



**LIST OF DOCUMENTS FOR THE SCHENGEN VISA APPLICATION AT THE
CONSULATE GENERAL OF SPAIN IN MUMBAI (INDIA)**

The submission of the visa application at BLS must be done minimum 15 calendar days prior to the travel date.

GENERAL DOCUMENTS REQUIRED

- 1) Harmonised Schengen **visa application form** duly filled out and signed by the applicant.
- 2) **Travel document** (kindly include the previous travel documents that are cancelled) with a minimum validity of 3 months from the estimated date of exiting the Schengen territory, and with at least 2 blank pages and issued in the last ten years. In case the previous Passports are not submitted, a photocopy of Police Complaint for loss or theft of Passport must be submitted.
- 3) **Recent photograph**, visa size (35-45 mm) with a white background
- 4) **Visa fees**, in accordance with categories established in the Visa codes.
- 5) **Travel Insurance**, valid for all the Schengen countries that cover the entire period of stay and the expenses that may arise including the repatriation for medical purposes, immediate medical attention, emergency hospital treatment or death during the stay. The minimum coverage should be 30,000 €. (*Not required for Sea men). Sworn declaration of the obligation of presenting travel insurance (signed).
- 6) **For minors:** The application form must be signed by the person who is temporarily or permanently exercising the parental rights or the guardianship, which mentions the exclusive rights to execute the custody by the parent who has signed the visa application form along with the following documents:
 - a. **Copy of the Birth certificate.**
 - b. **Notarised authorization of the parents or the legal guardian**, which is required only if the minor is travelling alone or accompanied by only one of the parents. An exception will be made only in case, the parent with whom the minor is travelling has the legal custody (which is to say, if the other parent has passed away or does not have custody rights). In this case, for example, the death certificate of the other parent or the court sentence document must be submitted.
 - c. **Copy of the valid Schengen visa of the parent (parents)** who will accompany the minor, if not applied at the same time.
- 7) **In case of nationals of other countries:** Justification of legal residence in the Republic of India, valid for at least three months from the estimated date of exit from the Schengen territory, or a document that justifies that the applicant has presented a renewal application for his/her legal residence. In case of being a non-resident, he/she



must present the justification of their legal stay in the Republic of India and justify the purpose of presenting the visa application in the Republic of India, and not in the country of residence.

8) **Documents justifying the family relation bond:** If the applicant does not provide their personal economic means.

9) **Flight/Train bookings and/or of any modes of transport.**

10) **Accommodation:** not required for owners of a property and their immediate family members and for applicants with an original Police Invitation Letter from Spain.

SPECIFIC DOCUMENTS REQUIRED FOR EACH TYPE OF VISA

BUSINESS

a) Members of Official delegations:

i) Letter (for example, a Verbal Note), issued by any competent government body of India (for example, the Ministry of External Affairs) in which it confirms that the applicant is member of the Official delegation that is going to visit a member country of Schengen Agreement.

ii) Copy of the official invitation.

iii) Photocopy of PAN card

b) Autonomous Businessman and Proprietor:

i) Invitation letter issued by a company or host company or any government body of Republic of India, or any organising committee of an event organizer of fairs, conferences and industrial fairs, to participate in meetings, conferences and activities which may be related to business activity or work. In case that the invitation letter is not received, applicants may submit any other proof stating the objective of the trip (for example, information related the participation in a trade fair or conference or agenda of business trips).

ii) Proof of economic activity (for example, the company registration certificate or certificate of sole proprietorship).

iii) Proof of financial means (Bank account statement of the last 12 months).

iv) Declaration of Income Tax Returns of the last three years.

v) Photocopy of PAN card

c) Salaried professionals:

i) Invitation letter issued by a company or host company or any government body of Republic of India, or any organising committee of an event organizer of fairs,



conferences and industrial fairs, to participate in meetings, conferences and activities which may be related to business activity or work. In case that the invitation letter is not received, applicants may submit any other proof stating the objective of the trip (for example, information related the participation in a trade fair or conference or agenda of business trips).

ii) Proof of economic activity (for example, copy of the appointment letter/employment contract and salary slips of the last six months).

iii) Proof of financial means (Bank account statement of the last six months).

iv) Declaration of Income Tax Returns of the last three years.

v) Photocopy of PAN card

d) Journalists:

i) Certificate or any other document issued by a professional organization which certifies that the person in question is a qualified journalist.

ii) Letter issued by the employer stating that the purpose of visit to be for journalism purposes.

(Freelance journalists: Accreditation of professional press/journalism activity (for example, a press identity card or work contract)

iii) Proof of economic activity (for example, copy of the appointment letter/employment contract and salary slips of the last six months).

iv) Proof of financial means (Bank account statement of the last six months).

v) Declaration of Income Tax Returns of the last three years.

vi) Photocopy of PAN card

TOURISM AND PERSONAL VISITS

a) Owners of residential property in the Schengen area and their family members:

i) Corresponding official document (for example, a recent certificate of the registration of the property, a copy of contract/purchase offer, etc.), that affirms the title of ownership of the property of the applicant.

ii) Certificate accrediting the family relationship bond in case of family members.

iii) Proof of employment (for example, copy of the appointment letter/employment contract and salary slips of the last six months).

iv) Proof of financial means (Bank account statement of the last six months).



v) Declaration of Income Tax

vi) Photocopy of PAN card

b) Tourists and other visitors for personal travel:

i) Proof of accommodation (Fully booked hotel reservation or any other proof of accommodation).

ii) Confirmed travel itinerary (for example, reservations in an organised tour, with details of the itinerary, as well as return flight bookings)

iii) Proof of employment (for example, copy of the appointment letter/employment contract and salary slips of the last six months).

iv) Proof of financial means (Bank account statement of the last six months).

v) Declaration of Income Tax

vi) Photocopy of PAN card

c) For visiting family: For family members of foreign nationals residing legally in Spain and of EU citizens (European Economic Area agreement and Switzerland)

i) Invitation letter issued by "Policia Nacional de España (Police Invitation Letter from Spain) in original and photocopy.

ii) Accreditation of legal residence by the inviting person (In case of foreign nationals, copia of the residence card)

iii) Accreditation of family relationship bond

iv) Proof of employment (for example, copy of the appointment letter/employment contract and salary slips of the last six months).

v) Proof of financial means (Bank account statement of the last six months).

vi) Declaration of Income Tax

vii) Photocopy of PAN card

TRANSIT

i) If required, documents related to the trip (visa or permit to entry third country of destination, flight bookings for the trip).

ii) Proof of current occupation (with Salary information)

iii) Proof of financial means (Last six months bank statements).



iv) Photocopy of PAN card

TRANSIT VISA FOR SEAMEN

- i) CDC (Continuous Discharge Book).
- ii) Letter from the Shipping agent in Spain.
- iii) ANEXO IX form, signed and sealed by the port police.

STUDIES OR SHORT COURSES AND OTHER ACTIVITIES:

a) Participants in scientific, cultural and artistic activities:

- i) Invitation by the host Academy to participate in such activities, in a member state of the Schengen Agreement.
- iii) Proof of employment (for example, copy of the appointment letter/employment contract and salary slips of the last six months).
- iv) Proof of financial means (Bank account statement of the last six months).
- v) Photocopy of PAN card

v) Declaration of Income Tax

b) Students and post graduation students y accompanying professors:

- i) Invitation letter or a certificate of admission, or student identity card, issued by any university, academy, institute o host college, or a certificate of registration for a course.
- ii) Proof of employment (for example, copy of the appointment letter/employment contract and salary slips of the last six months).
- iii) Proof of financial means (Bank account statement of the last six months).
- iv) Declaration of Income Tax
- v) Photocopy of PAN card

c) Participants in International Sports events and persons accompanying them as professionals:

- i) Invitation letter from host authority (Sports federations, National Sports Academy or the National Olympic Committee), in which it states the professional capacity of the



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applicant.

- ii) Proof of employment (for example, copy of the appointment letter/employment contract and salary slips of the last six months).
- iii) Proof of financial means (Bank account statement of the last six months).
- iv) Declaration of Income Tax
- v) Photocopy of PAN card

NOTE:

The Letter of Invitation from Spanish organisations or companies must be compulsorily presented in Spanish (Letter issued only in English will be not be accepted). A detailed explanation of the purpose the visit and period of stay must be included in the letter. It should also contain identification details of the inviting person as well as the contact details of the person invited by the company. (Address, Phone numbers, E-mail)

A covering letter explaining the purpose of the visa application must be presented.

With respect to proof of economic means, there must be sufficient means for the entire duration of stay (65.52 euros per person per day of stay (INR 4914) or 589.68 euros (INR 44,226) per person for a minimum period of stay.

At any moment during the visa application process, the Consulate General can require additional documents to be presented at the time of presenting the visa application, as well as the personal presence of the applicant and if considered necessary, a personal interview shall be conducted.

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