


**EMBAJADA DE ESPAÑA**

**EN ARABIA SAUDÍ**

**EMBASSY**



**OF SPAIN TOURIST VISA CHECKLIST**

	<b>REQUIRMENT</b>	<b>YES</b>	<b>NO</b>
1	<b>Application form</b> is correctly filled out in English and signed by applicant. For less than 18 applications should be signed by legal guardian.		
2	<b>2 recent photographs</b> (passport size), with white background. (Full face, no face cover that prevent visibility of facial features). awithout head covering for male applicants		
3	<b>Original passport:</b> Valid for at least 3 months after the end of the stay or of the expiration date of the visa. Contain at least 2 adjacent blank pages, and issued within the past 10 years		
4	<b>One copy of the passport</b> front page and all relevant pages containing previous Schengen visas with immigration stamps (within the past 5 years only).		
5	<b>Original letter from employer or sponsor in KSA connoting:</b> Head letter of company, Employment name, status, salary, date of employment and start & length of contract. The purpose of visit. Letter from Company if receiving Salary in Cash. <u>Attested from chamber of commerce</u> for (privet sector: banks, companies, schools, hospital, etc... <b>If self-employed:</b> copy of trading license (English or translated to English). <b>(For non-Saudi):</b> Head letter of company Employment name, status, salary, date of employment and start date & end length of contract, purpose of visit. And business card for employee and business card for the one who sign the job letter. Business Card for applicant and the responsible person who signed the Job letter.  employment letter should mention the sponsor guarantee the return for employee to kingdom.  A letter written from the applicant explain the purpose of visit and duration. (Travel Plan).		
6	<b>Job ID card</b> (government sector) translated to English. <b>Job ID &amp; Business Card</b> for the responsible person who signed the Job letter		
7	<b>For minors less than 18 years or dependent</b> travelling without their parent/legal guardian: have to prove his/her own financial resource and job letter + no objection letter from both parent and covering expenses letter, signed by parents/legal guardian and copy of passport first page.		
8	<b>Bank statement:</b> <b>Saudi:</b> original bank statement for last 3 months, stamped from bank with enough closing balance, or copy of master /visa card. <b>Non-Saudi:</b> original bank statement for last 6 months, stamped from bank with enough closing balance,  NOTE: <b>salary must be regularly mention in bank statement. (All details should be in English)</b>		
9	<b>Confirmed flight</b> reservation including return fight (leaving Schengen Area)		
10	<b>Proof of accommodation</b> (hotel booking, rent or justification of property) In case of event of private visits, original invitation letter issued by the Police in Spain. In case of different Schengen destinations provide accommodations for each.		
11	<b>Medical travel insurance (from Saudi insurance companies)</b> valid for all Schengen States: minimum coverage of €30,000, it must cover the entire period of the intended stay (repatriate included)		
12	<b>Saudi:</b> copy of family card or National ID. <b>Non-Saudi:</b> (Iqama) Residence permit & Re-entry visa covering the intended stay. And copy of family iqamas. <b>(Translated copy).</b>		
13	<b>All documents must be in English or Spanish.</b>		

**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 uncomplete/false/misleading set of documentation according to the above checklist may result in the refusal of a visa. 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.

