

## **SPAIN CHECKLIST**

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):**

Provincial jurisdiction: only residents in Limpopo, Gauteng, Mpumalanga, North West, Free State and Lesotho may apply in Pretoria. Please note that legal residents in Durban can apply for visas at the Embassy of Spain in Pretoria or at the Consulate General of Spain in Cape Town.
- 2. Passport (original):**
  - a. Valid at least 3 months beyond the stay in Spain.
  - b. Issued with maximum of 10 years of validity.
  - c. With at least 2 blankpages.
  - d. Copy of the passport.
- 3. Photograph:**
  - a. 1 recent colour photograph; size: 4.5cmx3.5cm.
  - b. Not more than 6 monthsold.
  - 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 aren't 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 paid invoice.
  - c. In case of private invitation, host invitation from Spanish Nationals or foreign residents in Spain is available at any Spanish National Police Station (apply a few months in advance of your trip). In some cases and with the due guaranties, a personal letter of invitation signed from the host and with details of host and guest, copy of the host's passport/ID in all Schengen countries visiting with utility bills (water, electricity, etc.) and civic registration could be taken into consideration.
  - 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. Self-employment (directors, CEO, Board Members): proof of company registration (commercial license or latest VAT certificate).

**9. Proof of economic means:**

- a. Present, not older than a month, original last 3 months bank statements (savings, cheque, credit card account etc) must be stamped by the bank. Expenses covered by the company do not exempt from personal bank statements.
- b. For stays up to 9 days, minimum amount required is 580,77Euros approx. (Rand 8300 per person approx.). For stays for more than 9 days add an additional amount of 64,53Euros per day (Rand 790 per person).
- 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).
- 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 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 written consent letter from parent/legal guardian signed before commissioner of Oath with the full or unabridged birth certificate.
- c. Certified copy of parent's ID or passport.
- d. Signed original letter from the school confirming enrollment, confirming travel dates, and date of return
- e. 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 flight tickets of EU National.
- b. Certified copies of the marriage certificate or the full birth.
- c. Certified copy 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 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 statement up to date of submission.
- d. If acquired residence through marriage to a SA Citizen, spouse might be required by consulate for personal interview.

**15. Students of other nationalities:**

- a. Letter from the school/university confirming attendance (enrolment letter not accepted).
- b. 6 months bank statements up to date of submission, if supported by parents a letter from them with their original bank statements.
- c. If the SA permit is about to expire visa will not be granted unless it has been renewed prior the date of appointment.
- d. Parental consent for minors under 18 years.

**16. Groups:** for groups of 15 -29 people, applications must be submitted 15 working days before the collection date. Groups of 30 people and bigger, applications must be submitted one month before the collection date.

- a. 2 copies of a list in alphabetical order on the surname.
- b. Classify the applications in sub-groups, according to the dates of travelling.
- c. Only 1 application form per person.
- d. 1 photo per person.

- e. Passports: check point 2
- f. All the passports must be organized in alphabetical order, with all the related documents inside each passport, in the same order for all the passengers.
- g. Flight tickets, can be taken individually or collectively (in this case including all the names).
- h. Travel insurance can be also taken individually or collectively for the group (in this case all the names must be stated in the policy).
- i. Financial means: check point 9.
- j. Letter of employment: check point 8.
- k. Minors: check point 10.
- l. A signed letter from the group host/sponsor confirming all the applicants and responsibility for the group.
- m. School pupils, students and post graduate students accompanying teachers who undertake trips for the purpose of study or educational training: original letter of the school or organizing institution with all the names of students and teachers.

**17. Seaman:**

- a. Continuous discharge Seaman's book and copy of the same.
- b. 3 month's stamped bank statements
- c. 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:** payment for visa applications submitted at the Embassy of Spain to be done at the Embassy in cash.