel(s)/temporary accommodation(s)</b>		
<b>*32. Name and address of inviting company/organisation</b>		<b>Telephone and telefax of company/ organisation</b>
<b>Surname, first name, address, telephone, telefax, and e-mail address of contact person in company/organisation</b>		
<b>*33. Cost of travelling and living during the applicant's stay is covered</b>		
<input type="checkbox"/> by the applicant himself/herself  <b>Means of support</b> <input type="checkbox"/> Cash <input type="checkbox"/> Traveller's cheques <input type="checkbox"/> Credit card <input type="checkbox"/> Pre-paid accommodation <input type="checkbox"/> Pre-paid transport <input type="checkbox"/> Other (please specify)		<input type="checkbox"/> by a sponsor (host, company, organisation), please specify ..... <input type="checkbox"/> referred to in field 31 or 32 ..... <input type="checkbox"/> other (please specify)  <b>Means of support</b> <input type="checkbox"/> Cash <input type="checkbox"/> Accommodation provided <input type="checkbox"/> All expenses covered during the stay <input type="checkbox"/> Pre-paid transport <input type="checkbox"/> Other (please specify)
<b>34. Personal data of the family member who is an EU, EEA or CH citizen</b>		
<b>Surname</b>		<b>First name(s)</b>
<b>Date of birth</b>	<b>Nationality</b>	<b>Number of travel document or ID card</b>



<b>35. Family relationship with an EU, EEA or CH citizen</b> <input type="checkbox"/> spouse ..... <input type="checkbox"/> child ..... <input type="checkbox"/> grandchild ..... <input type="checkbox"/> dependent ascendant	
<b>36. Place and date</b>	<b>37. Signature (for minors, signature of parental authority/legal guardian)</b>

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):**  
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.

**INFORMATION ON THE PROCESSING OF PERSONAL DATA**

The collection of the data required by this application form, the taking of your photograph and, if applicable, the taking of your fingerprints, are mandatory for the examination of the visa application; and any personal data concerning you which appear on the visa application form, as well as your fingerprints and your photograph will be supplied to the relevant authorities of the Member States and processed by those authorities, for the purposes of a decision on your visa application.

Such data as well as data concerning the decision taken on your 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) 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 (for Italy: the Ministry of Interior and the Police authority) and to Europol for the purpose of the prevention, detection and investigation of terrorist offences and of other serious criminal offences. The Ministry of Foreign Affairs and International Cooperation (Piazzale della Farnesina 1, 00135 Roma, [www.esteri.it](http://www.esteri.it), [dgit6@esteri.it](mailto:dgit6@esteri.it)) is the Italian authority responsible (controller) for processing the data.

You have the right to obtain in any of the Member States communication of the data relating to you recorded in the VIS and of the Member State which transmitted the data, and to request that the data relating to you which are inaccurate be corrected, and that the data relating to you processed unlawfully be deleted. For information on the exercise of your right to check your personal data and have them corrected or deleted, as well as on legal remedies according to the national law of the State concerned, see [www.esteri.it](http://www.esteri.it) and [www.vistoperitalia.esteri.it](http://www.vistoperitalia.esteri.it).

Further information will be provided upon request by the authority examining your application. The Italian national supervisory competent authority on the protection of personal data is the Italian Authority for Data Protection (Piazza di Montecitorio 121, 00186 Roma, [www.garanteprivacy.it](http://www.garanteprivacy.it); tel.: +3906 696771).

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 involve my application being rejected or to the annulment of a visa already granted and may result in prosecution under the law of the Member State that process the application.

I undertake to leave the territory of the Member States before the expiry of the visa, if granted. I am aware that possession of a visa is only one of the prerequisites for entry into the European territory of the Member States. The mere granting of a visa does not entitle me to compensation if I fail to fulfil the conditions of Article 5 , paragraph 1, of the Council Regulation n. 562/2006 (Schengen Borders Code) and I am thus refused entry. The prerequisites for entry will be checked again on entry into the European territory of the Member States.

Place and date	Signature (for minors, signature of parental authority/legal guardian):
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# Application for Schengen Visa



**This application form is free**

<b>1. Surname (Family name) (x)</b> DE LA CRUZ				<b>FOR OFFICIAL USE ONLY</b>  Date of application:  Visa application number:  Application lodged at <input type="checkbox"/> Embassy/consulate <input type="checkbox"/> CAC <input type="checkbox"/> Service provider <input type="checkbox"/> Commercial intermediary <input type="checkbox"/> Border  Name: <input type="checkbox"/> Other  File handled by:  Supporting documents: <input type="checkbox"/> Travel document <input type="checkbox"/> Means of subsistence <input type="checkbox"/> Invitation <input type="checkbox"/> Means of transport <input type="checkbox"/> TMI <input type="checkbox"/> Other:  Visa decision: <input type="checkbox"/> Refused <input type="checkbox"/> Issued: <input type="checkbox"/> A <input type="checkbox"/> C <input type="checkbox"/> LTV  <input type="checkbox"/> Valid: From Until  Number of entries: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Multiple  Number of days:	
<b>2. Surname at birth (Former family name(s)) (x)</b>					
<b>3. First name(s) (Given name(s)) (x)</b> JUAN					
<b>4. Date of birth (day-month-year)</b> 12-22-1995		<b>5. Place of birth</b> MANILA	<b>7. Current nationality</b> FILIPINO		
		<b>6. Country of birth</b> PHILIPPINES	<b>Nationality at birth, if different:</b>		
<b>8. Sex</b> <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/>		<b>9. Marital status</b> <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/> Other (please specify)			
<b>10. In the case of minors: Surname, first name, address (if different from applicant's) and nationality of parental authority/legal guardian</b> N/A					
<b>11. National identity number, where applicable</b> N/A					
<b>12. Type of travel document</b> <input checked="" type="checkbox"/> Ordinary passport <input type="checkbox"/> Diplomatic passport <input type="checkbox"/> Service passport <input type="checkbox"/> Official passport <input type="checkbox"/> Special passport <input type="checkbox"/> Other travel document (please specify)					
<b>13. Number of travel document</b>	<b>14. Date of issue</b>	<b>15. Valid until</b>	<b>16. Issued by</b>		
<b>17. Applicant's home address and e-mail address</b> 2369 TEJEROS ST STA ANA MANILA			<b>Telephone number(s)</b> 5626216/+639083584014		
<b>18. Residence in a country other than the country of current nationality</b> <input type="checkbox"/> No <input type="checkbox"/> Yes. Residence permit or equivalent ..... No. .... Valid until					
<b>* 19. Current occupation</b> SEAFARER					
<b>* 20. Employer and employer's address and telephone number. For students, name and address of educational establishment</b> RCCL Crew Management Inc. Ground Floor, Five E-com Harbor Drive, Mall of Asia Complex, Pasay City, Philippines 1300					
<b>21. Main purpose(s) of the journey:</b> <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"/> Medical reasons <input type="checkbox"/> Study ... <input checked="" type="checkbox"/> Transit <input type="checkbox"/> Airport transit ..... <input type="checkbox"/> Other (please specify)					
<b>22. Member State(s) of destination</b>		<b>23. Member State of first entry</b>			
<b>24. Number of entries requested</b> <input type="checkbox"/> Single entry..... <input type="checkbox"/> Two entries ..... <input checked="" type="checkbox"/> Multiple entries		<b>25. Duration of the intended stay or transit</b> Indicate number of days 2 DAYS			

\* The fields marked with \* shall not 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.

<b>26. Schengen visas issued during the past three years</b> <input type="checkbox"/> No <input type="checkbox"/> Yes. Date(s) of validity from ..... to .....		
<b>27. Fingerprints collected previously for the purpose of applying for a Schengen visa</b> <input type="checkbox"/> No ..... <input type="checkbox"/> Yes. ..... Date, if known		
<b>28. Entry permit for the final country of destination, where applicable</b> Issued by ..... Valid from ..... until .....		
<b>29. Intended date of arrival in the Schengen area</b>		<b>30. Intended date of departure from the Schengen area</b>
<b>* 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)</b>  Aloschi & Bassani (IMS Insurance & Maritime Services)		
<b>Address and e-mail address of inviting person(s)/hotel(s)/temporary accommodation(s)</b>		
<b>*32. Name and address of inviting company/organisation</b>		<b>Telephone and telefax of company/ organisation</b>
<b>Surname, first name, address, telephone, telefax, and e-mail address of contact person in company/organisation</b>		
<b>*33. Cost of travelling and living during the applicant's stay is covered</b>		
<input type="checkbox"/> by the applicant himself/herself <input checked="" type="checkbox"/> by a sponsor (host, company, organisation), please specify ..... <input type="checkbox"/> referred to in field 31 or 32 ..... <input type="checkbox"/> other (please specify)		
<b>Means of support</b> <input type="checkbox"/> Cash <input type="checkbox"/> Traveller's cheques <input type="checkbox"/> Credit card <input type="checkbox"/> Pre-paid accommodation <input type="checkbox"/> Pre-paid transport <input type="checkbox"/> Other (please specify)		
<input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accommodation provided <input checked="" type="checkbox"/> All expenses covered during the stay <input type="checkbox"/> Pre-paid transport <input type="checkbox"/> Other (please specify)		
<b>34. Personal data of the family member who is an EU, EEA or CH citizen</b>  N/A		
<b>Surname</b>  N/A		<b>First name(s)</b>  N/A
<b>Date of birth</b>  N/A	<b>Nationality</b>  N/A	<b>Number of travel document or ID card</b>  N/A

<b>35. Family relationship with an EU, EEA or CH citizen</b> <input type="checkbox"/> spouse ..... <input type="checkbox"/> child ..... <input type="checkbox"/> grandchild ..... <input type="checkbox"/> dependent ascendant <p style="text-align: center;">N/A</p>	
<b>36. Place and date</b>  <p style="text-align: center;">N/A</p>	<b>37. Signature (for minors, signature of parental authority/legal guardian)</b>  <p style="text-align: center;">N/A</p>

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):**  
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.

**INFORMATION ON THE PROCESSING OF PERSONAL DATA**

The collection of the data required by this application form, the taking of your photograph and, if applicable, the taking of your fingerprints, are mandatory for the examination of the visa application; and any personal data concerning you which appear on the visa application form, as well as your fingerprints and your photograph will be supplied to the relevant authorities of the Member States and processed by those authorities, for the purposes of a decision on your visa application.

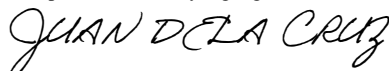
Such data as well as data concerning the decision taken on your application or a decision whether to annul, revoke or extend a visa issued will be entered into, and stored, in the Visa Information System (VIS) for a maximum period of five years, during which it will be accessible to the visa authorities 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 (for Italy: the Ministry of Interior and the Police authority) and to Europol for the purpose of the prevention, detection and investigation of terrorist offences and of other serious criminal offences. The Ministry of Foreign Affairs and International Cooperation (Piazzale della Farnesina 1, 00135 Roma, [www.esteri.it](http://www.esteri.it), [dgit6@esteri.it](mailto:dgit6@esteri.it)) is the Italian authority responsible (controller) for processing the data.

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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 involve my application being rejected or to the annulment of a visa already granted and may result in prosecution under the law of the Member State that process the application.

I undertake to leave the territory of the Member States before the expiry of the visa, if granted. I am aware that possession of a visa is only one of the prerequisites for entry into the European territory of the Member States. The mere granting of a visa does not entitle me to compensation if I fail to fulfil the conditions of Article 5, paragraph 1, of the Council Regulation n. 562/2006 (Schengen Borders Code) and I am thus refused entry. The prerequisites for entry will be checked again on entry into the European territory of the Member States.

Place and date  <p style="text-align: center;">MAKATI CITY</p>	Signature (for minors, signature of parental authority/legal guardian): 
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# Applicant Briefing for

# ITALY

# Visa Appointment

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A successful visa application is one of the keys to securing your new assignment.

To help you obtain your visa and have a smooth visit at the visa application center, RCM Philippines prepared this Applicant Briefing document for you to review.

Please read all the information and follow the instructions carefully.

***Good luck in your application!***

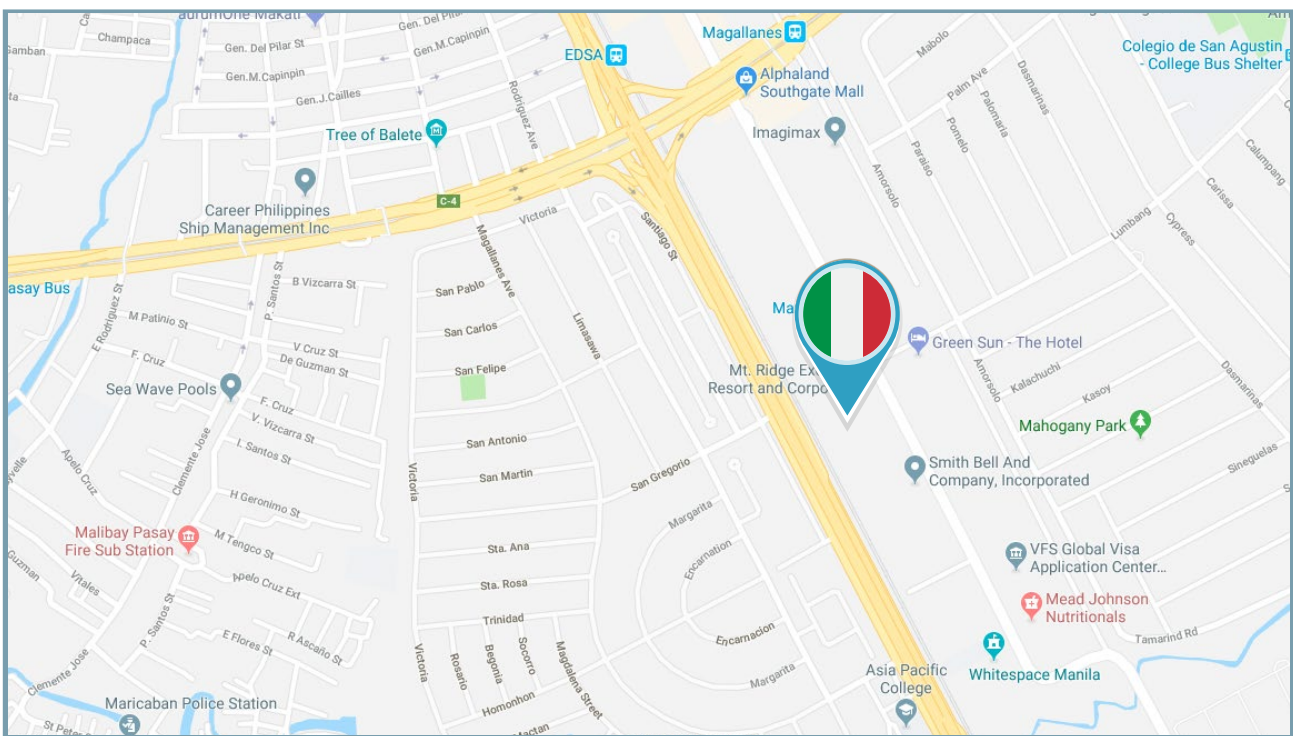
# Location of Visa Application

**VIA Center manages the application for Italy Visas in the Philippines.**



## ADDRESS:

VIA Center Makati  
3rd Floor, Allegro Center  
2284 Chino Roces Avenue Extension  
Barangay Magallanes, Makati City



## LANDMARKS:

Between Chevrolet and Hyundai dealership centers, along Chino Roces Ave. extension, in an area known as Mantrade

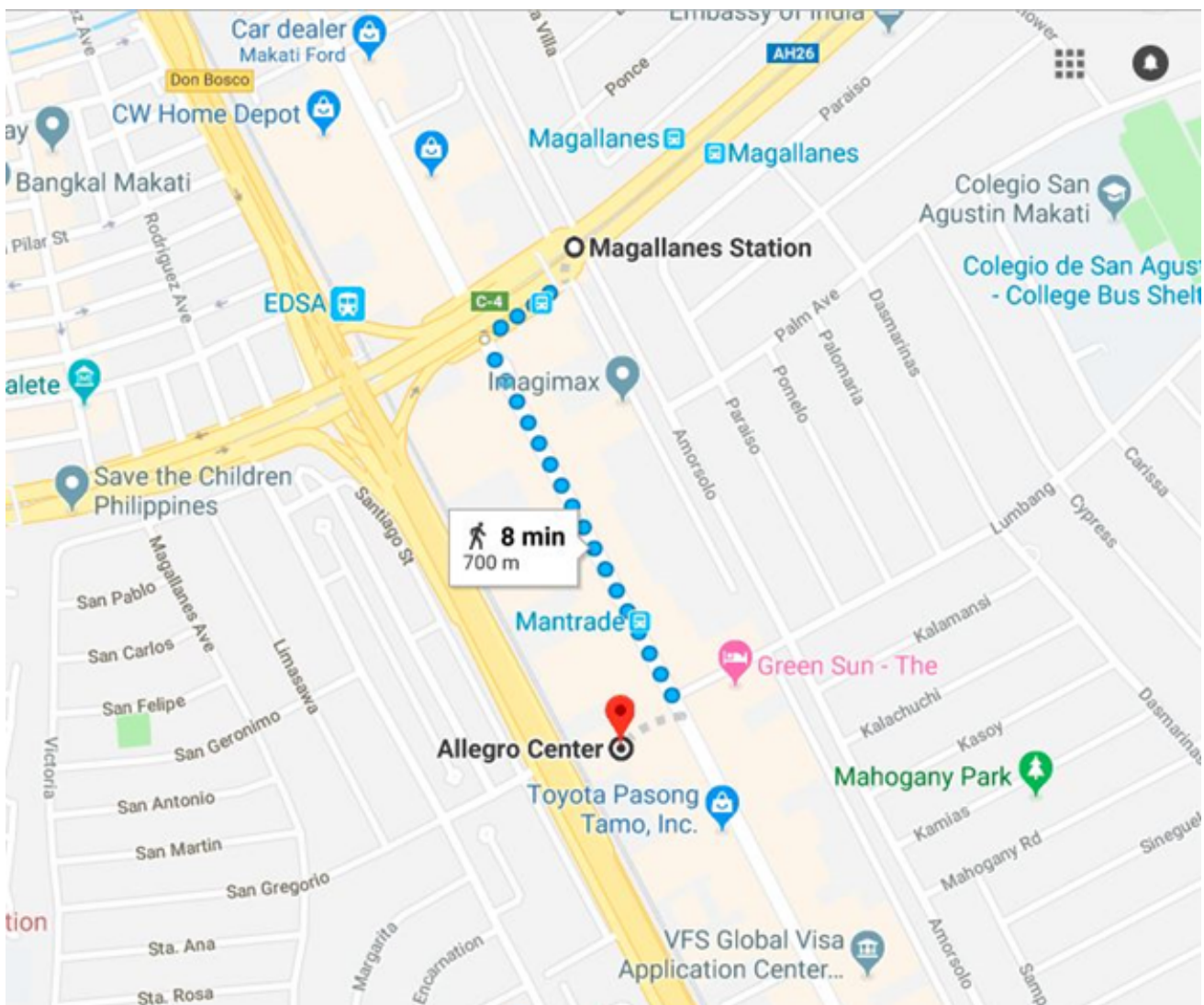
# How to Get to VIA Center



## Via the MRT:

The fastest way to get to VIA Center is via the MRT.

- Take the MRT and get off at Magallanes Station.
- Walk towards EDSA and take the jeep to Ecoplaza (Ecoplaza or Gate 3 signboards).
- Get off at Allegro Center.
- After getting off the MRT, you can also walk towards the Allegro Center (around 8 to 10 mins).



# Attire

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Please come in smart casual clothing.

## MEN



## WOMEN





# Document checklist of your visa kit

We cannot guarantee that we can assist you right away if the application center notices that there is/are error/s in your visa requirements, so we encourage you to make sure to check the following documents. If there are any discrepancies/error, notify your visa coordinator who advised you regarding your visa appointment and make sure to email the following.

**[phlvisaprocessing@rccl.com](mailto:phlvisaprocessing@rccl.com)**  
**[Rcmmanila\\_Localvisa@rccl.com](mailto:Rcmmanila_Localvisa@rccl.com)**

Use this format in your subject line: Name + Employee ID + Date of appointment + Italy visa concern (e.g. Juan Dela Cruz, 123456 September 1 Italy visa concern)

**1. Visa Folder.** Make sure the information indicated in front of the folder are correct.

<b>2</b>	<b>TR</b>	<b>DEPARTURE DATE</b>
<b>0</b>		<b>POSITION</b>
<b>2</b>		
<b>2</b>		
<b>0</b>		
<b>0</b>	<b>LAST NAME, GIVEN NAME, MIDDLE NAME</b>	
	<b>DOB (DD / MM / YYYY)</b>	
	<b>VESSEL NAME</b>	
	<b>INT'L AGENCY</b>	
		<b>LOCAL AGENCY</b>

# Document checklist of your visa kit

## 2. Embassy Checklist

- Fill out the check marks from both pages. The Embassy will conduct a phone interview using the provided mobile numbers/landline number & will email you if they need anything from your end.
- Make sure to put 3 contact numbers

CHECKLIST FOR SEAFARERS ( TRANSIT VISA )	
<b>Name:</b> ✓ Juan A. Dela Cruz <b>Passport No.:</b> ✓ P5543210B <b>Attending CSR:</b> (Leave this blank)	<b>Purpose of Visit:</b> ✓ Transit <b>Contact Nos.:</b> ✓ (At least 3 contact numbers including yours and the contact numbers of your household) <b>Email address:</b> ✓ juandelacruz@gmail.com
Requirements	Remarks
<b>1. ENTRY VISA APPLICATION FORM</b> Download and fill up the following "Schengen Visa" Form (Please <b>DO NOT</b> leave blanks in the form. Indicate "NA" if answer is not applicable.)	
<b>2. PHOTO</b> One (1) recent passport-sized or 2x2 inch colored ICAO standard photo with white background (ears should be exposed and with collared shirt/blouse)	
<b>3. TRAVEL DOCUMENT</b> Old (if available) and current valid passport (expiring date must be three months longer than visa requested period. Please consider a 6-month validity as required by the Philippine Bureau of Immigration)	
<b>4. Photocopy of Biographical page of the valid</b>	
<b>SUPPORTING DOCUMENTS</b>	
<b>5.</b> Original and photocopy of Seaman's Book with a minimum of 1 year	
<b>6.</b> Original and photocopy of Employment Contract authenticated by Philippine Employment Administration ( P.O.E.A )	
<b>7.</b> Original and photocopy of a Declaration by the shipping company in the Philippines	

# Document checklist of your visa kit

8.	<p><b>Invitation letter from the maritime agency of the Member State</b> where the sailor will join the vessel. The signed invitation must carry the agency's seal and include the following data:</p> <ul style="list-style-type: none"> <li>• The seafarer's full name</li> <li>• Place and date of birth, passport number, seaman's book number, including the date of issue and period of validity</li> <li>• Date of issue and period of validity of the invitation</li> <li>• The seafarer's position on the vessel (for a group of seafarers this information may be included in a signed list carrying the agency's seal and attached to the invitation letter)</li> <li>• Date and airport entry in the territory of the Member States</li> <li>• Name of vessel</li> <li>• Port of boarding</li> <li>• Duration of the contract</li> <li>• Itinerary that the seafarer will follow to arrive in the Member State of destination</li> <li>• The name and address of the Philippine agency that will submit the visa application and, upon seafarer's arrival, be in charge of transporting him to the vessel</li> </ul>	
9.	<p><b>VISA FEE</b></p> <p>Visa Processing Fee + Service Fee in Cash ( Personal Appearance at VIA Centre) or Managers Check payable to "PIASI" (application through Courier Service)</p>	
Delivery address	<p>✓ RCCL CREW MANNING Inc : Harbor drive, Five E-com Bldg., MOA Complex, Pasay City, Metro Manila</p>	

**IMPORTANT:**

1. The applicant has confirmed that he/she has no other documents to submit.
2. The applicant was advised that failure to submit all necessary documents may result in the application being refused, but he/she has chosen to proceed with the application.

Name of Applicant	✓ Juan A. Dela Cruz
Signature	✓ (signature)
Date	✓ August 30, 2022
Contact Nos.	✓ 09279810666

### 3. Visa application center checklist

- Kindly only input the old and new passport numbers and seaman's book numbers. No need to put the oldest documents but if you wish to include it, make sure to have a complete photocopy of your oldest passport and seaman's book.
- Kindly check the sample photo below

# Document checklist of your visa kit

NAME: Juan A. Dela Cruz

PASSPORT NOS.: P5543210B (New), P5987654A (Expired)

SIRB NOS.: AA0987654 (New), C0987654 (Expired)

DATE: August 30, 2022

CHECKLIST FOR SEAFARERS (TRANSIT VISA)	
<b>ENTRY VISA APPLICATION FORM</b>	
1.	<a href="#">Download and fill up the following "Schengen Visa" Form</a> (Please <b>DO NOT leave blanks</b> in the form. Indicate "NA" if answer is not applicable.)
<b>PHOTO</b>	
2.	One (1) recent <b>passport-sized</b> or <b>2x2 inch colored</b> ICAO standard <b>photo</b> with white background (ears should be exposed and with collared shirt/blouse)
<b>TRAVEL DOCUMENT</b>	
3.	<b>Old</b> (if available) and <b>current valid passport</b> (expiring date must be three months longer than visa requested period. <b>Please consider a 6-month validity</b> as required by the Philippine Bureau of Immigration)
4.	<b>Photocopy of biographical page</b> of the passport
<b>SUPPORTING DOCUMENTS</b>	
5.	Original and photocopy of <b>Seaman's Book</b> with a minimum of 1 year
6.	Original and photocopy of <b>Employment Contract</b> authenticated by Philippine Overseas Employment Administration (P.O.E.A)
7.	Original and photocopy of a <b>Declaration by the shipping company in the Philippines</b>
8.	<b>Invitation letter from the maritime agency of the Member State</b> where the sailor will join the vessel. The signed invitation must carry the agency's seal and include the <b>following data</b> : <ul style="list-style-type: none"> <li>- The seafarer's full name</li> <li>- Place and date birth, passport number, seaman's book number, including the date of issue and period of validity</li> <li>- Date of issue and period of validity of the invitation</li> <li>- The seafarer's position on the vessel (for a group of seafarers this information may be included in a signed list carrying the agency's seal and attached to the invitation letter</li> <li>- Date and airport of entry in the territory of the Member States</li> <li>- Name of the Vessel</li> <li>- Port of boarding</li> <li>- Duration of the contract</li> <li>- Itinerary that the seafarer will follow to arrive in the Member State of destination</li> <li>- The name and address of the Philippine agency that will submit the visa application and, upon seafarer's arrival, be in charge of transporting him to the vessel</li> </ul>
<b>VISA FEE</b>	
9.	Visa processing fee in cash

## 4. Passport (Valid and Expired passports, if applicable)

- Make sure that the biopage of your **Valid passport** is not damaged in any form. This includes water damage, torn, dirt, smudge of ink etc. as this may result to renewal of your passport. Damaged passport is not accepted in Embassies and may cause a concern when you arrive at the immigration authorities.
- Make sure the passport is still valid 3 months after your sign off date.
- For newly issued passports, make sure that your signature is clearly visible in the signature field on the third page. Kindly check the sample image

# Document checklist of your visa kit



- Make sure that the emergency contact details in the last page of the passport is filled out.

## 5. Photocopy of passports (Valid and Expired passports, if applicable)

- Photocopy of biopage/s of the passport (Make sure the signature field on the third page has your signature)
- Photocopy of all stamps, visas and last page (Make sure the emergency contact on the last page has your information)
- Photocopies are located at the last part of the requirements.

## 6. Seafarer's Identification and Record Book (SIRB) or Seaman's Book (Valid and Expired, If applicable)

- Make sure the validity of your SIRB is at least 1 year with 2 blank pages

# Document checklist of your visa kit

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- Make sure that the biopage of your **Valid SIRB** is not damaged in any form. This includes water damage, torn, dirt, smudge of ink etc. as this may result to renewal of your SIRB. Damaged SIRB is not accepted in Embassies and may cause a concern when you arrive at the immigration authorities.

- Make sure the **POEA stamp** of the latest processed contract is stamped. This includes the **date stamp** it was processed and signed by an RCM signatory.

## **7. Photocopy of Seaman's book** (Valid and Expired, if applicable)

- Photocopy of Biopage of your new and old SIRB's
- Photocopy of all POEA stamps, sign on and off stamps and immigration stamps. (Valid and expired if applicable)
- Photocopies are located at the last part of the requirements.

## **8. Application form with the Passport photo**

- Make sure the passport photo is glued onto the application form with the following features.

1. Two (2) recent photos, taken within the last six (6) months.

(Photos should not be the same as the previous issued **US, SCHENGEN, UK, CANADA OR CHINA visas**)

2. Clear White background (not faded, blurry or yellowish in color)

3. Wear a colored collared shirt (Do not wear white or any light-colored shirts. Should be in contrast with the white background)

4. Face should not be too small and should be at the center (not tilted)

5. At least shoulder to collar level (Not half body)

6. Both ears must be visible

7. Forehead must be visible

8. No hat/cap or other head covering unless the applicant wears such items because of their religious belief or ethnic background.

# Document checklist of your visa kit

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9. No eyeglasses
10. Must be in neutral face
11. Mouth should be closed (teeth must not be visible)
12. Photos should be in high quality (Not blurred / Not obviously edited)
13. Photos should not be damaged (No staple marks, ink marks, tearing, dirt, folds)

- Make sure to answer all your personal information. Only put **N/A** in items number **10, 11** (if you have your National Id, you may put your National identification number), **17 & 18** (If you don't have relatives in any Schengen state)

- Contact details: Make sure to write your active email address and write at least 3 contact numbers in item number **19**.

## **9. Letter Of Guarantee (LOG)**

- Make sure your personal information is correct
- Make sure your joining details (Position, joining date, vessel & joining port) matches the information in your **Letter of Invitation**.
- Check if your seaman's book number is correct
- Make sure the "Hotel information" is indicated
- Make sure it is signed by a signatory (Supervisor, Team Lead or Manager)

## **10. Letter of Invitation (LOI)**

- Make sure your name is spelled correctly
- Make sure your position is correct
- Make sure your personal information is correct (Date of birth and Place of birth which is based on your passport information)

# Document checklist of your visa kit

- Make sure your passport number and expiry date are correct
- Make sure your joining vessel & joining date are correctly indicated

## 11. E-ticket

- Make sure the ticket is under your name and is not misspelled
- Make sure the word “e-ticket receipt” is visible, otherwise, a flight booking, or flight reservation will not be accepted.
- Make sure that you will arrive on or a day before in ITALY before your joining date

**14 SEP 2022 ▶ 15 SEP 2022 TRIP TO ROME FIUMICINO, ITALY**

PREPARED FOR  
**DELA CRUZ/ JUAN ALVAREZ**  SHRSS(DO NOT REPLY)

RESERVATION CODE RIMEQS  
AIRLINE RESERVATION CODE HWTGCB(EK)

 DEPARTURE: WEDNESDAY 14 SEP ▶ ARRIVAL: THURSDAY 15 SEP  
Please verify flight times prior to departure

<b>EMIRATES</b> <b>EK 0335</b> Duration: 8hr(s) 35min(s) Cabin: Economy Status: Confirmed	<b>MNL</b> MANILA, PHILIPPINES Departing At: <b>11:55pm</b> <b>(Wed, Sep 14)</b> Terminal: TERMINAL 3	<b>DXB</b> DUBAI, UNITED ARAB EMI Arriving At: <b>4:30am</b> <b>(Thu, Sep 15)</b> Terminal: TERMINAL 3	Aircraft: BOEING 777-300ER JET Distance (in Miles): 4297 Meals: Meals
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Checked Baggage: Adult, 1x40kg  
Cabin Baggage: Adult, 1x7kg (15lbs)

Passenger Name:  
= DELA CRUZ/ JUAN ALVAREZ

Seats:  
Check-In Required

eTicket Receipt(s):  
**12345678910**

## 12. Photocopy of any valid Basic training certificate (Required only for first time Schengen visa applicants)

- Provide only one copy.

## 13. Original Overseas Employment Certificate (OEC) and Contract of Employment (COE)

### FOR OEC

- Make sure your name is spelled correctly
- Passport number is updated
- Birthdate is correct



# Document checklist of your visa kit

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- Position in your COE and OEC should be the same or should be in the same position category.
- Make sure the correct vessel is indicated
- Make sure validity of the OEC is valid until your departure date in the Philippines. It can be seen in the “Valid for Exit up to” field

## **For COE**

- Make sure your name is spelled correctly
- Make sure your date of birth is correct
- Make sure your place of birth is not repeated in the contract
- Make sure your valid Seaman’s book number is correct
- Make sure the name of the vessel is correct
- Make sure your position is the same in your OEC or at least within the same position category.
- Your contract should be signed
- Your Contract should have the **POEA stamp, DATE stamp** and signed by an **authorized Signatory**.

## **14. Worker’s information sheet (Case to Case basis)**

- Your Wis version 2 should be signed
- Only present your WIS version 2 if you are a first timer

## **15. Expedite Letter for Schengen visa processing (case to case basis)**

- This letter is only provided for those who will still take their US visa appointment after their Schengen visa appointment.

# Important Reminders

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1. Refer to the note inside your Visa Application Kit for your appointment date and time.
2. Don't forget to bring your Visa Application Kit and prepare the amount for the visa fee (which has been deposited to your bank account) and handling fee — you will shoulder this amount.
3. Don't be late. Please arrive at least 30 minutes before your appointment.
4. Bags are allowed inside the application center but please switch your phone off or put it in silent mode.
5. Upon arriving, at the ground floor, a VIA Center staff will call for the names of those with appointment and will be asked to fall in line. You will be instructed to go to the 3rd floor.
6. You will be asked to fall in line again and a staff will notify you to make sure that all the forms are completely filled out. Any form with missing information or lacking documents will not be allowed to go inside the application center.
7. Once your documents are assessed at the reception area, you will be given a queueing number & wait for your turn.
8. Once called, a VIA center associate will check the completeness of your documents.
9. After your documents are submitted, wait for your name to be called for biometrics (**Fingerprint scanning**)
10. Proceed to the cashier to pay the visa fee and handling fee (we will tell you the amount you need to prepare for the handling fee via email)
11. Get the official receipt, keep it and you may go home afterwards. No need to return the receipt to RCM. The visa result will be delivered to RCM as stated in the visa checklist. RCM Philippines will track the progress of your visa application on your behalf.

# Important Reminders

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12. Standard processing time for Italy visa is 5-7 days. It is the Embassy's discretion if your visa result will be released before or after 7 days.

13. Please keep your communication lines open and regularly check your inbox because the Embassy will conduct a "phone call interview" for first time applicants and you might receive an email or call if the Embassy will ask for additional documents.

If you received a notification from the Embassy and are requiring you to submit additional documents, you may forward your concern to your coordinator and include the ff. emails for us to address the concern right away.

- [phlvisaprocessing@rccl.com](mailto:phlvisaprocessing@rccl.com)
- [Rcmmanila\\_Localvisa@rccl.com](mailto:Rcmmanila_Localvisa@rccl.com)

14. If RCM Philippines received your visa result less than 7 days prior departure date, RCM will upload your visa in your C-TRAC account, and you will need to pick up your dispatch documents here in RCM.

15. If RCM received your visa between 7-10 days prior departure date, we will notify you to pick your documents personally in RCM & you're responsible for uploading the visa in your C-TRAC account. Inform your coordinator to have it validated to avoid cancellation of your assignment.

16. If RCM Philippines received your visa results more than 10 days prior your joining date, your documents will be sent via courier to your mailing address and make sure to upload the visa in your CTRAC to avoid cancellation of your assignment.

17. As soon as you receive the visa for your uploading, kindly follow the steps below

**Step 1.** Log into your **C-TRAC** account.

**Step 2.** Go to **DOCUMENTS**.

**Step 3.** Click on **Visa**.

**Step 4.** Take a clear photo or scan the page with the Italy visa.  
Save the file as an image (**JPEG or PNG**).

# Important Reminders

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**Step 5.** Take a photo of or scan the visa receipt.

Save the file as an image (**JPEG or PNG**).

**Step 6.** Save both images in one **Word or PDF** document.

**Step 7.** Upload the file.

**Step 8.** Enter your visa details.

**Step 9.** Click **ADD**.

18. Upon receiving your visa results, make sure to check the information. If there is an error in your visa, return it to the application center as soon as you notice it for them to have it amended & inform your coordinator/ RCM.

19. Please keep your communication lines open and regularly check your inbox because we will notify you by email or phone call for your dispatch details.

# Reminders for First-Time Visa Applicants

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The Embassy will contact you using the numbers you indicated on your application form. Make sure that your phone is with you at all times because unattended calls may lead to refusal of your Schengen visa.

Please note that the following are the most frequently asked question received by our crew members. Additional questions not included in this list may be asked so make sure to study all of the documents that we have provided.

## **Educational Background**

1. What is your highest educational attainment?
2. Where and when did you graduate?
3. What course did you take in college? (if any)

## **Work Experience**

1. What is your position as a seafarer? Kindly explain your duties and responsibilities as a seafarer.
2. Kindly share your employment history, from your first employer up to your present employer. Include the timelines (dates) and positions you held.
3. Where did you take your trainings and how when did you complete them?

# Reminders for First-Time Visa Applicants

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## Family background

1. Indicate the names of your parents and siblings with the following information:

**Name, Date of birth, City of residence, Work (if any)**

2. Do you have relatives living or working abroad? If so, indicate the following information:

**Name, relationship, place of residence**

3. Do you have a relative who is also a seafarer? If so, indicate the following information:

**Name, relationship, place of residence**

## Other Questions:

1. Have you travelled outside the country before? If yes, which country and what was the purpose of your travel?
2. How many passports were issued to you?
3. When is your departure date?
4. When is your joining date?
5. What is your joining vessel?
6. What is your joining port?
7. Why did you choose to become a seafarer?

If you need more assistance, please contact us at [RCM@rccl.com](mailto:RCM@rccl.com)  
Thank you and we look forward to seeing you on board soon!

*- Your RCM Philippines Team*