



## SCHENGEN VISA

***This visa allows the holder to stay in the Schengen area for up to 90 days (in any 180-day period) for the purposes of tourism, business, visiting family, medical treatment, studies, training placements or volunteer activities that last under 3 months, or for other non-gainful activities. It also allows transit through the territory and airports.***

REQUIRED DOCUMENTS	CHECKING	NOTES
<p>Duly completed <b>application form</b> signed by the applicant.</p> <p>Note: <u>For children under 18 years old, both parents or the legal custodian must sign the application form.</u> Passport or ID copies of the parent(s) or legal custodian.</p>	<input type="checkbox"/>	
<p>One <b>recent passport photograph</b> in colour with a white background, frontal view (3.5 x 4.5 cm) according to ICAO regulations and not older than 6 months.</p>	<input type="checkbox"/>	
<p><b><u>Original passport valid for at least 3 months after anticipated date of return and photocopies of the biometric data page and of page/s where previous visas are stamped</u></b> (Schengen, USA, UK and/or Canada) <b><u>of the current passport and/or previous passports.</u></b></p> <p>Note: If applying with a foreign passport, <u>one of the following documents must be provided:</u></p> <ul style="list-style-type: none"> <li>• A Lebanese or Syrian Passport,</li> <li>• A Lebanese or Syrian ID or Civil Register ("EKHRAJ KAID FARDE"),</li> <li>• A valid residency permit in Lebanon/Syria ("IKAMA") valid for least 3 months after anticipated date of return.</li> </ul>	<input type="checkbox"/>	
<p><b><u>Travel arrangements:</u></b></p> <ul style="list-style-type: none"> <li>• Round trip flight ticket(s) booking or reservation (including intra-Schengen travels if applicable).</li> <li>• Proof of accommodation such as: <ul style="list-style-type: none"> <li>• Hotel reservation(s) or other prepaid accommodation, or</li> <li>• Private accommodation with proof of property, or</li> <li>• Official invitation from a host in Spain and issued by the Spanish police: <a href="https://sede.policia.gob.es/portalCiudadano/_es/tramites_extranjeria_tramite_autorizacionexpedicion_cartainvitacion.php">https://sede.policia.gob.es/portalCiudadano/_es/tramites_extranjeria_tramite_autorizacionexpedicion_cartainvitacion.php</a> or</li> <li>• A declaration from a host in Spain in front of a notary stating the personal data of both the host and the applicant, declaration of willing to host the applicant in his/her address, declaration of compliance with the Spanish laws and the travel dates.</li> </ul> </li> </ul>	<input type="checkbox"/>	
<p><b><u>Evidence of financial means:</u></b></p> <ul style="list-style-type: none"> <li>• Proof of personal assets or means of subsistence such as: <ul style="list-style-type: none"> <li>• Up-to-date personal bank account statements showing movements for the last 6 months stamped by the Bank and with bank information on the means and conditions to withdraw money from the account, or</li> </ul> </li> </ul> <p>Note: a letter/certificate from the bank stating only the balance is not valid.</p>	<input type="checkbox"/>	



<ul style="list-style-type: none"> <li>• International credit cards and their statements showing movements for the last 6 months, or</li> <li>• Saving books, or</li> <li>• Proof of retirement benefits or deeds of the real estate property.</li> </ul> <p><b><u>In addition,</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>For employees:</u></b> <ul style="list-style-type: none"> <li>• Employment letter including date of employment, job position, attestation of salary, duration of leave and absence permission, and</li> <li>• Last 3 payment slips, and</li> <li>• Registration with CNSS (National Social Security Fund).</li> </ul> </li> <li>• <b><u>For company owners or self-employed persons:</u></b> <ul style="list-style-type: none"> <li>• Copy of the company statutes, and</li> <li>• Copy of the business registration, and</li> <li>• Company bank statements for the last 3 months or tax payments for the company.</li> </ul> </li> <li>• <b><u>For self-employed persons:</u></b> <ul style="list-style-type: none"> <li>• Syndicate card or letter, and</li> <li>• Proof of current business activities, and</li> <li>• Tax statements.</li> </ul> </li> <li>• <b><u>For students:</u></b> <ul style="list-style-type: none"> <li>• School/ university enrolment and confirmation of attendance.</li> <li>• Proof of scholarship, if applicable; and</li> <li>• Proof of source of livelihood during the study and stay period.</li> </ul> </li> <li>• <b><u>For non-working persons:</u></b> <ul style="list-style-type: none"> <li>• Sponsorship of another person providing notary warranty letter, financial means of the sponsor, proof of family relation with the sponsor and proof.</li> </ul> </li> </ul>		
<p><b><u>Travel medical insurance</u></b> covering the entire period of intended stay in Schengen countries, if the insurance company has an assistance office within Schengen, with a minimum coverage of €30.000 for medical treatment, emergency admission to hospitals and repatriation.</p>	<input type="checkbox"/>	
<p><b><u>Extract of family register (ekhraj kaid aily)</u></b></p>	<input type="checkbox"/>	
<p><b><u>For minors</u></b> (less than 18 years old) <b><u>traveling alone or with one of the parent or with the legal custodian</u></b>, notarised consent of the non-traveling parent(s) or proof of sole custody of the travelling traveling parent or legal custodian (unless both parents are present at the time of the application).</p>	<input type="checkbox"/>	
<p><b><u>Visa fee</u></b> (amount in USD equivalent to 80 euros).</p>	<input type="checkbox"/>	
<p><b><u>TOURISM PURPOSE</u></b></p> <ul style="list-style-type: none"> <li>• Detailed travel plan or any appropriate document indicating the envisaged travel plans.</li> <li>• Booking of an organized trip,</li> </ul>	<input type="checkbox"/>	
<p><b><u>BUSINESS / OFFICIAL PURPOSE</u></b></p> <ul style="list-style-type: none"> <li>• Official invitation form the inviting Spanish company/organization containing its address, the name of the contact person, the nature</li> </ul>	<input type="checkbox"/>	



<p>of the business, purpose and duration of the visit, extract of the business register in the country of destination, name and position of the countersigning officer and who will bear the applicant's travel expenses.</p> <ul style="list-style-type: none"> <li>• Proof of current business between the sending company in Lebanon/Syria and the Spanish inviting company such as invoices, customs documents etc.</li> <li>• For employees travelling on behalf of the company: letter from the sending company specifying the purpose of the trip and who will bear the applicant's travel expenses.</li> </ul>		
<p><b><u>FAMILY VISIT PURPOSE</u></b></p> <ul style="list-style-type: none"> <li>• Proof of family ties of the applicant with the inviting person, such as the extract of family register (ekhraj kaid aily).</li> <li>• Copy of the Spanish ID or Spanish residence permit of the host.</li> <li>• If the inviting person will bear the applicant's travel expenses, proof of financial means of the inviting person such as: bank statements, International credit cards and their statements showing movements, saving books, or other sources of income.</li> </ul>	<input type="checkbox"/>	
<p><b><u>MEDICAL TREATMENT PURPOSE</u></b></p> <ul style="list-style-type: none"> <li>• Official letter from medical institution or physician in Spain containing date and location of the appointment, the name of the contact person, type, duration and estimated cost of the treatment.</li> <li>• Statement by a medical institution or physician in Lebanon/Syria stating the kind of treatment needed and reason(s) for it in Spain.</li> <li>• Confirmation of advance payment for the medical treatment.</li> </ul>	<input type="checkbox"/>	
<p><b><u>STUDY, RESEARCH OR INTERNSHIP PURPOSE</u></b></p> <ul style="list-style-type: none"> <li>• For study and/or research: certificate of admission or registration at an educational institution in Spain.</li> <li>• For internship: internship agreement or confirmation letter from the inviting company in Spain.</li> </ul>	<input type="checkbox"/>	
<p><b><u>CULTURAL OR SPORTS EVENTS PURPOSE</u></b></p> <ul style="list-style-type: none"> <li>• Invitation letter from the organizer of the event in Spain containing name, date and programme of the event, role of the applicant in the event and who will bear the applicant's travel expenses.</li> <li>• Official letter from the institution sending the applicant to Spain such as a document proving his/her membership to a national or other sport team or a Verbal Note from the Ministry of Sport and Youth confirming his/her membership to a sport association.</li> </ul>	<input type="checkbox"/>	
<p><b><u>AIRPORT TRANSIT PUPOSE</u></b></p> <ul style="list-style-type: none"> <li>• Valid entry permit (visa, residence permit etc.) of the country of the next or final destination.</li> <li>• Travel arrangements for onward journey.</li> </ul>	<input type="checkbox"/>	

**Since the Embassy of Spain will not return the documents submitted, all of the above must be produced in original and photocopy with a translation into English, French or Spanish (juror translator).**

If needed for the assessment regarding the application, the Embassy may ask the applicant to submit any documents or additional data and to call the applicant for an interview.

The presentation and processing of an application does not guarantee the delivery of the requested visa



Applicants may leave the passport at BLS office or retain it during the processing of the application. If the visa is approved, it will only be delivered once the applicant hands his passport back to the Embassy.

The possession of a valid Schengen visa does not grant an irrevocable right of entry to or temporary stay in the territory of a Schengen member states. You may also be requested to present other evidence upon entry at the border post.

**Once the visa is approved**, the applicant has a **maximum of 1 month to retrieve the visa in person**. Otherwise, the Embassy will consider that the applicant has renounced the right to get the visa and the application will be filed.

In all cases **the visa fee is non-refundable.**