

Short stay Business

Documents Required By Consulate General of Spain

Note: Please ensure you have checked the jurisdiction section before submitting your application at **Mumbai, Ahmedabad, Chennai, Bangalore Hyderabad and Kochi center**

Andhra Pradesh, Chhattisgarh, Goa, Gujarat, Karnataka, Kerala, Maharashtra, Tamil Nadu, Dadra and Nagar Haveli, Daman and Diu, Pondicherry.

Note: All forms should be filled Online(typed) or Filled with Blue ink pen. Forms are available under download form section on <https://india.blsspainvisa.com/index.php>

Visa Application form:	
<input type="checkbox"/>	All forms should be type or filled with Blue ink pen.
<input type="checkbox"/>	Must bear original signatures of the applicant with blue pen on the application form. https://india.blsspainvisa.com/pdf/Solicitud-de-visado-Schengen-Ingl%C3%A9s.pdf
Photographs:	
<input type="checkbox"/>	2 recent photographs; size: 3.5 cm x 4.5 cm.
<input type="checkbox"/>	80% of face coverage with ears visible.
<input type="checkbox"/>	Not more than 6 months old.
<input type="checkbox"/>	With white background.
<input type="checkbox"/>	Without Spectacles & Sunglasses.
<input type="checkbox"/>	No Smiling face (Teeth should not be visible).
Cover letter from the Applicant:	
<input type="checkbox"/>	Covering Letter stating Applicant details, Purpose of travel, Dates of travel. <ul style="list-style-type: none">● All cover letters must include details of any other accompanying persons as well. This includes family members, friends or business associates travelling for the same purpose.
Business visit:	

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<input type="checkbox"/>	Covering letter from the Indian Company.
<input type="checkbox"/>	Invitation letter from the Spanish invitee company in Spanish language or both in English and Spanish. Letters issued only in English will not be accepted . This will be an obligatory requirement. We can accept both original or email copy of invitation letter.
Travel Insurance:	
<input type="checkbox"/>	Issued by insurance company as per the EU guidelines.
<input type="checkbox"/>	Valid for Entire stay in Schengen area
<input type="checkbox"/>	Sworn declaration for travel insurance signed by the applicant. https://india.blsspainvisa.com/pdf/Sworn-Declaration-Form.pdf ● Please find the below link to check the list of approved Travel Insurance Companies. Apart from the names listed below one can take travel insurance from any insurance company based in Spain. https://india.blsspainvisa.com/pdf/Indian insurance companies.pdf
Hotel Booking:	
<input type="checkbox"/>	Confirmed Hotel Booking for entire stay.
Travel Ticket:	
<input type="checkbox"/>	Confirmed Flight ticket (To & From).
Internal Travel:	
<input type="checkbox"/>	Confirmed internal travel booking If applicant is travelling different countries within the Schengen area. (any mode of transport)
Salary Slips:	
<input type="checkbox"/>	Salary slips for last three (3) months . ● If salary slip is less than three months then reason for not providing the same on covering letter or Company offer letter.
Bank Statement:	
<input type="checkbox"/>	Six (6) months updated personal bank statement (Saving A/c statement) with sufficient economic means for the entire duration of stay € 65.52 Euros (INR 4914 approx) per person per day of stay or € 589.68 Euros (INR 44,226 approx.) per person for a minimum period of 7 day stay. Original signed and stamp of the bank (On-line and photocopies bank statements are

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	acceptable only if it is duly signed and stamped by the Bank authority). <u>In case of unavailability of Saving/Personal Bank Account:</u> <ul style="list-style-type: none">● Proprietary & Company Bank Statements (Current A/c statement) are acceptable with Company Registration & GST Registration.
Income tax returns:	
<input type="checkbox"/>	Income tax returns (ITR-V) for last two assessment years . If applicant does not have ITR for last two years then he/she can submit form 16. <ul style="list-style-type: none">● In case if the applicant do not file the ITR he/she have to provide a clarification letter for the same.
Pan card copy:	
<input type="checkbox"/>	Pan card copy of the applicant.
<input type="checkbox"/>	BLS Authorization form duly sign by the applicant.
<input type="checkbox"/>	NOC / Leave Sanction Letter.
Passports:	
<input type="checkbox"/>	Valid for at least 3 months after returning date to India with minimum two blank pages. Not older than 10 years when applying for a visa.
<input type="checkbox"/>	Photocopies of bio(first & last Page) of the current passport . If applicant possess more than one passport (Current & Old) and he/she wishes to submit the old passports also, then photocopies of the bio(first & last Page) of the old passports are required.
<input type="checkbox"/>	In case, if applicant have lost old passport then applicant have to mention the same in covering letter.
For Minor Applicants:	
<input type="checkbox"/>	In case, if minor is travelling with either of the parents, affidavit from the other parent on Rs. 100/- Stamp paper with notary seal or In case the minor is travelling with another person, affidavit from both the parents on Rs. 100/- Stamp paper with notary seal & Affidavit on Rs. 100/- Stamp paper with notary seal from the person stating that he will take all the responsibilities of child. If Child is travelling alone, then details with ID's and contact details of the person taking responsibility of the child in Spain.
<input type="checkbox"/>	Application form signed with blue pen by both the parents .
<input type="checkbox"/>	Passport copy of the parent(s) with their signature. In case if parents doesn't hold a Passport they can submit photocopy of Pan Card with their signature.
<input type="checkbox"/>	Financial documents of parents as mention above.

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<input type="checkbox"/>	Declaration form for travel insurance(Sworn Declaration), Authorization letter, Check-list in favour of BLS International signed by BOTH parents .
<input type="checkbox"/>	In case if minor's either of parent is residing abroad then they have to take a clarification for the affidavit from the Spain Consulate.
In case of sponsorship:	
	Applicant sponsorship can be done by any person. Sponsorship letter from sponsor and photocopy of Pan card. Financial document of sponsor as mention above
In case of accompanying person, they have to provide tickets and valid visa copy and passport photocopy.	
Bio Metric:	
<p>If Bio metric is already given on or after 2nd of November 2015 then Bio metric data is valid for 59 Months from that date and applicant can send someone else on his/her behalf with a declaration letter for submission of the application stating that "I *Applicant's name* holding passport number *Applicant's Passport Number* hereby authorize Mr/Ms or Mrs to submit my visa application on my behalf." and A Bio-metric Letter stating that "I do not wish to visit the center for Bio metric as I have already given my Bio metric on _ and _ date. However, if Spain consulate does not find my valid Bio metric data then I do not have any problem to visit the BLS center to give my Bio metrics ."</p> <p>Note: The above is not an exhaustive list of documentation. Applicant can be requested to submit additional documents or may be called for an Interview (if required) by the Consulate General of Spain - Mumbai. The visa fee, according to Schengen regulations, is non-refundable.</p> <p style="text-align: center;">All affidavits should be made on Rs. 100/- Stamp paper with notary seal.</p> <p>There is no minimum time before which you have to submit your application.</p> <p>Disclaimer:- The Consulate of Spain takes at least 4 working days to process visas from the time of receipt of correct and complete application at the Consulate. There is no prescribed cut-off time for your application submission by the Consulate. However, in case of a situation (late submission, natural calamity, political and social unrest etc.) wherein the file/application reaches the Consulate lesser than 4 days before travel date, the processing of the application might get delayed. In such an event, BLS and the Consulate of Spain shall not be held responsible or liable for any losses incurred by the applicant.</p> <p>Please click here to download the Disclaimer Form if your travel date is less than 15 days from your submission date</p>	

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A Jurisdiction is defined as if the applicant is residing at the location for more than 6 months. E.g. Applicant with Passport issued in the state of Haryana, but staying & working in Kerala can submit the application at the office in Mumbai Jurisdiction with valid proof of residence.

(For Residence proof: Photocopy of Rent Agreement / NOC letter from company mentioning current address and date of residence of the applicant in Original/ Photocopy of Sale Deed or In case if anyone is residing with their relatives, We require Affidavit from the relevant relatives on Rs. 100/- stamp paper & Property papers of the same.)