



DOCUMENTS TO BE SUBMITTED

	SCHENGEN VISA - CATEGORY C “DOMESTIC EMPLOYEES”	REMARKS
1.	<p><u>Application form</u></p> <ul style="list-style-type: none"> · Dully filled in all blanks in English or Spanish and signed and dated by the applicant himself. 	
2.	<p><u>Original letter from local sponsor</u></p> <ul style="list-style-type: none"> · Written in English <u>stating salary and starting date of employment under current sponsor.</u> (If domestic employee has been working with the current sponsor less than 1 year, visa will be rejected unless duly justified). · All domestic employees must “report back” to the Embassy of Spain in person after the trip. (failure to complete this step will result in the applicant & sponsor be banned from new “domestic employees” visas in the future). 	
3.	<p><u>Passport</u></p> <ul style="list-style-type: none"> · Passport with valid UAE residence visa with a minimum validity of 2 months from the date of expiry of requested visa. · Passport validity of 3 months from the date of expiry of requested visa. · Passport not older than 10 years, signed by bearer. Undamaged pictures securely affixed with/to passport. · Previous passport, if applicable. 	
4.	<p><u>One recent biometric passport sized photographs</u></p> <ul style="list-style-type: none"> · Pictures must comply with EU recommendations (can be consulted in this Website) · Should not be older than 6 months. 	
5.	<p><u>Photocopies</u></p> <ul style="list-style-type: none"> · Passport pages containing personal data and residency visa (employee+sponsor+family of sponsor) · Previous Schengen, US, UK, Canada, Japan visas (employee + sponsor+family of sponsor) 	
6.	<p><u>Overseas medical insurance.</u> Valid for the duration of the requested visa and all Schengen countries.</p> <ul style="list-style-type: none"> · 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 	
7.	<p><u>Proof of accommodation in Spain by employer (1 of 2 will suffice)</u></p> <ul style="list-style-type: none"> · Hotel booking, OR · Copy of the lease of apartment or house (if not in Spanish, it must be officially translated into Spanish) 	
8.	<p><u>Proof of sufficient financial guarantees by employer:</u> up-to-date</p> <ul style="list-style-type: none"> · Personal bank account/s statement/s of the last 6 months which clearly states periodical salary transfer stamped by bank. · This Consular Section will not accept Internet extracts without stamp or company accounts. 	
9.	<p><u>Itinerary:</u></p> <ul style="list-style-type: none"> · Applicants must submit signed written letter for the itinerary of their journey . 	
10.	<p><u>Return ticket reservation</u> (employee+sponsor+family of sponsor)</p>	

REMARKS to be filled out by BLS staff ONLY:

Applicant requests: single entry
 multiple entry. WHY? _____

Applicant travels: alone
 with family member/s. Please specify: _____
 with a group. Please specify: _____

Applicant documents: are COMPLETE
 are NOT COMPLETE

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.

a) for BLS staff:

APPLICANT HAS BEEN INFORMED OF THE ABOVE. THE REMARKS HAVE BEEN COMPLETED TOGETHER WITH APPLICANT.

.....
City and Date

.....
(signature BLS staff)

b) for Visa Applicant:

I HAVE READ AND AGREED TO THE TERMS AND CONDITIONS VALID FOR THE VISA APPLICATION

.....
City and Date

.....
(signature of applicant)