



## SPAIN - VISA CHECKLIST FOR BUSINESS VISA

Check Box	List of required documents	Remarks
	<p><b>One application form for each person duly completed and signed in page 3 &amp; 4.</b>            Note: For children under 18 years old, both parents must sign the application-form. Passport or ID copies of the father and mother have to be attached.</p>	
	<p><b>1 recent passport photograph</b>            Note: Passport size with white or plain light color background, frontal view (3,5 x 4,5 cm); (not older than 6 months).</p>	
	<p><b>Original passport and one copy. The passport should have a period of validity exceeding three months after your scheduled return from Spain.</b>  <b>Also a copy of previous visas (Schengen, USA, UK, Canada, e.g.).</b>  <b>In case of holding a foreign passport, a Residence Permit with a validity exceeding three months after your scheduled return.</b></p>	
	<p><b>Financial means: Up-to-date personal bank account statement for the last 3 months stamped by the Bank. Please note that letter from the bank stating only the balance is not valid! International credit cards, saving books, proof of retirement benefits or deeds of real state property in Lebanon / Europe.</b></p>	
	<p><b>Original and 1 copy of Travel health insurance covering all Schengen countries, with a company having an assistance office within the Schengen area, for a minimum coverage of EUR 30.000, including medical treatment, emergency admission to hospital and repatriation.</b></p>	
	<p><b>Proof of employment or work:</b></p> <p><b>For employees: Employment letter including date of employment, attestation of salary, duration of leave and employer's guarantee of resuming functions after return to Lebanon + commercial circular.</b></p> <p><b>For self employed professionals: Recent proof of registration of the company + commercial circular.</b></p> <p><b>For freelance professionals: Syndicate card + proof of current practice.</b></p>	
	<p><b>Proof of Stay in Spain:</b>  <b>Hotel booking confirmation or Invitation issued by a host in Spain certified by the Spanish police. Full name and address, phone and fax number, as well as city and city code of hotel/host must be also written in the application.</b></p>	
	<p><b>Copy of flight reservation including return flight</b></p>	
	<p><b>Extract of family register</b></p>	
	<p><b>Detailed invitation from the host company in Spain or Fair/Congress/Conference registration</b></p>	
	<p><b>Invoices and documents proving commercial relations between the two companies from the last three years.</b></p>	

**Please note:**

- First time visa applicants with the Embassy of Spain must apply in person. For successive times the application can be submitted through a representative, with a letter from the applicant authorizing the person.
- Documents in Arabic must be translated into English, French or Spanish language.

For each child registered in a parent's passport, a separate duly completed application form has to be presented, signed by both parents in page 3 & 4.

Embassy of Spain will not return documents from files, therefore all requested documents must be submitted in original and in one set of copies. The original will be returned at the moment of presentation once the accuracy with the copy has been verified.

**Remarks** \_\_\_\_\_

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**Declaration**

I have been informed that an application without the complete set of required documents according to the above mentioned checklist may result in the rejection of my visa application. The Embassy of Spain reserves the right to ask for any other additional supporting document and does not guarantee the issue of the visa.

Date: \_\_\_\_\_

Applicants Signature : \_\_\_\_\_

BLS Officer Signature: \_\_\_\_\_

**ATTENTION:**

- The foregoing is not an exhaustive list of required documents, Embassy of Spain may ask the applicant to provide any other additional information deemed necessary as well as it may call the applicant for an interview. It is important to mention that the presentation and processing of an application doesn't guarantee the delivery of the requested visa.

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

- Please be advised that the possession of a valid Schengen visa does not guaranty an irrevocable right to entry or to temporary stay in the territory of a Schengen member state. You may also be requested to present other evidence upon entry at the border post.