

LIST OF REQUISITE DOCUMENTS FOR SHORT-TERM VISA

INVITATION

- 1. Visa application form completed in Spanish or English and signed by the applicant. For minors without their own passport, included in the passport of the mother/father the visa application form with a photograph is also required. In case of minors, the application form must be signed by the person who is exercising temporary or permanently the parental rights or guardianship.**
- 2. Two 3.5 x 4.5 cm color photographs over white background.**
- 3. Travel document valid for at least three months after the intended date of (last) departure from the Schengen area, containing at least two blank pages and issued within the previous ten years.**
- 4. Copy of the first page of travel document with personal data + copy of the page with information about the children (if any).**
- 5. Other valid or expired travel passports.**
- 6. Copy of the first page of other valid or expired travel document with personal data + copy of the page with information about the children (if any).**
- 7. Copy of all the pages of the domestic passport.**
- 8. For minors, copy of the birth certificate.**
- 9. If the host resides in Spain:**
 - **Typed letter of invitation from the host with the personal information of the host and the guest, travel dates and address of the place of residence in Spain.**
 - **Letter of invitation issued on a police station in Spain (mandatory for foreign nationals) if the host resides in the territory the Russian Federation and owns a property in Spain:**
 - **the Note issued by the Register of Property "Nota Simple" issued within 3 months prior to the day of the visa application or the rental agreement**
- 10. Copy of a valid document proving the legality of the position of the host in the territory of Spain (passport, identity card, residence permit, valid visa).**
- 11. If the invited person is a relative, confirmation of relationship (birth certificate, marriage certificate, name change certificate, "Libro de familia")**
- 12. Proof of accommodation (hotel reservation, rental agreement of house / apartment, etc.).**
- 13. Travel medical insurance covering the entire period of intended stay, valid for all Schengen States (for those traveling to Andorra, the territorial coverage of the insurance policy must be for the Schengen States and Andorra) and covering any expenses which might arise in connection with repatriation for medical reasons, urgency medical attention, emergency hospital treatment or death during the stay. The minimum coverage must be €30.000.**

14. Reservation of roundtrip ticket (plane, coach, train, etc.)

15. If traveling by car, copy of the “Technical Passport” of the vehicle, international driving license and car insurance (Green Card). If the vehicle is rented, the leasing contract. Also must be provided a printed itinerary of planned trip.

16. Financial guarantees: Job certificate indicating the job position and salary. Applicants who have their own business must provide a copy of business registration and a copy of the tax identification number (TIN).

17. Money availability (73,59 € per day/person with a minimum of € 661,50): Extract of the bank account in the bank headed notepaper, travel checks, a recent certificate of exchanged currency, credit card accompanied by a statement of the bank account. In case of sponsorship, letter from the sponsor, not handwritten, and financial guarantees of the sponsor (the extract of the bank account, recent certificate of exchanged currency, etc.).

18. In cases of third-country nationals, proof of legal residence in the Russian Federation (residence permit, long-term visa or FMS registration with a minimum validity period of six months (not required for citizens of Belarus, Turkmenistan and Uzbekistan. If the job certificate is issued by a Russian organization or a Russian company, a copy of the work permit must be submitted.

Nationals of third countries having visa regime with The Russian Federation should also submit a long-term visa.

19. Minors traveling without their parents or guardians: Notarized consent to travel from both parents/guardians, or the parent/guardian who does not accompany the minor WITH TRANSLATION (NOT NOTARISED) TO SPANISH. If a minor is traveling with their parents/one of his parents/an escort and the parents/parent/escort already have a valid Schengen visa, a copy of the same and a copy of their roundtrip tickets must be submitted as a confirmation that the minor is not travelling alone. The notarized consent WITH TRANSLATION (NOT NOTARISED) TO SPANISH to travel is also required in the following cases:

- **The parents or one of the parents temporarily or permanently reside in the Spanish territory;**
- **The minor and the parents/parent /escort travel back on different dates;**
- **The minor and the parents/parents/escort travel back together, but the parents/parent/escort, plan to leave the Spanish territory for a while during the minor’s stay in Spain;**
- **The minor and the parents/parent/escort travel on different flights**