



VISA SCHENGEN APPLICATIONS FOR DOMESTIC WORKERS/HOUSEMAIDS

Requirements:

1. **Visa Application Form filled out in English and signed by the applicant.**
2. **Two recent photographs** (35-45 mm) of the applicant with white background must be attached in the application form.
3. **Original passport.** Valid for **at least 3 months** after the intended stay or the expiration date of the visa. The passport must contain at least **2 blank pages**.
4. **Photocopy of the passport** . Front page and all relevant pages containing **previous Schengen visas** issued within the past 5 years as well as immigration stamps.
5. **Sponsor's Job letter in KSA** connoting: Employment Name, Designation, Salary, Date of Employment, as well as purpose of the visit & responsible for the expenses. The Letter must be attested by a Chamber of Commerce for all private sector employers: banks, companies, schools, hospitals, etc.
For Self-Employed individuals: Copy of the Commercial Registration and Translation into English.
For Government Sector Employees should be printed in color with Original Stamp and translated in English.
6. **Covering letter** from the Sponsor undertaking responsibility of all the expenses which will be incurred during the trip for the Domestic Worker and guarantee of return to Saudi Arabia. The reason for travelling for first time must be included (If it has been replaced with another, present the documents).
7. **Sponsor's and Employee's ORIGINAL Bank Statement** from the last 3 months up to date. Stamped by the bank and in English or translated into English. If Online Statement, then it should have QR code.
8. **Employment Contract Copy** of the domestic Worker, obtained from Musaned platform.
9. **For non-Saudi Nationals:** Copy of Iqama and copy of the valid Exit/Re-entry document. (Translated to English or Spanish).
10. **Absher** (website) Dashboard details and full screenshot of the page of the applicant (information of dependents inside and outside the country).
11. **Sponsor's Spain Visa copy** and his **family visa copy** to be submitted for the Domestic Worker.
12. **Round-trip flight booking** from the Kingdom and return to the Kingdom.
13. **Proof of accommodation** for the entire duration of the trip. (hotel reservations, rent, own property, etc.)
14. **Travel insurance** with a minimum coverage limit of 30.000 Euros for the entire duration of the trip to cover any expense which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment.

****** Maximum 3 employees per trip and sponsor.**

******All documents/ Letters should be translated in English by a certified translation office.**

******Visa fees are Non-Refundable.**



**MINISTERIO
DE ASUNTOS EXTERIORES
Y DE COOPERACIÓN**

**EMBASSY OF SPAIN
Riyadh**