



SCHENGEN VISA FOR "BUSINESS"

Duration: up to 90 days
 Entries: 1, 2 or multiple
 Time limit to conclude the procedure: 15 days extendable to 45 under specific circumstances
 Appointment: through the website <https://uae.blsspainvisa.com/>

Business Schengen Visa allows the traveler to access Spain for a short-term stay for economic and commercial reasons (launching a new business, attend business meetings, buying or selling goods, attending exhibitions or trade fairs).

Applicants are strongly advised to proceed as it follows:

1. Complying with the instructions mentioned and submitting all the required documents. Nonetheless, the submission of a complete application does not guarantee the issuance of the visa.
2. Explaining clearly the purpose and itinerary of the trip on the cover letter.

Kindly note the following:

1. The passport will not be returned until the final decision on the visa has been adopted.
2. The Embassy might invite the applicant for a personal interview or request additional documents if needed.
3. Although the Schengen Visa allows the traveler to enter all Schengen States, it is highly recommended to strictly comply with the itinerary provided on the application. An incorrect use of the Spanish visa may lead to refusals of further Schengen Visa applications.

	SCHENGEN VISA FOR BUSINESS REQUIREMENTS	REMARKS
1	Application form dully filled in English or Spanish and signed and dated by the applicant.	
2	1 passport – size picture (not older than 6 months) with white background	
3	Original passport <ul style="list-style-type: none"> - Passport must have at least 2 empty pages - Passport validity of 3 months from the date of expiry of requested visa - Passport not older than 10 years - Previous passport, if applicable 	
4	Copy of passport	
5	Copy of the UAE residence visa and of all the residence permits issued in the UAE within the last five years GCC nationals can prove their residence in the UAE by submitting the below-listed documents: <ul style="list-style-type: none"> - Salary and employment certificate - Tawtheeq tenancy contract or property deed - Water and electricity bills for the last three months 	
6	Copies of previous Schengen, USA, Canada, Japan, UK visas	

<p>7</p>	<p>Documents to be provided by the sponsoring employer (local company as per Residence Visa or Emirates ID):</p> <ol style="list-style-type: none"> 1. Letter originally signed stating: <ul style="list-style-type: none"> - Name and designation of the applicant - Name, designation and contact of the responsible signatory - Applicant's monthly salary and starting date of employment - Declaration that the applicant must travel to Spain for business purposes on behalf of the company - Full name and address of the inviting Spanish company - Specific dates of the trip 2. Copy of passport, UAE residence visa and Emirates ID of the responsible signatory 3. Copy of the company trading license <p>Note: if the applicant is partner in a local company, the NOC must be originally signed by the local partner. The company trading license must be provided.</p>	
<p>8</p>	<p>Documents to be provided by the Spanish business inviting counterpart:</p> <ul style="list-style-type: none"> - Invitation letter in Spanish language - Copy of the Spanish ID card of the person signing the letter - Copy of the Commercial Registry certificate of the Spanish company 	
<p>9</p>	<p>Proof of adequate financial means:</p> <p>In case the applicant is an employee, the following is required:</p> <ul style="list-style-type: none"> - Personal bank account/s statement/s of the last 3 months which clearly states periodical salary transfer stamped by bank - Employment and salary certificate originally signed by the employer - Any other document to support adequate financial means <p>In case the applicant is an investor, personal bank account statement/s of the last 3 months is required.</p> <p>Note: only bank statements from banks located in the UAE will be accepted.</p>	
<p>10</p>	<p>Overseas medical insurance</p> <ul style="list-style-type: none"> - Valid for the duration of the requested visa and all Schengen countries - It must cover all risks expected during the time of stay in the Schengen area, including repatriation. Minimum coverage is 30,000€ + repatriation. - Medical insurances connected to credit cards are not accepted - Conditions must be stated either on insurance document or on separate confirmation letter "Insurance Policy / Table of benefits " 	
<p>11</p>	<p>Proof of accommodation</p> <ul style="list-style-type: none"> - Confirmed official hotel booking - Invitation to lodge at the private house of a citizen legally living in Spain. In this case, copies of the host's Spanish ID and signed tenancy contract of private deed must be submitted - Official letter of invitation named "Carta de invitation" stamped by Spanish police authority 	
<p>12</p>	<p>Round trip flight booking</p> <p>In case the applicant intends to travel to some other country during this trip, flight or train bookings of these trips must be submitted.</p>	

REMARKS to be filled out by BLS staff ONLY:

Applicant Request	Applicant Travels	Applicant Documents
<input type="checkbox"/> Single	<input type="checkbox"/> With _____ family Member/s	<input type="checkbox"/> Are complete
<input type="checkbox"/> Multiple	<input type="checkbox"/> With a group	<input type="checkbox"/> Are Not complete
Why	Please specify details for both options	

TERMS & CONDITIONS

This information leaflet has been generated by the Embassy of Spain to the UAE and is valid for the visa application in the United Arab Emirates. It stipulates the legal requirements requested by this Embassy for this type of visa and is carried out in cooperation with BLS to facilitate your visa application. **READ IT CAREFULLY AND OBSERVE THE REGULATIONS.** Applicants are suggested to apply well in advance to the intended date of journey. **Visa process can take up to 3 weeks after your submission at BLS, if granted.**

THE EMBASSY DOES NOT PROVIDE ANY INFORMATION ON THE STATUS OF A VISA PROCESSING (neither by phone nor by email).

INCOMPLETE APPLICATIONS- Only complete applications can be accepted; **non-submission of required documents may lead to refusal of visa.** Once the application is submitted, no changes in dates or conditions of travel will be admitted unless duly justified.

VISA FEES- must be paid upon submission of the above. Your application, passport and visa fee will be forwarded to the Embassy of Spain within one working day after submission (if submitted on Friday, the application will reach the Embassy on Monday). The service fee remains with BLS. **The visa fee is non-refundable.**

PASSPORT WITHDRAWAL- Only available for pilots and cabin crew.
No passports can be withdrawn directly from the Embassy.

According to Spanish regulations, the Consular Section of the Embassy of Spain in Abu Dhabi, through BLS may file the visa application if it has not been picked up by the applicant within one month of notification or grant.

For BLS staff: APPLICANT HAS BEEN INFORMED OF THE ABOVE. THE REMARKS HAVE BEEN COMPLETED TOGETHER WITH APPLICANT	For Visa Applicant: I HAVE READ AND AGREED TO THE TERMS AND CONDITIONS VALID FOR THE VISA APPLICATION
City and Date:	City and Date:
BLS Staff Name:	Applicant /s Sign:

For any assistance please call the number 043875660 or contact us through the email info.uae@blshelpline.com