

SCHENGEN VISA

FOR ALL TYPES OF STAY: Tourism, business, cultural activities, family visit, studies lasting less than 90 days:

ALL APPLICATIONS

- **Schengen visa application form** ([Download here in English](#)) filled properly and signed, with a passport type photo (3x4 cm) taken with white background.
- **Valid passport or travel title**, recognized as valid in Spain with a minimum validity of at least 3 months from the intending return date, with a photocopy of the data page and all of the pages with visas and stamps of entry and exit.
- **National identity card** of the applicant.

For foreigners: Residence permit in force and valid for more than 3 months from the expected date of return. **The extension document of the residence permit issued by the Turkish Ministry of Foreign Affairs or the Short Term Residence Card is not accepted.**

- **Certificate of registration.**
- **Flight ticket reservation** or proof of planned transportation.
- **Hotel reservation** or trip plan.
- **Family registration certificate.**
- **Travel health insurance** that covers the entire stay and has a minimum coverage of 30,000 Euros. In any case the insurance will have a minimum duration of 7 days and must cover the entire stay +2 days.

The different categories of applicants will present the following documents:

a) If the applicant is an employee:

- Letter from the employer indicating the position, date of commencement of work, salary and absence authorization.
- Employer's certificate of registration to SGK (social security)
- 4A SGK slips: Needs to be covering from the first day you started to work till the last month's slip. (The city where you work must belong to the jurisdiction of the consulate general of Spain in Istanbul).
- Chamber of Commerce Registration of the company and copy of the bulletin of the trade register.
- Tax chart.

b) If the applicant is owner of a private company:

- c) Chamber of Commerce Registration of the company and copy of the bulletin of the trade register.
- Tax chart.
- SGK (social security) slips.

d) If the applicant is a pensioner:

- Document justifying the pension (bank statement of the last three months and Official Pensioner Card's copy)

e) If the applicant is a student:

- Student certificate taken from the study center.

f) If the applicant is under 18 years old and travel alone or with a single parent or legal guardian:

- Legal authorization of parents (This condition will not apply if the traveling parent is part of a single-parent family or has exclusive parental authority).

g) If the applicant is a farmer:

- Farmer Certificate from the Chamber of Agriculture.

h) If the applicant does not have own economic means:

The applicant must submit a sponsorship from a first-degree relative or spouse. Proof of the existence of family relations must be submitted.

The person who provides the sponsorship must submit a letter about his/her sponsorship, all working documents and his/her bank account. If he/she wants can add also other probative documents of his/her financial situation.

SPECIFIC DOCUMENTS ACCORDING TO TYPE OF VISA

A. TOURISM

- Personal bank account statements for the last 3 months issued in the last 15 days.
- Pay slip of the last three months, pension or payments.

B. FAMILY VISIT

- Personal bank account statements for the last 3 months issued in the last 15 days.
- Pay slip of the last three months, pension or payments.
- Accreditation of the family bond through presentation of the family book or official certification.
- Official invitation letter issued by the police in Spain indicating the personal data of the inviter and his/her full address in Spain, reason and dates of invitation, committing to the person returning to Turkey at the end of the trip; with a photocopy of the Spanish identification document or resident permit in force.

C. BUSINESS TRIP

- Invitation from the Spanish company. If the expenses are covered by the company this should be indicated in the invitation letter.
- Personal bank account statements for the last 3 months issued in the last 15 days.
- Pay slip of the last three months, pension or payments.

Attendance at a congress, cultural, artistic activity as technician, organizer or exhibitor

- Documentary proof that accredits the person as an artist, technician or organizer who travels to Spain to take part in a public performance of cultural scope.
- In its case accreditation of financial means through formal invitation from a Spanish official or private institution, which undertakes to cover the cost of stay and travel.

D. ASSISTANCE TO CONFERENCES, CULTURAL OR SPORTS ACTS

- Personal bank account statements for the last 3 months issued in the last 15 days.
- Pay slip of the last three months, pension or payments.

The following documents regarding the **purpose of the visit**, for all categories of applicants:

a) For conferences or cultural events:

- Invitation of the organizer of the event held by the cultural service provider, or invitation to a creative activity.

b) For sporting events:

- Invitation of the federation or sports club or accreditation confirming participation in the sporting event.
- Certificate of federation or sport club of origin.

E. TRANSPORTATION DRIVERS TOWARDS OR THROUGH SCHENGEN SPACE

- 1) Company and UND (road transport association) guarantee, in case the company is a member of that association.
- 2) Driver list of the company.
- 3) Registration document in the SGK (social security) and relation of previous SGK payments relating to the driver.
- 4) Registration of the company in the Chamber of Commerce.
- 5) C2 certificate (export permit).
- 6) Driver's national and international driver's license.
- 7) Invitation or certificate of commercial association of a company of the EU.

F. STUDIES LESS THAN 90 DAYS OR PARTICIPATION IN EU EDUCATION, TRAINING OR RESEARCH PROGRAMS

- Personal bank account statements for the last 3 months issued in the last 15 days.
- Pay slip of the last three months, pension or payments.
- SGK (social security) slips.
- Letter of admission and enrollment in a officially recognized teaching center, to pursue or extend studies or to carry out research or training work, in which the study plan of the course (s), the start and end dates must be stated.
- Bank receipt of the payment of the fees (or of the gratitude in its case).
- In its case, the code number assigned to the center in the National Registry of universities, teaching centers or in the State Register of non-university educational centers, both dependent of the Ministry of Education and Science, as well as to the research centers recognized as such by the Minister of Industry, Tourism and Commerce or by the Ministry of Education and Science.
- In case of being included in a student exchange program: Letter from the Turkish study center where the applicant is registered, indicating the same information as the acceptance letter from the study center in Spain.
- In the case of students with an ERASMUS scholarship or another EU program: Copy of the study agreement between officially recognized universities and / or entities and signed by all parties included in mentioned agreement.

Participation in EU education, training or research programs:

- Original research letter from the University or the research center
- Letter from the Turkish National Agency (Center for Education and Youth Programs of the EU) or from TÜBİTAK indicating that the visa applicant receives a scholarship from a European Union program.

If the applicant is a professor:

- Employer letter or absence authorization.

- Social security affiliation document.

G. MARINE TRANSIT VISA

- Valid **Seaman's Book**.
- **Invitation:** Invitation letter from the maritime agency based in Spain requesting a transit visa.

The letter must include the following information about the seafarer: Name and surname, nationality, date and place of birth, number, date of issue and expiration of the passport and the Seaman's Book, employment of the seafarer, name and flag of the ship, date and airport of entry into Spain, port of embarkation in Spain and other information about the planned trip.

- **Cruise ship employees:** Copy of the original contract and invitation from the shipping company.