



Sr. No	SCHENGEN VISA – CATEGORY C “BUSINESS”	REMARKS
1.	<u>Appointment</u> Through the website https://uae.blsspainvisa.com/ (Appointment booking)	
2.	<u>Application form</u> <ul style="list-style-type: none"> Dully filled in all blanks in English or Spanish and signed and dated by the applicant himself. 	
3.	<u>Original Letter from local sponsor/company</u> <ul style="list-style-type: none"> Written in English <u>stating purpose of trip, qualification, salary and start date of employment in the UAE “Not older than one month”</u>. If sponsored by family member, Original NOC is required from his/her local sponsor is also mandatory stating qualification, salary and start date of employment. In the case of housewives and dependents in general who are not applying alongside the sponsor, the sponsor’s salary certificate issued by his/her employer must be included, as well as copy of the sponsor’s passport. In case the sponsor is a holder of a valid Schengen visa, then copy of the aforementioned visa is mandatory. NOC’s/Salary certificates issued by the employer must be signed, include the complete name of the signatory, position in the company, and Emirates ID number. If self-sponsor, copy of trade license officially translated into Spanish or English. 	
4.	<u>Passport</u> <ul style="list-style-type: none"> Passport with valid UAE residence visa with a minimum validity of 3 months from the date of expiry of requested visa. Copy of the residence permits issued in the UAE within the last five years (not applicable for minors under 18 years old). 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, signed by bearer. Undamaged pictures securely affixed with/to passport. Previous passport, if applicable. 	
5.	<u>One recent biometric passport sized photographs</u> <ul style="list-style-type: none"> Pictures must comply with EU recommendations. (Refer to website for specifications) Should not be older than 6 months, with white background 	
6.	<u>Photocopies</u> <ul style="list-style-type: none"> Passport pages containing personal data and residency visa Previous Schengen, US, UK, Canada, Japan visas. 	
7.	<u>Overseas medical insurance.</u> <ul style="list-style-type: none"> Valid for the duration of the requested visa and all Schengen countries. 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 ” 	
8.	<u>Proof of accommodation in Spain (one of the three will suffice)</u> <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), OR, If travel is by private invitation, original + photocopy of official letter of invitation named “Carta de invitation” stamped by Spanish police authority. 	
9.	<u>Proof of sufficient financial guarantees:</u> up-to-date <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. Postal bank statement will not be accepted. This Consular Section will NOT accept Internet extracts without original stamp nor digital stamp or company accounts. 	
10.	<u>Return ticket booking</u>	
11.	<u>Itinerary:</u> Applicants must submit signed written letter for the itinerary of their journey.	

12.	<p><u>Original letter of invitation (1 of 4 will be enough).</u></p> <ul style="list-style-type: none"> From Spanish company/firm clarifying relation. Signed, stamped and printed in official paper by the company (in SPANISH). From the Commercial Office of Spain in Dubai. Signed & stamped by Counselor or Attaché and printed in official paper (in SPANISH) From a Spanish Chamber of Commerce or similar Spanish public official institution of Commerce. Signed, stamped in official paper in Spanish. 	
-----	--	--

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- Only passport withdrawal is available for pilots and cabin crews. **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 person for 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.

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