

SPAIN CHECKLIST

IMPORTANT NOTICE

1. **No visa application can be processed in less than the minimum processing time of 15 days. Unfortunately, no exceptions will be made.**
2. **Applications shall be decided on within 15 calendar days of the date of the lodging of an application. That period may be extended up to a maximum of 30 calendar days in individual cases, notably when further scrutiny of the application is needed or in cases of representation where the authorities of the represented Member State are consulted. Exceptionally, when additional documentation is needed in specific cases, the period may be extended up to a maximum of 60 calendar days.**
3. **Provincial jurisdiction: only residents in Limpopo, Gauteng, Mpumalanga, North West, Free State and Lesotho may apply in Pretoria. Residents in the provinces of Northern, Eastern, Western Cape, KwaZulu-Natal may apply at the Consulate in Cape Town.**

Supporting documents must be in English (documents submitted in Spanish will be interpreted by the Embassy) and in the following order:

1. **One Schengen visa application form (fully completed and signed).**
2. **Passport (original):**
 - a. Valid at least 3 months beyond the stay in the Schengen area.
 - b. Issued with maximum of 10 years of validity.
 - c. With at least 2 blankpages.
 - d. Copy of the passport.
 - e. If the applicant has prior Schengen visas granted, a copy of them must be submitted in order to be taken into account.
3. **Photograph:**
 - a. 1 recent color photograph; size: 4.5cmx3.5cm.
 - b. Not more than 6 months old.
 - c. With white background.
 - d. Acceptable format involves visibly showing facial characteristics of the applicant, from the tip of the chin to the top of the head, counting both, left and right, sides of the face, while the face is positioned in the center of the photo. Both ears must be shown.
4. **Itinerary:**
 - a. Trip to Spain drawn up by applicant entailing details on:
 - ✓ Dates of trip.
 - ✓ Entries and exit from each Schengen state.
 - ✓ Amount of days in each country and total amount in Schengen states.
5. **Means of transport:**
 - a. Valid flight ticket/train ticket/ferry ticket booked according to passport showing Spain as the main destination, reservations are accepted.
 - b. Movement between the Schengen states must be shown (flights, car hire, train bookings).
6. **Accommodation** for entire period of the stay in Schengen territory must be presented in:
 - a. Hotel booking/reservation, time sharing booking (with name of applicant on it or explanation on who the person has booked is).
 - b. Tours and cruises need to come with the full paid invoice.
 - c. In case of private invitation, host invitation from Spanish Nationals or foreign residents in Spain. The original letter of invitation issued by Spanish National Police must be. It is available at any Spanish National Police Station.

- d. When payment has been made for private accommodation (villa, house, apartment), the owner must provide a copy of his passport and proof of ownership (property ownership or leasing).
- 7. Medical Travel Insurance:**
- a. Travel insurance certificate issued by insurance company as per the EU guidelines.
 - b. Name of beneficiary (according to passport), validity, and schedule of benefit and amount covered. Medical repatriation expenses must be included.
 - c. Insurance must cover assistance in the Schengen area not "reimbursement" and a coverage minimum of 30.000 €.
- 8. Letter of employment**
- a. Provide a signed original letter of employment stating salary/annual cost to company and date of employment inception.
 - b. Last three months payslips.
 - c. Self-employment (directors, CEO, Board Members): proof of company registration (commercial license or latest VAT certificate).
 - d. Pensioner/retired applicants should provide proof of pensioner ship.
 - e. If student, letter from the school/university confirming attendance (enrolment letter not accepted).
- 9. Proof of economic means:**
- a. Present, not older than a month, original last 3 months bank statements savings, cheque, credit card account etc.), salary reflected on them if it is applicable (credit card and investments account do not exempt from transactional. Statements must be stamped by the bank with original stamp. Expenses covered by the company do not exempt from personal bank statements.
 - b. 73, 59 Euros per day per person (Rand 1100 approx. per person per day).
 - c. Booking of foreign exchange could be taken into consideration.
 - d. If sponsored, a letter signed by sponsor and their bank statements (sponsors are spouses, parents or other direct relatives). All the documents to prove the sponsorship must be certificate by Commissioner of Oaths
 - e. When using companies' bank statements, the proof of the company registration confirming the business and name of owner (commercial license OR latest VAT certificate) must be submitted.
 - f. If no bank account, provide affidavit explaining the same.
 - g. In case of an overdraft, an overdraft summary report must be submitted.
- 10. For minor applicants:**
- a. Certified copy **by Commissioner of Oaths** of the full or unabridged birth certificate. The unabridged birth certificate is needed even if both parents are travelling with the minor(s).
 - b. In case the minor is travelling alone or with one parent, a certified copy of Home Affairs consent letter from parent/legal guardian signed before commissioner of Oaths with the full or unabridged certificate is required.
 - c. Certified copy by Commissioner of Oaths of parents ID or passport.
 - d. The visa fee will be waived for children under six years.
- 11. Spouse or children of EU Citizen (only when travelling together with EU National or joining):**
- a. Submit 1, 2, 3 and 5 and copies of flight booking for the applicant and the EU citizen.
 - b. Certified copies by Commissioner of Oaths of the marriage certificate or the full birth certificate.
 - c. Certified copy by Commissioner of Oaths of the EU passport.
- 12. Studies in Spain up to 90 days:**
- a. Admission to a teaching institution, public or private, officially recognized by the Spanish authorities.
- 13. Business/Professional Trips/Conference:**
- a. Letter of invitation from the Host Company or Authority in Spain, stating purpose, date and relation with the invited company/person. The invitation must be signed by the person inviting and give contact details of the company/person inviting.
 - b. Letter of employment confirming purpose of trip, dates, relation with the Spanish company and applicant's employment status must be signed.
 - c. Proof of registration with organizer of conference or fair.
- 14. Non South African nationals:**
- a. Certified copy **by Commissioner of Oaths** of Home Affairs document proving permanent residency or original passport with residency permit. For temporary residents, the residency must be at least for 6 months after the date of return.

- b. Letter of employment, details of date started, occupation, salary and leave approval.
- c. 6 months bank statements (savings, cheque, credit card account etc.) up to date of submission, salary reflected on them if it is applicable. If supported by parents, a letter from them with their original bank statements. (Credit card and investments account do not exempt from transactional). Statements must be stamped by the bank with original stamp.
- d. Last 6 months pay slips.
- e. If acquired residence through marriage to a SA Citizen, spouse might be required by consulate for personal interview.
- f. If the SA permit is about to expire visa will not be granted unless it has been renewed prior the date of appointment.

15. Groups: Special arrangements must be made with BLS International prior to the travel;

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16. Seaman (applications should be decided with priority, they do not need to be submitted 15 calendar days before the trip):

- a. Continuous discharge Seaman's book and copy of the same.
- b. A letter from the shipping agents details:
 - name and surnames;
 - nationality;
 - date and place of birth;
 - passport and Seaman's book details (number, date of issued and expiration);
 - occupation;
 - name and flag of the ship;
 - date and airport of entry in Spain;
 - Seaport of embarkation in Spain, length of stay of seafarers on the ship, seaport of landing of seafarers, date of return to the country of origin of seafarers, itinerary to be followed by seafarers to travel to Spain and to return to country of origin.

Note: The above is not an exhaustive list of documentation. Applicant can be requested to submit additional documents or may be called for an interview (if required) by the Embassy. The visa fee, according to Schengen regulations, is non-refundable. All original documents must always be accompanied by at least one photocopy of the same.

Note: It is not mandatory to apply personally if the fingerprints of the applicant are in the system; in that case, the applicant can also send any representative to submit the visa application. Children under the age of 12 are not required to be present at the Visa Application Centre for fingerprints.