



Schengen Visa Requirements List (Business Trip) - BLS Lebanon

List of Required Documents	Check Box	Remarks
<p>One duly completed and signed Schengen application form for each applicant.</p> <p>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>	<input type="checkbox"/>	
<p>One recent colored passport photograph (3.5 x 4.5 cm) in conformity with ICAO standards, white background and not older than 6 months.</p>	<input type="checkbox"/>	
<p>Original passport with a validity exceeding three months after your scheduled return + previous passports + photocopies of previous visas (e.g. Schengen, USA, UK, Canada, etc.).</p> <p>Note: If applying with a <u>foreign passport</u>, one of the following must be provided:</p> <ul style="list-style-type: none"> • A valid residency permit in Lebanon ("IKAMA") (not applicable to Lebanese and Syrian citizens), • A Lebanese Passport, • Or a Lebanese ID or Civil Register ("EKHRAJ KAID FARDE") translated into, English, French or Spanish by a juror translator. 	<input type="checkbox"/>	
<p>Evidence of financial means</p> <ul style="list-style-type: none"> • Up-to-date personal bank account statements for the last 3 months stamped by the Bank. Note: a letter/certificate from the bank stating only the balance is not valid. • International credit cards and their statements. • Saving books • Proof of retirement benefits or deeds of the real estate property in Lebanon / Europe. <p>For students:</p> <ul style="list-style-type: none"> • Parental warranty including proof of professional background + financial means of the parents. <p>For non-working persons:</p> <ul style="list-style-type: none"> • Respective proofs of the professional background of the person providing the costs of living + financial means + notary warranty letter. 	<input type="checkbox"/>	
<p>Travel medical insurance covering the entire period of intended stay in Schengen countries, provided that 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>Proof of professional background:</p> <p>For self-employed persons:</p> <ul style="list-style-type: none"> • Recent proof of registration of your company + commercial circular not older than 2 years. • Proof of commercial or business activities (shipping documents, local customs receipts etc. <p>For members of independent professions:</p> <ul style="list-style-type: none"> • Syndicate card and proof of current practice. 	<input type="checkbox"/>	



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<p>For employees:</p> <ul style="list-style-type: none"> • Employment letter including date of employment, attestation of salary, duration of leave and employers guarantee of resuming functions after return to Lebanon. • Commercial circular of person signing your job letter. • Sponsoring statement of your employer for all expenses that may occur during your trip. <p>For students:</p> <ul style="list-style-type: none"> • School/ university registration certificate + university ID card for the current year. 		
<p><u>Evidence of destination / host:</u></p> <p>For business trips:</p> <ul style="list-style-type: none"> • Official invitation/letter of guarantee from business partner (if applicable) according to national regulations (with legalization; electronic, etc.) • Conference registration • For trade fair visitors: invitation letter with information about the booth and stand number of the inviting company • Hotel reservation • Flight reservation 	<input type="checkbox"/>	
<p><u>Personal Evidence:</u></p> <ul style="list-style-type: none"> • Extract of family register. • For non-Lebanese nationals: residence permit, return permit and work permit. • For minors travelling without parents (or without parent who holds parental authority alone): Written notarized consent of the parental authority or legal guardian, legalized signature, school registration certificate. 	<input type="checkbox"/>	

Please Note:

- 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).

ATTENTION:

- The foregoing is not an exhaustive list of required documents. The 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 does not 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 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.

Date:

Applicant signature:

BLS Officer Signature: