

**LIST OF REQUISITE DOCUMENTS FOR SHORT-TERM VISA**

**BUSINESS TRIPS**

**1) Visa application form fulfilled in Spanish or English and signed personally by applicant.**

**Important notice:** the visa application form must be printed back-to-back. Visa application form for minor children must be signed by parent or by legal guardian.

**2) 1 colour photograph made within the last 6 months.**

**Important notice:** the photo must be taken against a white background only. The photo submitted must measure: 3.5 cms x 4.5 cms with the head centered in the frame. The head must be uncovered and should measure about 3 cms from the top of the hair to the bottom of the chin. For more details please visit the webpage "Photo Specifications".

**3) Valid travel document: original + copy of the first page with personal data + copy of the page with information about children (if any).**

**Important notice:** your passport must be valid at least 3 months after return from Schengen area. Passport must contain at least 2 blank pages per person (+ 2 additional blank pages for a child endorsed). Please, note: if your passport has any physical defects or damages, the Consulate General of Spain may consider it invalid. In this case your application will not be accepted.

**4) Other valid travel documents (if any): original + copy of the first page with personal data + copy of the page with information about children (if any).**

**5) Cancelled or old travel documents:**

- original passport without copies if the valid travel document has visas or stamps.
- original + copies of all pages if the valid travel document is totally blank.

**6) Internal passport: original + copy of the entire passport, including blank pages.**

**7) Medical Insurance Policy for the whole staying in Schengen or for the first trip, with the minimum coverage of 30.000 euro. Note: if you travel to Andorra, your medical insurance must cover Schengen zone and Andorra.**

**8) Invitation from the company in Spain with indication of the following data:**

- Period of validity if the invitation,
- Purpose and dates of events,
- Description of profile of the company,
- Name, nationality, passport number of the guest,
- Responsibility for the expenses (guest or inviting party).

**9) Other documents from the receiving party in Spain:**

- Copy of passport (data page) or DNI of the inviting person.
- Confirmation of enduring business contacts with inviting party: previous invitations or contracts with the same person/organisation, etc. (if applicable).

**10) Means of transport:**

- Reservation of round-trip air/train/bus/ship ticket (the document must contain code of reservation).

**OR:**

- If you go by bus with organised group:
  - a) copy of international driving license,
  - b) copy of valid Schengen visa of the driver (if available),
  - c) copy of technical passport for the car,

- d) green card (if you cross several Schengen countries, you need to present Green card valid for all of these countries).
- e) itinerary

**OR:**

- If you go by rented or your personal car:
  - a) copy of international driving license,
  - b) green card (if you cross several Schengen countries, you need to present Green card valid for all of these countries),
  - c) copy of technical passport for the car,
  - d) copy of valid Schengen visa of the driver (in case if applicant is travelling by rented car as a passenger),
  - e) rental agreement of vehicle (if applicable).
  - f) itinerary

**Important notice:** if you travel to Spain through the territory of another Schengen country you have to provide flight ticket for this country as well. Thus, you need to provide documentary evidence of your entire two-way itinerary.

**Example:** if you fly from St.Petersburg to Helsinki and then go to Barcelona, you need to provide flight reservations: St.Petersburg-Helsinki + Helsinki-Barcelona. Return ticket is also obligatory. If your travel itinerary back from Spain is the same, then you have to provide flight reservations: Barcelona-Helsinki + Helsinki- St.Petersburg.

**11) Accommodation:**

- If the inviting party provides accommodation, it must be clearly mentioned in the invitation (name of the hotel, address and contact details).
- If the inviting party does not provide accommodation you need to provide hotel reservation (with the indication of reservation code) for the whole period of staying in Spain.

**OR:**

- If you rent house/apartment from the property owner:
  - a) rental agreement, signed by both parties,
  - b) copy of Nota Simple issued within the last 3 months (otherwise this document will not be accepted by the Consulate General of Spain).
  - c) ID card of the owner: copy of passport (data page) or DNI.

**OR:**

- If you rent house/apartment through the agency:
  - a) rental contract, signed by both parties,
  - b) ID card of the owner: copy of passport (data page) or DNI.

**Important notice:** if you visit several Schengen countries you have to provide evidence of accommodation in all these countries as well.

**12) Confirmation of professional status:**

- For employees: job certificate indicating the name/address and contact details of the organisation; name/surname, position and salary rate of the employee.
- For Entrepreneurs: 1) certificate of private entrepreneur's registration, 2) certificate of tax registration, 3) income statements for reporting period.
- For pensioners: copy of pensioner's certificate.
- For pupils/students: original letter from educational establishment.

**13) Means of subsistence (73,59 euro per day for one person, but not less than 661,50 euro for the trip):**

**Variant 1: Personal financial means:**

- a) Credit card (copy of the card from both sides) with statement from ATM
- b) Traveller's cheques (original + copy)

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