



EMBASSY OF SPAIN SCHENGEN VISA CHECKLIST FOR NON SAUDI CITIZENS

	<u>TOURISM</u>	Y	N
1	Visa Application form filled out in English and signed by the applicant.		
2	Visa Fees is non-refundable		
3	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.		
4	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.		
5	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.		
6	Original letter from the employer o sponsor in KSA connoting: employment name, status, salary, date of employment, length of contract, date of renewal, as well as purpose of the visit and responsible for the expenses. The letter must be attested by a chamber of commerce for all private sector employers: banks, companies, schools, hospitals, etc.		
	The letter by the sponsor should include a guarantee of return and including the personal and contact details of the sponsor or the person responsible for the applicant, including mobile phone number and business card. Translated into English and attested by a chamber of commerce for all private sector employers: banks, companies, schools, hospitals, etc.		
	For self-employed individuals: copy of the trading license and translation into English.		
	For domestic workers: Letter by the sponsor and copy of the contract in English.		
7	Detailed plan of the trip in English.		
8	Job ID card for individuals working in the government sector or Job ID and business card in English or translated into English.		
9	For minors (children under 18 years old), a letter giving permission to travel and supporting travel expenses, signed by both parents or legal guardian accompanied by the first page of their passport and those including previous visas to Spain.		
10	Original bank statement from the last 6 months with a closing balance sufficient to cover travel expenses. Stamped by the bank and in English or translated into English.		
11	Confirmed return flight reservation and Proof of accommodation for the entire duration of the trip (hotel reservations, rent, justification of property, etc.). - In case of private visits, original invitation letter issued by the Police n Spain. - In case of different Schengen destinations, provide accommodation for		
12	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.		
13	Identification: Iqama/Residence permit valid at least three months after the return date and re-entry visa covering the intended stay translated into English. Copy of Absher (In English). Copy of family member Iqama		
	<u>ADDITIONAL DOCUMENTS FOR BUSINESS</u>		
14	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.		

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. I understand that I have 10 days to submit any missing document. Otherwise, the Spanish Administration will consider that I renounce to my application and the file will be closed.