

## Dear Crew Member

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

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

1. PASSPORT – NEW AND OLD
2. SEAMAN'S BOOK – NEW AND OLD
3. TWO (2) RECENT PASSPORT SIZE PHOTOS WITH WHITE BACKGROUND
4. BASIC TRAINING CERTIFICATE
5. SPAIN VISA APPLICATION FORM (see **page 6**)
6. COLLECTION AND CONSENT STATEMENT (see **page 4**)
7. INFORMATION REQUEST FORM (see **page 5**)

2. You will find a blank visa application form on **page 6** and a sample filled-out form for your reference on **page 9**. 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 4** 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 5** 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 Name, 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 7 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.

**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 secure the visa appointment for you, and advise you if a personal appearance is needed. We will send the following documents to the Complete Mailing Address you will provide on page 5:

- a. **Visa Application Kit** – This contains all the documents you need to bring to the visa application center on your appearance date. Kindly review the documents and inform us if there are errors by sending an email to [RCM@rccl.com](mailto:RCM@rccl.com).
- b. **Dispatch Kit** – This is your Dispatch Package. Please insert your passport and Seaman's Book in this package as soon as you receive them from the visa application center.

7. We will also notify you as soon as we have deposited the visa application fee to your bank account.

Please be reminded that you need to pay for the logistics fee, which is non-reimbursable.

8. Please refer to the **Spain Visa Briefing** guide on **page 12**. It will contain 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

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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> (this is where we will send your Visa Application Kit and Dispatch Kit)	



# Application for Schengen Visa

This application form is free

PHOTO

1. Surname (Family name):				FOR OFFICIAL USE ONLY	
2. Surname at birth (Former family name(s)) :				Date of application:	
3. First name(s) (Given name(s)):				Visa application number:	
4. Date of birth (day-month-year):	5. Place of birth:	7. Current nationality:		Application lodged at <input type="checkbox"/> Embassy/consulate <input type="checkbox"/> Service provider <input type="checkbox"/> Commercial intermediary <input type="checkbox"/> Border (Name) ..... .....	
	6. Country of birth:	Nationality at birth, if different:  Other nationalities:			
8. Sex:  <input type="checkbox"/> Male <input type="checkbox"/> Female		9. Marital status:  <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Registered Partnership <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/> Other (please specify)		<input type="checkbox"/> Other	
10. In the case of minors: parental authority/legal guardian (surname, first name, address, if different from applicant's, telephone number, e-mail address and nationality):				File handled by:	
11. National identity number, where applicable:				Supporting documents:	
12. Type of travel document:  <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)				<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:	
13. Number of travel document:	14. Date of issue:	15. Valid until:	16. Issued by (country):	Visa decision:	
17. Personal data of the family member who is an EU, EEA or CH citizen:				<input type="checkbox"/> Refused <input type="checkbox"/> Issued: <input type="checkbox"/> A <input type="checkbox"/> C <input type="checkbox"/> LTV	
Surname (Family name):		First name(s) (Given name(s)):		<input type="checkbox"/> Valid: From..... Until.....	
Date of birth (day-month-year):	Nationality:	Number of travel documents or ID card:		Number of entries: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Multiple	
18. Family relationship with an EU, EEA or CH citizen:  <input type="checkbox"/> spouse <input type="checkbox"/> child <input type="checkbox"/> grandchild <input type="checkbox"/> dependent ascendant <input type="checkbox"/> registered partnership <input type="checkbox"/> other				Number of days:	

19. Applicant's home address and e-mail address:	Telephone number(s):
20. Residence in a country other than the country of current nationality: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. Residence permit or equivalent ..... Number ..... Valid until .....	
* 21. Current occupation:	
* 22. Employer and employer's address and telephone number. For students, name and address of educational establishment:	
23. Main purpose(s) of the journey: <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"/> Airport transit <input type="checkbox"/> Other (please specify)	
24. Additional information on purpose of stay:	
25. Member State(s) of main destination (and other Member States of destination, if applicable):	26. Member State of first entry:
27. Number of entries requested: <input type="checkbox"/> Single entry <input type="checkbox"/> Two entries <input checked="" type="checkbox"/> Multiple entries Intended date of arrival of the first intended stay in the Schengen area: Intended date of departure from the Schengen area after the first intended stay:	
28. Fingerprints collected previously for the purpose of applying for a Schengen visa: <input type="checkbox"/> No <input type="checkbox"/> Yes. Date, if known ..... Visa sticker number, if known .....	
29. Entry permit for the final country of destination, where applicable: Issued by ..... Valid from ..... until .....	
* 30. 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)	
Address and e-mail address of inviting person(s)/hotel(s)/temporary accommodation(s):	Telephone number:
*31. Name and address of inviting company/organisation:	
Surname, first name, address and e-mail address of contact person in company/organisation:	Telephone number of company/organisation:
*32. Cost of travelling and living during the applicant's stay is covered:	


<input type="checkbox"/> by the applicant himself/herself.  Means of support: <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"/> by a sponsor (host, company, organisation), please specify: <input type="checkbox"/> referred to in field 30 or 31 <input type="checkbox"/> other (please specify).....  Means of support: <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>I am aware that the visa fee is not refunded if the visa is refused.</b>	
<b>Applicable in case a multiple-entry visa is applied for (cf. field no 27):</b>  <b>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.</b>	
<p><b>I am aware of and consent to the following: the collection of the data required by this application form and the taking of my photograph and, if applicable, the taking of fingerprints, are mandatory for the examination of the visa application; and any personal data concerning me which appear on the visa application form, as well as my fingerprints and my photograph will be supplied to the relevant authorities of the Member States and processed by those authorities, for the purposes of a decision on my visa application.</b></p> <p><b>Such data as well as data concerning the decision taken on my 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 and to Europol for the purpose of the prevention, detection and investigation of terrorist offences and of other serious criminal offences. In Spain, the authority responsible for processing the data is the consular post at which the visa was applied for.</b></p> <p><b>I am aware that I have the right to obtain in any of the Member States notification of the data relating to me recorded in the VIS and of the Member State which transmitted the data, and to request that data relating to me which are inaccurate be corrected and that data relating to me processed unlawfully be deleted. At my express request, the authority examining my application will inform me of the manner in which I may exercise my right to check the personal data concerning me and have them corrected or deleted, including the related remedies according to the national law of the State concerned. The national supervisory authority of that Member State [in the Spanish case, the Agencia Española de Protección de Datos; calle Jorge Juan, número 6 (C.P.28001) –<a href="https://www.aepd.es/es/derechos-y-deberes/conoce-tus-derechos/derechos-schengen">https://www.aepd.es/es/derechos-y-deberes/conoce-tus-derechos/derechos-schengen</a>, will hear claims concerning the protection of personal data.</b></p> <p><b>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 will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution under the law of the Member State which deals with the application.</b></p> <p><b>I undertake to leave the territory of the Member States before the expiry of the visa, if granted. I have been informed that possession of a visa is only one of the prerequisites for entry into the European territory of the Member States. The mere fact that a visa has been granted to me does not mean that I will be entitled to compensation if I fail to comply with the relevant provisions of Article 6(1) of Regulation (EC) No 399/2016 (Schengen Borders Code) and I am therefore refused entry. The prerequisites for entry will be checked again on entry into the European territory of the Member States.</b></p>	
Place and date	Signature (for minors, signature of parental authority/legal guardian):

\*Family members of EU, EEA or CH citizens shall not fill in fields number 21, 22, 30, 31 and 32 (marked with \*).

\* Fields 1-3 shall be filled in in accordance with the data in the travel document.



# SAMPLE APPLICATION FORM

	<h2 style="margin: 0;">Application for Schengen Visa</h2> <p style="margin: 0;">This application form is free</p>	<p style="font-size: 1.2em; margin: 0;">PHOTO</p>		
<p>1. Surname (Family name):</p> <p style="text-align: center; font-size: 1.1em;"><b>DELA CRUZ</b></p>		<p>FOR OFFICIAL USE ONLY</p>		
<p>2. Surname at birth (Former family name(s)) :</p> <p style="text-align: center; font-size: 1.1em;"><b>BAUTISTA</b></p>		<p>Date of application:</p>		
<p>3. First name(s) (Given name(s)):</p> <p style="text-align: center; font-size: 1.1em;"><b>JUAN</b></p>		<p>Visa application number:</p>		
<p>4. Date of birth (day-month-year):</p> <p style="text-align: center; font-size: 1.1em;"><b>01-01-2000</b></p>	<p>5. Place of birth:</p> <p style="text-align: center; font-size: 1.1em;"><b>TONDO, MANILA</b></p> <p>6. Country of birth:</p> <p style="text-align: center; font-size: 1.1em;"><b>PHILIPPINES</b></p>	<p>7. Current nationality:</p> <p style="text-align: center; font-size: 1.1em;"><b>FILIPINO</b></p> <p>Nationality at birth, if different:</p> <p style="text-align: center; font-size: 1.1em;"><b>N/A</b></p> <p>Other nationalities:</p>	<p>Application lodged at</p> <p><input type="checkbox"/> Embassy/consulate</p> <p><input type="checkbox"/> Service provider</p> <p><input type="checkbox"/> Commercial intermediary</p> <p><input type="checkbox"/> Border (Name)</p> <p>.....</p> <p>.....</p>	
<p>8. Sex:</p> <p><input checked="" type="checkbox"/> Male <input type="checkbox"/> Female</p>	<p>9. Marital status:</p> <p><input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Registered Partnership <input type="checkbox"/> Separated</p> <p><input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/> Other (please specify)</p>		<p><input type="checkbox"/> Other</p>	
<p>10. In the case of minors: parental authority/legal guardian (surname, first name, address, if different from applicant's, telephone number, e-mail address and nationality):</p>		<p>File handled by:</p>		
<p>11. National identity number, where applicable:</p>		<p>Supporting documents:</p> <p><input type="checkbox"/> Travel document</p> <p><input type="checkbox"/> Means of subsistence</p> <p><input type="checkbox"/> Invitation</p> <p><input type="checkbox"/> Means of transport</p> <p><input type="checkbox"/> TMI</p> <p><input type="checkbox"/> Other:</p>		
<p>12. Type of travel document:</p> <p><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</p> <p><input type="checkbox"/> Other travel document (please specify)</p>		<p>.....</p>		
<p>13. Number of travel document:</p> <p style="font-size: 1.1em;"><b>put passport number</b></p>	<p>14. Date of issue:</p> <p style="font-size: 1.1em;"><b>01/02/2019</b></p>	<p>15. Valid until:</p> <p style="font-size: 1.1em;"><b>01/01/2029</b></p>	<p>16. Issued by (country):</p> <p style="font-size: 1.1em;"><b>DFA, MANILA</b></p>	<p>Visa decision:</p> <p><input type="checkbox"/> Refused</p> <p><input type="checkbox"/> Issued:</p> <p><input type="checkbox"/> A</p> <p><input type="checkbox"/> C</p> <p><input type="checkbox"/> LTV</p> <p><input type="checkbox"/> Valid:</p> <p>From.....</p> <p>Until.....</p>
<p>17. Personal data of the family member who is an EU, EEA or CH citizen:</p>		<p>Number of entries:</p> <p><input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Multiple</p>		
<p>Surname (Family name):</p>		<p>First name(s) (Given name(s)):</p>		
<p>Date of birth (day-month-year):</p>	<p>Nationality:</p>	<p>Number of travel documents or ID card:</p>		
<p>18. Family relationship with an EU, EEA or CH citizen:</p> <p><input type="checkbox"/> spouse <input type="checkbox"/> child <input type="checkbox"/> grandchild <input type="checkbox"/> dependent ascendant <input type="checkbox"/> registered partnership <input type="checkbox"/> other</p>		<p>Number of days:</p>		

19. Applicant's home address and e-mail address: <b>55 JUAN LUNA ST, TONDO, MANILA</b> <b>jdc@gmail.com</b>		Telephone number(s): <b>02 345 4516</b>	
20. Residence in a country other than the country of current nationality: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. Residence permit or equivalent ..... Number ..... Valid until .....			
* 21. Current occupation: <b>SEAFARER</b>			
* 22. Employer and employer's address and telephone number. For students, name and address of educational establishment: <b>RCCL CREW MANAGEMENT INC GF FIVE ECOM HARBOR DRIVE MALL OF ASIA COMPLEX PASAY CITY</b>			
23. Main purpose(s) of the journey: <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"/> Airport transit <input type="checkbox"/> Other (please specify)			
24. Additional information on purpose of stay:			
25. Member State(s) of main destination (and other Member States of destination, if applicable):  <b>SPAIN</b>		26. Member State of first entry:	
27. Number of entries requested: <input type="checkbox"/> Single entry <input type="checkbox"/> Two entries <input checked="" type="checkbox"/> Multiple entries Intended date of arrival of the first intended stay in the Schengen area: <b>3/30/2021</b> Intended date of departure from the Schengen area after the first intended stay:			
28. Fingerprints collected previously for the purpose of applying for a Schengen visa: <input type="checkbox"/> No <input type="checkbox"/> Yes. Date, if known..... Visa sticker number, if known.....			
29. Entry permit for the final country of destination, where applicable: Issued by ..... Valid from ..... until.....			
* 30. 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)			
Address and e-mail address of inviting person(s)/hotel(s)/temporary accommodation(s):		Telephone number:	
*31. Name and address of inviting company/organisation:			
Surname, first name, address and e-mail address of contact person in company/organisation:		Telephone number of company/organisation:	
*32. Cost of travelling and living during the applicant's stay is covered:			

<input type="checkbox"/> by the applicant himself/herself.  Means of support: <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"/> by a sponsor (host, company, organisation), please specify: <input type="checkbox"/> referred to in field 30 or 31 <input type="checkbox"/> other (please specify).....  Means of support: <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>I am aware that the visa fee is not refunded if the visa is refused.</b>	
<b>Applicable in case a multiple-entry visa is applied for (cf. field no 27):</b>  <b>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.</b>	
<p><b>I am aware of and consent to the following: the collection of the data required by this application form and the taking of my photograph and, if applicable, the taking of fingerprints, are mandatory for the examination of the visa application; and any personal data concerning me which appear on the visa application form, as well as my fingerprints and my photograph will be supplied to the relevant authorities of the Member States and processed by those authorities, for the purposes of a decision on my visa application.</b></p> <p><b>Such data as well as data concerning the decision taken on my 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 and to Europol for the purpose of the prevention, detection and investigation of terrorist offences and of other serious criminal offences. In Spain, the authority responsible for processing the data is the consular post at which the visa was applied for.</b></p> <p><b>I am aware that I have the right to obtain in any of the Member States notification of the data relating to me recorded in the VIS and of the Member State which transmitted the data, and to request that data relating to me which are inaccurate be corrected and that data relating to me processed unlawfully be deleted. At my express request, the authority examining my application will inform me of the manner in which I may exercise my right to check the personal data concerning me and have them corrected or deleted, including the related remedies according to the national law of the State concerned. The national supervisory authority of that Member State [in the Spanish case, the Agencia Española de Protección de Datos; calle Jorge Juan, número 6 (C.P.28001) –<a href="https://www.aepd.es/es/derechos-y-deberes/conoce-tus-derechos/derechos-schengen">https://www.aepd.es/es/derechos-y-deberes/conoce-tus-derechos/derechos-schengen</a>, will hear claims concerning the protection of personal data.</b></p> <p><b>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 will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution under the law of the Member State which deals with the application.</b></p> <p><b>I undertake to leave the territory of the Member States before the expiry of the visa, if granted. I have been informed that possession of a visa is only one of the prerequisites for entry into the European territory of the Member States. The mere fact that a visa has been granted to me does not mean that I will be entitled to compensation if I fail to comply with the relevant provisions of Article 6(1) of Regulation (EC) No 399/2016 (Schengen Borders Code) and I am therefore refused entry. The prerequisites for entry will be checked again on entry into the European territory of the Member States.</b></p>	
Place and date  PASAY CITY	Signature (for minors, signature of parental authority/legal guardian):

\*Family members of EU, EEA or CH citizens shall not fill in fields number 21, 22, 30, 31 and 32 (marked with \*).

\* Fields 1-3 shall be filled in in accordance with the data in the travel document.



# Applicant Briefing for

# SPAIN

# Visa Appointment

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# for **NEW HIRES**

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

**BLS International manages the application for Spain Visas in the Philippines.**

 **ADDRESS:**

BLS International Spain Visa Application Center 19F,  
Unit 19 3  
Philippine AXA Life Centre  
1286 Senator Gil Puyat Avenue corner Tindalo Street  
Makati City 122

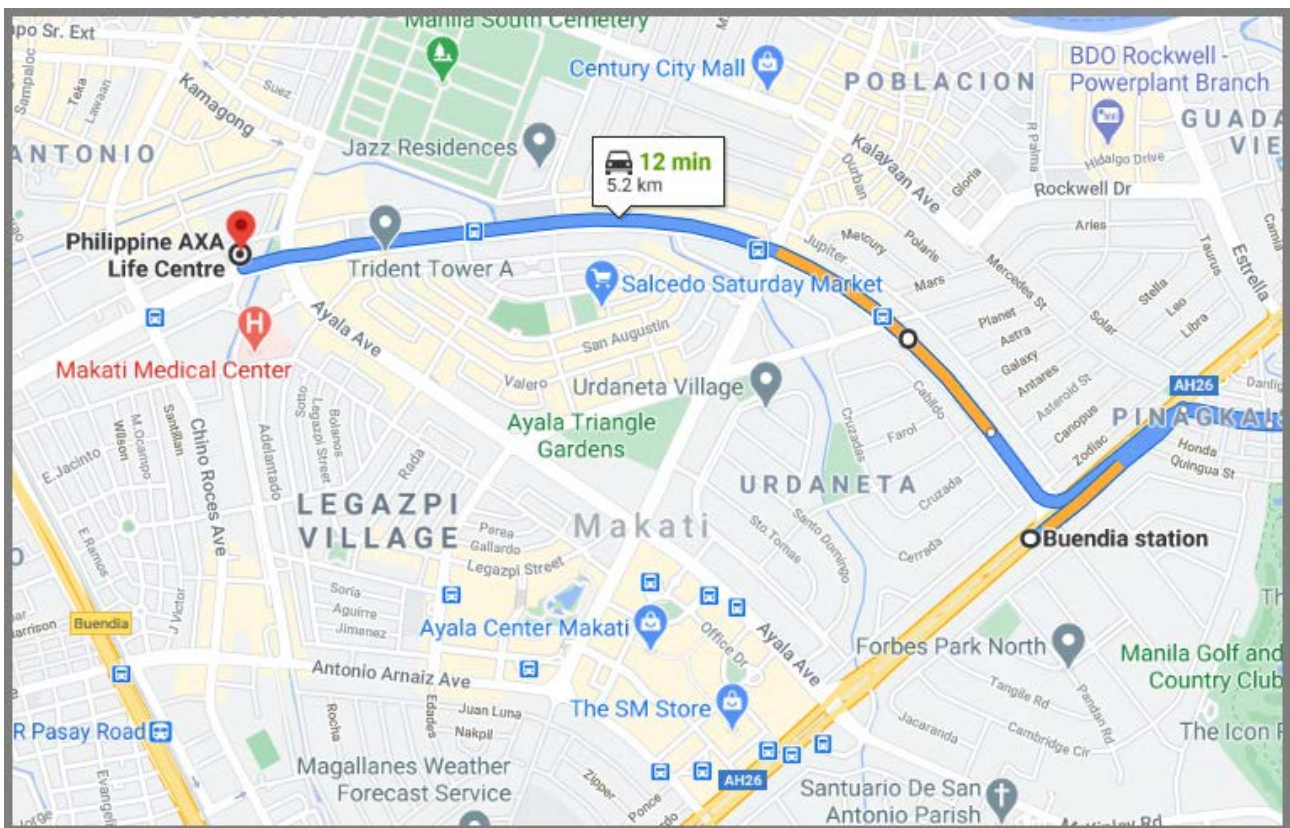


# How to Get to BLS International



## Via the MRT:

- Take the MRT and get off at Buendia Station.
- Walk towards the transport terminal and take a jeep going to LRT Taft.
- Get off at the Makati Central Post Office and walk westward towards Philippine AXA Life Centre.

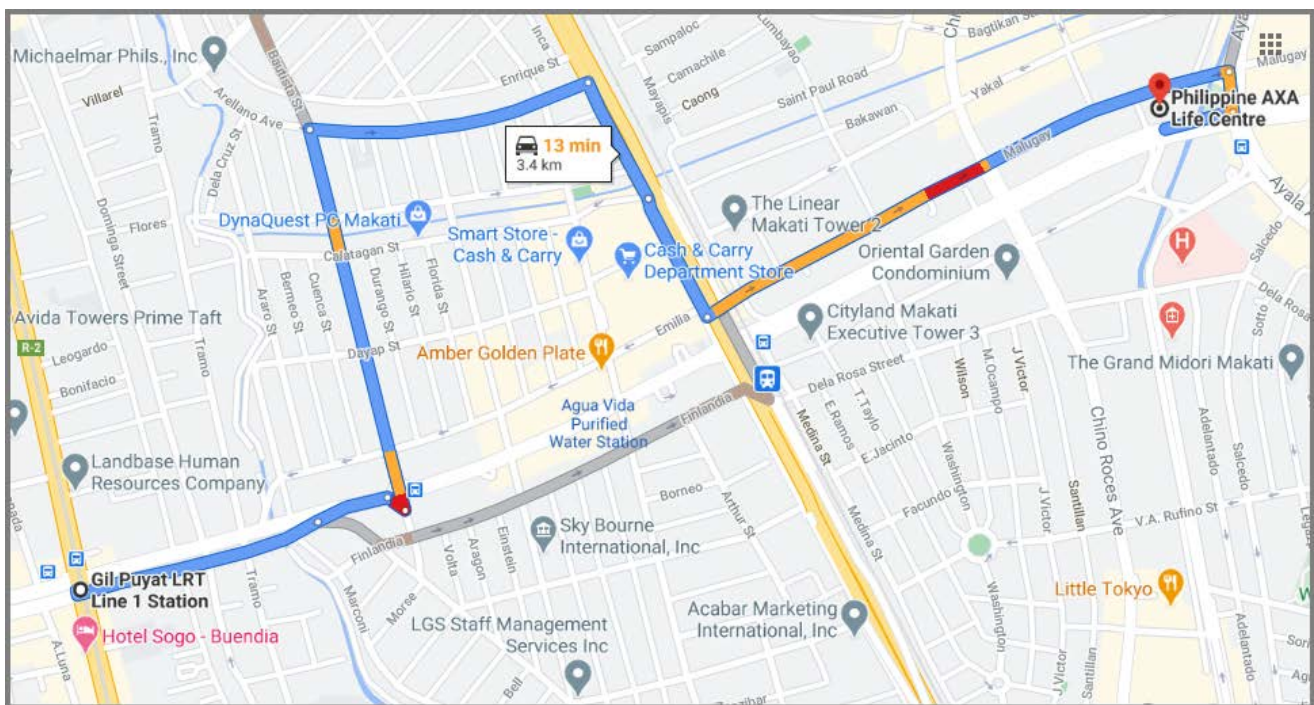


# How to Get to BLS International



## Via the LRT:

- Take the LRT and get off at Gil Puyat Station.
- Take a jeep bound for Makati EDSA (Guadalupe / Cartimar Washington / Bel Air signboards)
- Get off in front of McDonald s at Chino Roces Avenue corner Gil Puyat Avenue.
- Cross to go the the other side of Gil Puyat, walk eastward to towards Centro Escolar University to reach Philippine AXA Life Centre.



# 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 an error 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**  
**Rcmmanila\_Localvisa@rccl.com**

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

## 1. Visa Application kit

The brown envelope should contain the applicant's surname, name and contact number written in bold letters on the upper left corner of the envelope. Kindly write your contact number below your name.

## 2. Declaration form

- Make sure to fill out the personal information. Check the sample form below.

### DECLARATION FORM

I, JUAN B. DELA CRUZ hereby undertake that I shall utilize my visit only for the purpose of which, Visa has been applied. I also declare that I am present in Philippines on the date of making this application and that all the information given by me here is true, accurate and complete. I understand that my visa application is being handled through BLS (Philippines) Inc. (BLS), service providers in Philippines appointed by the Consulate General of Spain in the Philippines. I am aware that the grant or refusal of visa is at the sole discretion of the Consulate General of Spain, Philippines and BLS are not responsible for the same or for any delay in the receipt of the visa. The processing of my application, including processing time, is subject to the procedures and timescales of the Consulate General of Spain, Philippines over which BLS has no control. I hereby agree to the BLS (Philippines) Terms and Conditions including Disclaimer and BLS Data Protection Policy current at the date of my application (downloadable from <https://blsspainvisa.com/ph>). I accept that application fees are not refundable, except as covered by BLS' refund policy, and are payable even if a visa is not granted. I accept that BLS limits its liability for replacement of lost passports or other travel documents, to refund of my application fee, and reimbursement of government fees in accordance with the BLS refund policy. I am responsible for the accuracy of my application form, and I accept that if BLS checks my application form, it does not guarantee that it will find any errors, and does not verify information I have provided. I accept that BLS excludes all other liability in relation to my application and advice or information given to me, including for breach of contract or negligence. I acknowledge and agree that my application and associated data will be processed in accordance with the BLS Data Protection Policy (<https://blsspainvisa.com/ph>), and that my data may be processed by an affiliated company which may be a part of the BLS group of companies or a subcontractor for BLS, and that such processing may take place in Spain but subject to the same standards as apply in Philippines. Important Note: Suppression of facts or furnishing misleading/false information will result in denial of visa without assigning any reason. Visa fee once tendered is non-refundable and subject to change without notice. After receipt of visa ensure name, spellings, passport number, type and validity visa is given correctly. Visa is valid from date of issue.

Date & Place: \_\_\_\_\_ (City and date of fill up)

Signature of Applicant: \_\_\_\_\_

Name of Applicant: Juan B. Dela Cruz

# Document checklist of your visa kit

## 3. Spain Transit checklist

- Make sure you have a copy



### TRANSIT VISA FOR SEAFARERS

#### PROCEDURE:

1. Complete the documents required. Put all the documents in 1 large brown envelope (with the applicant's surname, name and contact number written in bold letters on the upper left corner of the envelope).
2. The applicant or the representative of the shipping agency (provided with an authorization letter of the applicant) must come on the appointment date to file the application and must pay the visa fee)
3. Always include 1 photocopy of the filled-up application form and 1 photocopy of the rest of documents.

#### REQUIREMENTS: Documents must be arranged in two sets as follows:

##### Set No.1:

1. Duly accomplished Schengen application form (preferably typewritten).
2. One (1) recent passport-size photo with white background (to be pasted on the application form)
3. Valid passport (valid for a minimum 3 months after the planned trip. **DO NOT STAPLE ANY DOCUMENT TO THE PASSPORT**)
4. 1 photocopy of the data page of the valid passport and of the seaman's book.
5. Letter from the maritime agency, principal or agent in Spain, written in Spanish, mentioning the following:
  - a) Name and personal data of the seafarer. Position on board the vessel.
  - b) Departure date from Manila and duration of the contract.
  - c) Name of the vessel, date of arrival/departure from the Spanish port.
  - e) Itinerary that the seafarer will follow to arrive in Spain, date of arrival and company that will be in charge of transporting him/her to the vessel.
6. Letter from the Philippine Shipping Agency, duly validated, that in addition to the entries under 5.) includes the list of the seafarer/s.
7. Photocopy of Philippine Overseas Employment Agency's (POEA) Contract and Certificate.

##### Set No.2:

1. Original Valid Seaman's Book.
2. One photocopy of the accomplished application form.
3. Original Philippine Overseas Employment Agency's (POEA) Contract and Certificate.

#### Important Reminder:

FOR SECURITY REASONS, CELLPHONES AND BAGS ARE NOT ALLOWED INSIDE THE CONSULATE GENERAL. THEREFORE IT IS ADVISED NOT TO CARRY ANY DURING YOUR VISIT. IN CASE VISITORS COME WITH A BAG OR CELLPHONE TO THE CONSULATE PREMISES, THEY WILL HAVE TO LEAVE THEM OUTSIDE. THE CONSULATE GENERAL WILL NOT BE HELD LIABLE FOR ANY LOSS OF OR DAMAGE TO PERSONAL BELONGINGS.

## 4. Application form with passport photo & photocopy

- 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)

# Document checklist of your visa kit

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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.
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).

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

- Make sure your personal information is correct
- Make sure your joining vessel, joining date & joining port are correct.
- Make sure your position is correct
- Make sure your departure from Manila is correct (You can base it from your flight booking)
- Make sure the date of arrival of the vessel in Spain is on or before your joining date
- Make sure the estimated date of departure of the vessel from Spain is on or after your joining date
- Check the next port of call
- Make sure your seaman's book number is correct
- Make sure it is signed by a signatory (Supervisor, Team Lead or Manager)

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

- Make sure the joining vessel is indicated
- Make sure your name, position, passport information, seaman's book information, date of birth and place of birth are correct.

# Document checklist of your visa kit

- Make sure the duration of contract is indicated (DURACION A BORDO) & sign off date is indicated.
- Make sure the flight information is indicated at the lower part of the invitation letter and matches the flight booking

## 7. Flight Itinerary

- Make sure the ticket is under your name and is not misspelled

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

PREPARED FOR  
**DELA CRUZ/ JUAN ALVAREZ**

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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## 8. Photocopy of any valid Basic training certificate

- Provide only one copy.

## 9. 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
- 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

# Document checklist of your visa kit

## For COE

- Make sure your name is spelled correctly
- Make sure your date of birth is correct
- Make sure 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**.

## 1 . **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 image below.



# Document checklist of your visa kit

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## **11. 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
- Photocopies are located at the last part of the requirements.

## **12. 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
- 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.

## **13. 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.

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

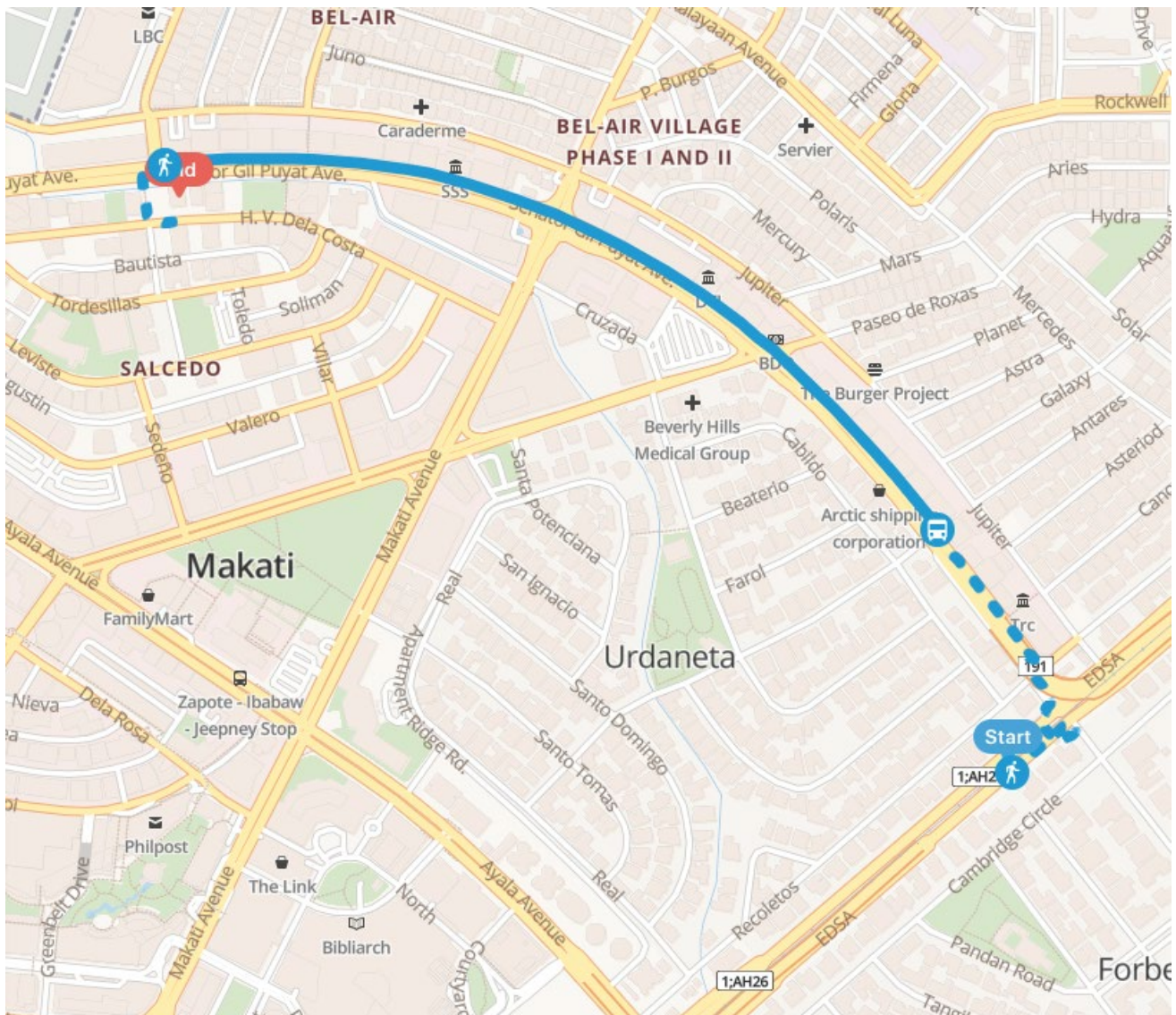
This letter is only provided for those who will still take their US visa appointment after their Schengen visa appointment.

# How to Get to Consulate of Spain



## Via the MRT:

- Take the MRT and get off at Buendia Station.
- Walk towards the transport terminal and take a jeep going to Gil Puyat Avenue (Washington Bel-Air signboard)
- Get off at Mapua University Makati (Nicanor Garcia formerly Reposo Street)
- Cross the street to Act Tower.

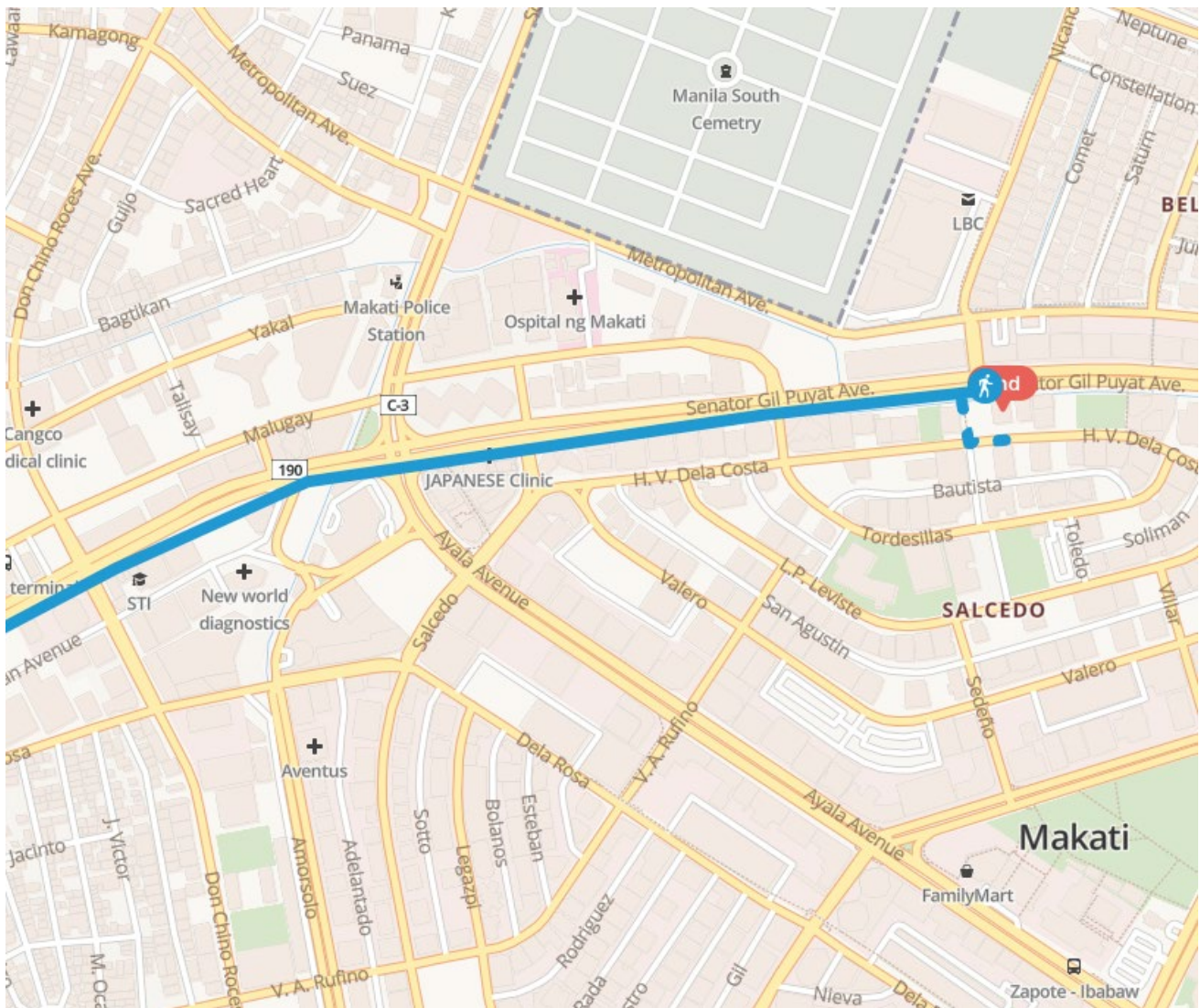


# How to Get to Consulate of Spain



## Via the LRT:

- Take the LRT and get off at Gil Puyat Station.
- Take a jeep bound for Makati (Guadalupe / Cartimar / Washington / Bel-Air signboards)
- Get off at Act Tower (Mapua University Makati is across the street).

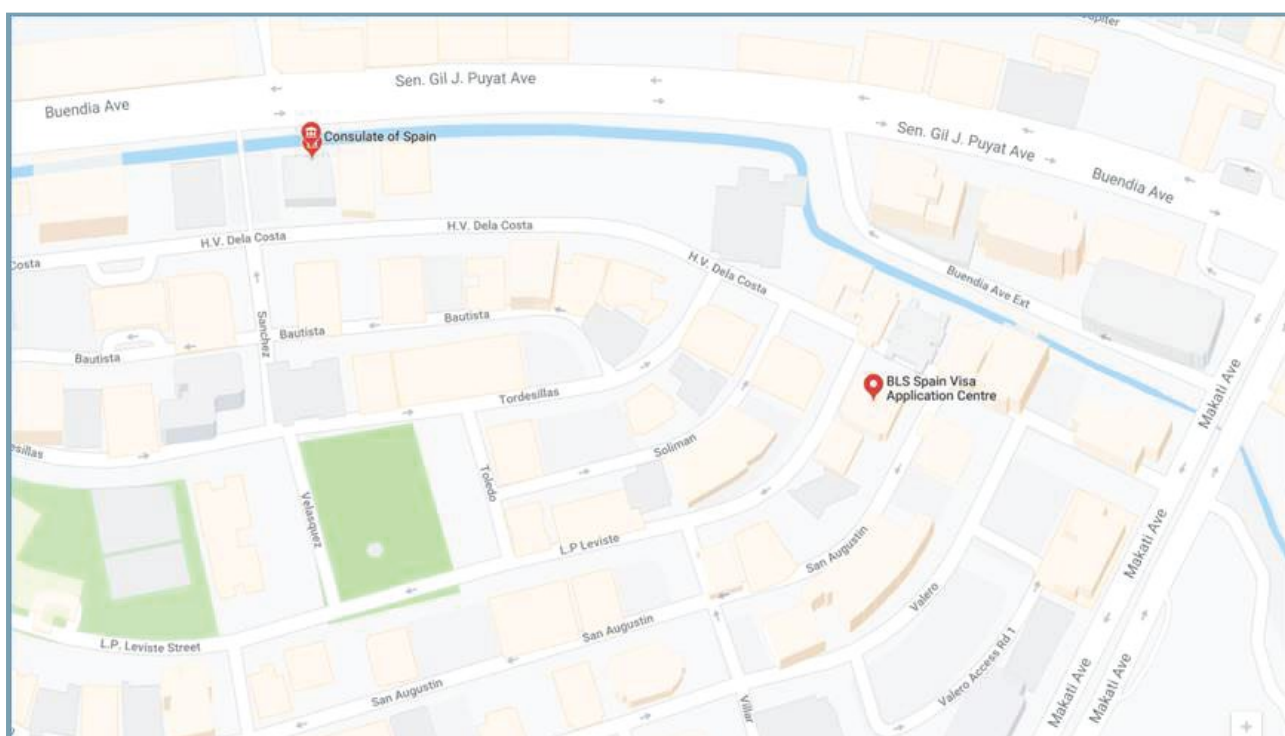




# Location of Spain Consulate

 **ADDRESS:**

Consulate of Spain  
5th Floor, Act Tower  
135 Senator Gil Puyat Avenue  
Makati City, 1200



# Important Reminders

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1. Standard processing time for Spain Schengen visa application is **5-10 days** (courier service not included). It is the discretion of the Embassy if they will release it earlier or later than 10 days.
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) & handling fee – you will shoulder this amount. Bring an extra valid ID to get a visitor's pass at the reception area.
3. If you still need to apply for another visa (U.S. VISA), you are required to avail the courier service, and have it delivered to RCM. Kindly refer to **#9**.
4. **Don't be late.** Please arrive **at least 30 minutes** before your appointment.
5. Bags are not allowed inside the application center. Only bring your visa requirements stored inside a brown envelope. There is no facility at the Visa Application Center to store prohibited items or your personal belongings. You will have to make alternate arrangements to keep the same before entry into the Visa Center.
6. You will not be given a queueing number if your documents are not filled out. Make sure to fill out the forms before coming to the application center. Once you arrive at the 19th floor with documents completely filled out, they will give you a queueing number & wait for your turn.
7. Once called, a BLS International associate will assist you with the documentation & biometrics.
8. During the evaluation of your visa application, you will be given **2 options** for the release of your visa result at your convenience. Kindly refer below:
  - a) You can **pick up** the visa result at the application center once it is released. Bring your **visa receipt & acceptance proof with your collection of your passport**. Pick up is advisable specially if your date of application is less than 15 days before your intended departure date. You don't need to address it to RCM specially if you already received your dispatch documents during your visa kit pick up. Make sure to check the details of your visa and upload it in your C-TRAC account. Notify your coordinator to have it validated.

# Important Reminders

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In case you are unable to personally pick up the visa result, along with the **visa receipt, an authorization letter from you** will be required in the name of your representative with his proof of identity with a photocopy will be required.

Pick up time at the application center: **2:00 pm-6:00 pm** (Monday-Friday)

**FLEXI Hours collection service:** Applicants can collect their passports beyond the normal passport collection hours from MONDAY to FRIDAY 7:00 AM to 1:00 PM. Kindly check the price of the service at the application center.

b) You can have it **delivered to your home address** with extra charge for the courier fee. Since you already have your dispatch documents with you during your visa kit pick up, you are responsible with your documents moving forward after your visa appointment. Make sure to double check the visa once you received it and upload the issued visa if there are no discrepancies. Make sure to check the details of your visa and upload it in your C-TRAC account and notify your coordinator to have it validated to avoid cancellation of your assignment.

9. **If you still need to apply for a US C1D visa, or you need to reprocess your contract (If notified by RCM), you are required to have the visa results delivered to RCM.** Reiterating that those with dispatch documents are not allowed to address their visa result to RCM as it may cause delays in shipment and might lead to cancellation of your assignment by your coordinator.

Provide the following & send an email

- 1) Reference number (Which can be seen in the receipt)
- 2) Date of birth (YEAR-MONTH-DAY)

Send an email to the visa coordinator who informed you regarding your visa appearance and include the following email

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

**ADDRESS:**

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

# Important Reminders

## 10. For other services to track your visa application

a) **SMS TEXT NOTIFICATION:** The application center will notify you once it is ready for pick up or delivery. Kindly check the amount at the application center and this is also your own expense.

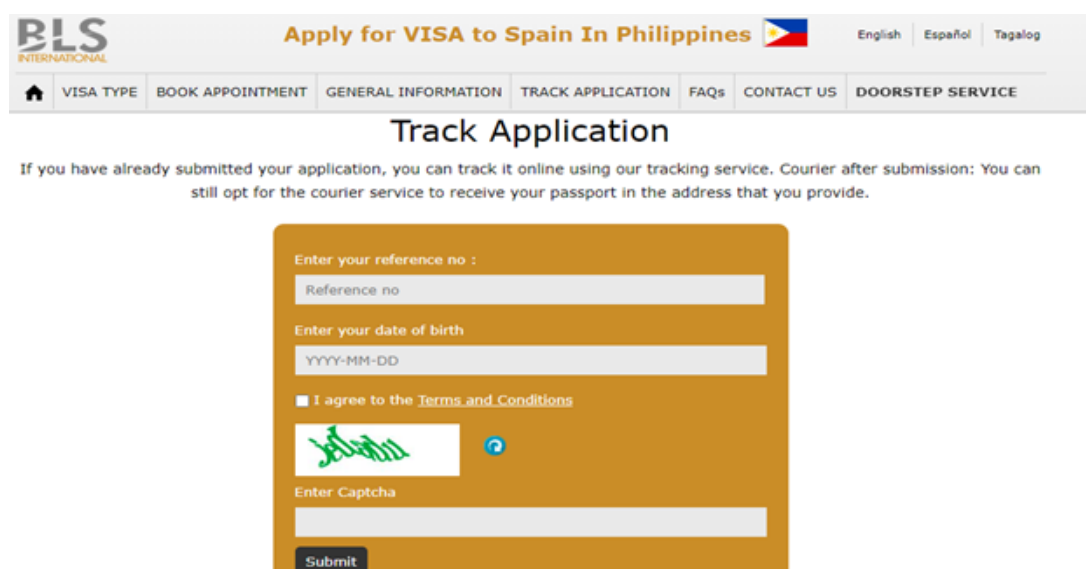
b) **Track your application online:** This is free of charge. You can check the status of your visa application online through this link -

<https://ph.blsspainvisa.com/index.php>


## 11. Click the "TRACK APPLICATION"



- You will be directed to this page. Make sure to input the "reference number" which can be seen in your visa receipt.



The screenshot shows the BLS International 'Track Application' page. The page contains a form with the following fields and elements:

- Reference no:
- Enter your date of birth:
- I agree to the [Terms and Conditions](#)
- Captcha image: 
- Enter Captcha:
- Submit button:

# Important Reminders

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11. Upon payment, you are required to pay the visa fee (which was deposited to your account) and handling fee which is your own expense to be paid for the application center's assistance. Other charges such as the mentioned **SMS TEXT NOTIFICATION, Flexi hours collection & COURIER SERVICE** are optional and is your own expense. Keep your visa receipt as this will be used if you wish to pick up the visa results personally at the application center. You may go home afterwards.

12. 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.

13. If you are a **first-time Schengen** visa applicant, The Consulate of Spain will contact you after your appointment at BLS international & instruct you to visit the consulate for a **personal interview**. (The address will be given to you). You may be contacted the day or a day after your BLS appointment or in the following days.

**If you are not contacted within (3) to (5) days**, you still need to personally visit the Consulate of Spain for a personal interview but needs to be verified with the application center first.

Bring the following supporting documents when you go to the Consulate:

- Copy of the visa payment receipt
- Copy of the visa application form submitted to BLS International
- Certificate of Employment (COE) from your previous job
- Copy of SSS Contribution
- Copy of Income tax Return (ITR) Duly received by BIR

If you never had an employment on land and is an OFW ever since, kindly explain that you never had an employer working here on land, but you are required to present the mentioned documents if you had an employer before you became an OFW.

# Important Reminders

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14. As soon as you receive the new Spain visa: 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.

15. Uploading your visa.

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

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

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

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

**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**.

You are now ready to join the ship if the Spain visa is the only new visa you need for your assignment.

**If you still need to apply for another visa, you will receive another Visa Application Kit.**

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*