

## Requirements for Tourism Visa

1. A Schengen Visa application form, duly filled-in and signed. According to the Schengen Visa Code, "as a rule, the application ought to be lodged at least 15 days prior to intended date of travel", on Mondays, Wednesdays and Fridays between 09h00am and 11h00am.
2. Two recent colour passport-sized photograph (3.5 cm x 4.5 cm), with a bright background.
3. Valid passport or travel document with a validity of at least three months after the end of the intended departure of Schengen area with at least 2 blank pages as well as a copy of all pages containing personal data of the passport/travel document (in the case of new Ethiopian passports, a copy of the first page is sufficient).
4. Evidence of previous stays in the Schengen- area (previous visas, original plus one copy) if applicable.
5. Fees of EUR 60.- equivalent to 1466.20 Birr (payable in ETB at the Embassy's exchange rate at the time of the application) which in case of refusal of the visa application will not be refunded.
6. A health insurance policy valid for all Schengen states for the duration of the intended stay, plus 15 days of grace period covering a minimum of EUR 30,000.-.
7. Preliminary round-trip ticket booking or travel itinerary (it is not necessary to buy a flight ticket at this stage).
8. Hotel/ Accommodation reservation.
9. Detailed touristic plan
10. In case of self-employed persons: (a translation into Spanish is required)
  - o Original plus one copy of trade/ business license
  - o Original plus one copy of Tax Registration
  - o Original plus one copy of Business Registration issued by city administration
  - o Letter from bank stating current balance and bank statements of the company of at least the last six months
11. In case of employed persons: (a translation into Spanish is required)
  - o Signed and stamped letter or note verbal from current employer or organization, duly dated and signed, containing the following information: the applicant's persona data, position, terms of employment (temporary or permanent), stating date of employment, monthly net salary, granted leave days, date and contact details of the employer.
  - o Copy of the business license of the employer
  - o Original plus one copy of the contract of employment
  - o Copy of payroll for the last three months
  - o Copy of salary tax payment receipt for the last three months
  - o If the employer will be covering the expenses, letter from bank stating current balance and bank statements of the company of at least the last six months is required
12. In case of retired persons: (a translation into Spanish is required)
  - o Original plus one copy of documents proving the pension or other financial support.
13. In case of minors (under 18 years of age):
  - o If expenses will be covered by inviting organization or entities other than the parents or other individuals a permit issued by the Competent Governmental office in Spain is required (*Informe de la Subdelegación o Delegación del Gobierno*) and the visa must be processed according to the articles 187-188 of the REAL DECRETO 557 DE 2011
  - o Original and copy of birth certificate duly legalized by the Ministry of Foreign Affairs of Ethiopia.
  - o Copy of both parent's IDs or Passports if applicable (all pages containing any type of information)
  - o Written consent letter duly signed by the parent who is not accompanying the child when traveling.

- If either one of the parent is absent or deceased this must be supported by a court decision or a death certificate when applicable. Documents must be legalized by the Ministry of Foreign Affairs of Ethiopia.
  - If the legal guardian is someone else apart from the biological parent as stated in the birth certificate a custody order - legalized by the Ministry of Foreign Affairs of Ethiopia - must be submitted proving the legal guardianship
14. Evidence of personal financial status and properties in Ethiopia of the applicant: i.e. title deed for property, letter from bank stating current balance, bank statements of at least the last six months, vehicle registration card, etc. (original and one copy). A translation into Spanish is required.
  15. Evidence of family links in Ethiopia, i.e. marriage certificate, birth certificate/s of children (original and one copy). A translation into Spanish is required.
  16. Non-Ethiopian applicants residing in Ethiopia need to present a valid residence and/or working permit issued by competent Ethiopian authority. The validity of the permit must exceed the planned stay in the Member States of at least three months.

As stated in Article 36 of Law 30/1992, dated November 26, of Judicial Regime of Public Administrations and the Common Administrative Procedure, all documents pertaining to the visa file must be in Spanish.

The obligation to provide de documents translated into Spanish rests on the visa applicant, whom should bear the cost of such translation.