



Embassy of Spain – Schengen Visa Checklist – For Saudi Special Passport Holders

TOURISM Visa Requirements

- 1) **Visa Application Form** filled out in English and signed by the applicant.
- 2) **2 recent photographs** (passport size) with white background. No staples or glue. Pictures specifications: White background, Good Printing Quality and Resolution, Full-Face Portrait, Centered, with 4mm over the head and 8mm below the chin. Without head cover for male applicants.
- 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** and it must have been issued **within the past 10 years**.
- 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) A **Letter of recommendation** from Ministry of Foreign Affairs (**MOFA**) in English or **Job Letter** from the employer in KSA connoting: Employment Name, Designation, Salary, Date of Employment, as well as purpose of the visit & responsible for the expenses.
- 6) **Round-trip flight booking** from the Kingdom and return to the Kingdom and Proof of accommodation for the entire duration of the trip (hotel reservations, rent, justification of property, etc.).
 - a. **Detailed Plan** of the Trip in English
 - b. **International transport booking** within European cities (plane, car, ferry) and hotel booking, considering the longest duration stay is Spain
 - c. **In case of private visits**, original invitation letter issued by the Police In Spain.
- 7) **Original Bank Statement** from the last **3 months upto date** with a **closing balance sufficient** to cover travel expenses. Stamped by the bank and in English or translated into English. If **Online Statement**, than it should have **QR code**
- 8) **Travel insurance** with a minimum coverage limit of **€30,000** 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.
- 9) Identification: ID card or **Birth Certificate** and **Family Card** translated into English. Translations should be provided by a Certified Translation Office
- 10) **For Minors (children under 18 years old)** , If both parents hold valid Schengen visas, then the following must be submitted along with the copy of their Schengen Visa, (**Flight reservation, Hotel booking & Travel insurance** which should include the full names of both parents and the Minor). * **A signed letter from both parents** stating that **they will accompany the child during the travel period** and all the expenses of the minor would be taken care by them.

- 11) **If the Minors (children under 18 years old)** traveling with only one parent: Then **the Parent who is not travelling** must issue a **Notarized Authorization Document via Najiz (Ministry of Justice)** stating that he/she is permitting the child (**mention child's full name and passport number**) to travel with the mother/father (**mention the parent's full name and passport number**) to Spain, during the period from **[start date]** to **[end date]**.
- Then, this Document must be **translated into English**.
 - After translation, go to the **MOFA Apostile** portal to issue the Apostile (official legalization).
 - Submit the **MOFA Apostile document + Najiz Authorization** for applying the Visa.
 - If a **Legal Custody Document (custody deed)** is available in favor of the parent who is travelling with the minor, then **Najiz Authorization & MOFA Apostile is not required**, the Custody Deed English translated copy must be attached to the visa application.
 - If the Parent who is not accompanying and **does not live in Saudi Arabia** , then he/she should get the **No Objection Certificate (NOC)** Authorised from the **Embassy of Spain** in the **country of their residence**.
 - If the Parent who is not accompanying , he/she should get the **No Objection Certificate (NOC)** Authorised from the **Embassy of Spain** in Saudi Arabia
- 12) **If the Minor (children under 18 years old)** is traveling with a school, sports club, or any organization other than the parents: The parent/s should issue a **Notarized Authorization Document via Najiz (Ministry of Justice)** stating that he/she is permitting the child (**mention child's full name and passport number**) to travel with the **authorized person** from Saudi Arabia (**mention the authorized person's full name and passport number**) to Spain, during the period from **[start date]** to **[end date]**.
- Then, this Document must be **translated into English**.
 - After translation, go to the **MOFA Apostile portal** to issue the Apostile (official legalization).
 - Submit the **MOFA Apostile document + Najiz Authorization** for applying the Visa.
 - If there will be no authorized person travelling alongwith the child, then the parent/s have to provide **2 Authorization Letters**
 - 1st from the Notary in Spain authorizing one person who will be responsible for this minor in Spain (applicable only for sports club or academy)
 - 2nd Authorization from Spain embassy in Riyadh, attesting the notarized letter received from Spain (applicable only for sports club or academy)

Additional Documents for BUSINESS VISA

- Business Invitation Letter:** Invitation of a company to assist to a meeting, conference or training.
- Confirmed tickets** in case of attending an exhibition or International Trade Show.
- Documents** that prove the commercial relations between the companies.
- In all cases the letter must explain the exact dates of the trip, duration and the responsible for all expenses.
- The Applicant has to mention the **email address and phone number of the inviting company**.

**** All Documents/Letters should be translated in ENGLISH**

**** Visa Fees in NON-REFUNDABLE**

Declaration: I understand that the decision on whether to issue a visa, validity/type of visa, number of entries and duration of each stay will be decided by the Embassy of Spain. I have been informed that an application with incomplete/false/misleading set of documentation according to the above checklist may result in the refusal of a visa.

I may be requested for a personal interview or to provide additional documentation and if I do not agree than the Spanish Administration will consider that I renounce to my application and the file will be closed.