



## **DOCUMENTS TO BE SUBMITTED**

<b>Sr. No</b>	<b>SCHENGEN VISA – CATEGORY C “BUSINESS”</b>	<b>REMARKS</b>
1.	<p><b><u>Application form</u></b></p> <ul style="list-style-type: none"> <li>· Dully filled in all blanks in English or Spanish and signed and dated by the applicant himself.</li> </ul>	
2.	<p><b><u>Original Letter from local sponsor/company</u></b></p> <ul style="list-style-type: none"> <li>· Written in English <u>stating qualification, salary and start date of employment in the UAE</u> as well as <u>purpose of the trip and duration of stay in Spain</u>. Signed, stamped and printed in official paper by the company. No photocopies accepted.</li> <li>· If self-sponsor, copy of trade license officially translated into Spanish or English</li> </ul>	
3.	<p><b><u>Passport</u></b></p> <ul style="list-style-type: none"> <li>· Passport with valid UAE residence visa with a minimum validity of 2 months from the date of expiry of requested visa.</li> <li>· Passport validity of 3 months from the date of expiry of requested visa.</li> <li>· Passport not older than 10 years, signed by bearer. Undamaged pictures securely affixed with/to passport.</li> <li>· Previous passport, if applicable.</li> </ul>	
4.	<p><b><u>One recent biometric passport sized photographs</u></b></p> <ul style="list-style-type: none"> <li>· Pictures must comply with EU recommendations (can be consulted in this Website)</li> </ul>	
5.	<p><b><u>Photocopies</u></b></p> <ul style="list-style-type: none"> <li>· Passport pages containing personal data and residency visa</li> <li>· Previous Schengen, US, UK, Canada, Japan visas.</li> </ul>	
6.	<p><b><u>Overseas medical insurance.</u></b></p> <ul style="list-style-type: none"> <li>· Valid for the duration of the requested visa and all Schengen countries.</li> <li>· 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)</li> <li>· Conditions must be stated either on insurance document or on separate confirmation letter</li> </ul>	
7.	<p><b><u>Proof of accommodation in Spain (one of the three will suffice)</u></b></p> <ul style="list-style-type: none"> <li>· Hotel booking, OR</li> <li>· Copy of the lease of apartment or house (if not in Spanish, it must be officially translated into Spanish), OR</li> <li>· If travel is by private invitation, original + photocopy official letter of invitation named “Carta de invitación” stamped by spanish police authority.</li> </ul>	
8.	<p><b><u>Proof of sufficient financial guarantees:</u></b> up-to-date</p> <ul style="list-style-type: none"> <li>· Personal bank account/s statement/s of the last 3 months which clearly states periodical salary transfer stamped by bank.</li> <li>· <b>This Consular Section will not accept Internet extracts without stamp or company accounts.</b></li> </ul>	
9.	<p><b><u>Return ticket booking</u></b></p>	
10.	<p><b><u>Original letter of invitation (1 of 4 will be enough).</u></b> No photocopies accepted</p> <ul style="list-style-type: none"> <li>· From spanish company/firm clarifying relation. Signed, stamped and printed in official paper by the company (in SPANISH).</li> <li>· From the Commercial Office of Spain in Dubai. Signed &amp; stamped by Counselor or Attaché and printed in official paper (in SPANISH)</li> <li>· From a spanish Chamber of Commerce or similar spanish public official institution of Commerce. Signed, stamped and printed in official paper (in SPANISH).</li> </ul>	

**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 Thursday, the application will reach the Embassy on Sunday). The service fee remains with BLS. **The visa fee is non-refundable.**

PASSPORT WITHDRAWAL- During the processing time the passport is secured in the Embassy. Passports can only be withdrawn during this period if a written request, signed by the applicant, is forwarded to the Embassy via BLS. 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 request any other documents or a personal interview.
- Should resolve all applications within 3 months.
- May file the visa application if it has not been picked up by the applicant within one month of notification or grant.

<b>For BLS staff:</b> APPLICANT HAS BEEN INFORMED OF THE ABOVE. THE REMARKS HAVE BEEN COMPLETED TOGETHER WITH APPLICANT	<b>For Visa Applicant:</b> 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: