

**SCHENGEN BUSINESS VISA  
LIST OF DOCUMENTS**

Please organize your documents in the following order:

Documents	√	√
1. <a href="#">Visa application form</a> original and photocopy		
2. One <a href="#">passport-style</a> photo		
3. <b>Passport</b> - original and a photocopy of the main page		
4. <b>Evidence of immigration status in the US (only for non-American citizens)</b> – original and a photocopy		
5. <b>Round trip airline ticket with complete itinerary</b> – original and a copy. A print out of your e-ticket is also acceptable.		
6. <b>Travel insurance. Make sure that the policy completes all the requirements (link)</b>		
7. <b>Letter from your employer</b>		
8. <b>Invitation Letter from the company in Spain</b>		
9. <a href="#">Evidence of funds</a> –original and copy		
10. <b>Credit card statement</b>		
11. <b>Invitation Letter or a hotel reservation in all cities visited</b> - original and copy		
12. <b>Notarized authorization letter ( Applicants under 18 only)</b>		
13. <a href="#">Visa fee</a> – Money order. No personal checks, no credit cards.		
14. <b>Self-addressed USPS Express Mail or FedEx envelope</b> – Prepaid, with your complete name and address in the “From” and “To” boxes.		
11. <a href="#">Disclaimer</a>		