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| Name: | | |
| Email Address: | | |
| Passport Number: | | |
| The applicant must provide | Yes | No |
| 1. A Schengen visa Application form: (fully completed and signed) | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Photo which meets Schengen specifications (3,5x4,5 cm.) | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Original and signed Passport with max 10yr validity valid for period of at least 3 months after expiry date of the requested Schengen Visa, Copies of previous Schengen visa/s if not in current passport, At least two blank pages to affix visa. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Means of Transport: Valid return flight tickets (with booking reference number)/train ticket/ferry ticket ,showing Spain as the main destination, bookings are accepted.. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Medical Travel Insurance: VISA LETTER of the Insurance must cover assistance in the Schengen area not "reimbursement" Letter needs to state Schengen/worldwide/ Spain/(no policy) Valid minimum of 30.000 € Name of beneficiary (according to passport), validity, schedule of benefit and amount covered. Medical repatriation expenses must be included. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Financial Means: For stay up to 9 days minimum amount required is 569,97 Euros Stay for more than 9 days add an additional amount of 63,33 Euros per day Present (English Only) Original last 3 months bank statements (savings, cheque or current account) each page to be bank stamped with bank logo showing clearly Photocopies, bank letters, internet and credit card statements are not accepted. If supported by parents, letter signed by them and their bank statements Bank Letter is ONLY allowed if account is in overdraft. Bank to confirm that there is funds available (amount to be included). Original overdraft statements to be included. | <input type="checkbox"/> | <input type="checkbox"/> |



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| <p>7. Employment: company letter (confirming position and salary), pension card, retirement, university, College or school letter. If self-employed provide CC/CK documentation/ Accountant Letter or VAT registration.</p> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>8. Accommodation: for entire period of the stay in Schengen territory must be presented in: Hotel Booking, time sharing booking (with name of applicant on it, stamped by official authority) Tours and Cruises. Host invitation letter (stamped by official authority) from Spanish Nationals or foreign residents in Spain is available at any Spanish National police station apply a few months in advance of your trip), copy of host's passport and valid permit if foreign national and proof of address e.g. utility bill, lease agreement etc.</p> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>9. Spouse or children of EU Citizen: (only when travelling together with EU National or joining) Submit 1, 2, 3, 4 and 5 and flight tickets of EU National (one way mandatory) Original marriage or full birth certificate with certified copies /any official document proving relationship to EU National. Originally certified copy. Of EU passport written consent letter from parent not travelling, signed before commissioner of Oath.</p> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>10. Studies in Spain up to 90 days: Admission to a teaching institution, public or private, officially recognized by the Spanish authorities.</p> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>11. Business/Professional Trips/Conference: Letter of invitation from the Host Company or Authority in Spain, stating purpose, date and relation with the invited company/person. Letter of employment confirming purpose of trip, dates, relation with the Spanish company and applicant's employment status and salary. If self-employed submit proof of company registration confirming business (commercial license and latest VAT certificate) Proof of registration with organizer of conference or fair</p> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>12. Students of other Nationalities: Letter from the school/university confirming attendance (enrolment letter not accepted) 6 months bank statements up to date of submission, if supported by parents a letter from them with their original bank statements. If the SA permit is about to expire visa will not be granted unless it has been renewed prior the date of appointment</p> | <input type="checkbox"/> | <input type="checkbox"/> |



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| <p>13. Children (under 18):</p> <p>Certified copy of Unabridged or full birth certificate. (for all children under 18 irrespective if they are travelling with the parents or not) If child <u>does not accompany</u> both parents, the parent(s) who is (are) not traveling, must submit An original letter of consent, certified by a commissioner of oath. A copy of the ID book or passport, certified by a commissioner of oath.</p> <p>If only one parent has guardianship of the minor, the court documents or death certificate must be presented in English.</p> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>14. Non South African Nationals:</p> <p>Home affairs document proving permanent residency Letter of employment, details of date started, occupation, salary and leave approval. If self-employed official documents of company commercial license and latest VAT certificate 6 months bank statement up to date of submission If acquired residence through marriage to a SA Citizen, spouse might be required by consulate for personal interview.</p> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>15. Offshore workers and joining ship crew members</p> <p>Employment letter , Copy of seaman’s book Port agency letter, Boat registration document , Proof of address Flights to Spain(one way mandatory), Bank statement are not required for seaman</p> <p>Please note: <i>That during the examination of a visa application, some additional documents may be requested in order to determine that all requirements to obtain the visa are met. Also, a Spanish translation of all submitted documents may be required in accordance to the provisions of Section 36 of the Act 30/1992 that regulates Spanish Public Administration and Administrative Procedures. In some cases, a personal interview with an applicant may also be requested.”</i></p> | <input type="checkbox"/> | <input type="checkbox"/> |

APPLICANT NAME AND SIGNATURE:

Staff Name
