

## LIST OF REQUISITE DOCUMENTS FOR SHORT-TERM VISA

### TRANSIT

**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 + copies of all pages.**

**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 + copies of all pages.**

**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) Copy of the visa to the final destination country (if required) or evidence of accommodation in the country of final destination (if visa to this country is not required).**

**9) Means of transport:**

- Reservation of round-trip air/train/bus/ship ticket (the document must contain code of reservation) to the main destination via Spain

**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.

**10) Accommodation in Spain (if applicable):**

- 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.

**11) 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.

**12) Means of subsistence (64,53 euro per day for one person, but not less than 580,77 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)

c) Recent currency purchase receipt with the name of the person

d) Original bank statement (-s). Note: Internet statements are not accepted.

**Important notice:** you can provide one of the above mentioned documents or several documents. All financial documents are valid within 1 month from the date they were issued. Please, note that Internet statements are not

accepted. The form 2NDFL is not considered a financial guarantee.

**Variant 2: In case of sponsorship (for unemployed, pensioners, children, those who do not possess own**

**financial means):**

a) Sponsorship letter (you can download the template of the sponsorship letter on the website in the section «Documents Required >> Download Form»),

b) Original job certificate of sponsor,

c) Financial guarantees of sponsor (see the documents mentioned in points a,b,c,d above).

**Important notice:** All financial documents are valid within 1 month from the date they were issued.

**13) Additional documents for minor children:**

- Birth certificate (original + copy),

- Notarised consent from one or both parents of a minor child, who is going to travel with one parent

or

without both parents –original + notarised copy: one counterpart is for the Consulate (will not be returned) and another one will be needed at the border. The consent must be issued **not earlier**

**than 1**

**year before).**

- Copy of the data page of internal passport of the parent who signed consent.

- Copy of international passport (data page) and valid Schengen visa of parent (-s) – if they already have visa and travel together with a child).

- Copy of the air tickets of parent (-s) if they travel together with child

**Notarized consent 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.

**Important notice:** in case of death of a parent a copy of death certificate is required. If the data of father of the minor child was registered in the birth certificate based on the mother's confirmation, the Form 25 must be provided. If a child has no parents but legal guardian a copy of the court's decision is to be provided. If whereabouts of a parent is not known, the certificate from the police is required.

**14) Additional documents for citizens of other countries legally residing in Russia:**

- Valid national passport + full copy of national passport including blank pages,

- Copy of valid Russian visa, residence permit, work permit/patent

- Copy of previous Russian visa, residence permit or work permit/patent (if any)

**Important notice:** for the moment of submission non-Russian citizen must reside in Russia for at least 3 months (for CIS nationals) and 1 year (for nationals of other countries). Russian visa or residence permit must be

valid for at least 3 months after return to Russia.

**15) Completed consent on processing personal data:** (the form can be found on the website or obtained at the visa centre).