

## Schengen Business Visa

Please, organize your documents in the following order. See instructions for complete details.

Documents	✓	✓
<b>1. Visa application form.</b> original and photocopy		
<b>2. One passport-style photo</b>		
<b>3. Passport</b> - original and a photocopy of the main page		
<b>4. Evidence of immigration status in the US (only for non-American citizens)</b> – original and a photocopy		
<b>5. Round trip flight reservations</b> –. A print out of your e-ticket is acceptable		
<b>6. Travel insurance.</b> Make sure that the policy completes all the requirements		
<b>7. Letter from your employer</b>		
<b>8. Invitation letter from the company in Spain</b>		
<b>9. Evidence of Funds</b>		
<b>10. Credit card statement</b>		
<b>11. Hotel Reservation in all cities visited</b>		
<b>12. Notarized authorization letter</b> (Applicants under 18 only)		
<b>13. Visa fee</b> –Money order		
<b>14. Disclaimer</b> duly signed		
<b>(Optional) Prepaid “Priority” or “Priority Express”</b> envelope through <b>U.S. Postal Service</b> completely filled out with your name and address in both the “To” and “From” sections. Must have postage and a tracking number.		