COMMON INFORMATION FOR SCHENGEN VISA APPLICANTS

A Schengen visa issued by a consulate of the following countries allows the holder to travel freely in all of these countries: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland. There is no legal right to a visa. Apply at least 1 month before your departure.

LODGING YOUR APPLICATION

The Consular Section of the Embassy of Spain in Canberra will consider applications for Visas.
Apply at this Consular Section, if your permanent address is the ACT or Queanbeyan.
1. If you intended to visit only one Schengen country, you must apply at the Consulate of that particular country.
2. If you intend to visit several Schengen countries, you must apply for a visa at the Consulate of the country, which is your main destination (where you are spending most days). If you are part of a cruise, please take note that every port will count as one day.
3. If you intend to visit several Schengen countries but do not have a main destination (same amount of days), you should apply for a visa at the Consulate of the country which is your first point of entry.
4. If you do not need a visa for the Schengen country, which is your main destination or first point of entry, please note that you may require a visa for other Schengen countries. You should then apply at the Consulate of the first Schengen country, which does require you to have a visa.
5. Apply at this Consular Section of the Embassy of Spain in Canberra if your permanent address is the ACT or Queanbeyan.

PREPARE YOUR DOCUMENTS

The consular administration has full authority to evaluate, and request more documents than those submitted by the applicant. The latter is hereby informed that submitting the aforementioned documents does NOT guarantee automatic issuance of the visa. The documents accepted to process the visa will not be returned.

ORIGINAL and ONE PHOTOCOPY of each of the following items must be presented:

1. Passport or Official Travel Document valid for a minimum of three months, counting from the expected date of return to Australia. Please, make sure your passport has two blank pages to affix the visa.
2. Original application for Schengen visa. Please fill out the application form completely. Make 1 photocopy of the application form after you have filled it out.
3. Two recent passport-size photographs affixed (glued) to your 2 Application forms. (White Background, 2x2in).
4. General requirements irrespective of the purpose of travel

(a) proof of residence;
(b) proof of visa status - VEVO (Visa Entitlement Verification Online);
(c) reservation of return or round ticket, including confirmation of the booking of an organised trip including a detailed itinerary. In the case of transit: visa or other entry permit for the third country of destination; tickets for onward journey;
(d) proof of financial means in the country of residence (including recent bank statements showing movement of means over a certain period (minimum last three months); If supported by parents: Statutory declaration of parents/custodians, assuming full financial responsibility for room and board. Bring bank statements (showing last 3 months of transactions) and birth certificate.
(e) proof of sponsorship and/or private accommodation (such as invitation from host). Those who have been invited by a family/friend in Spain must provide an official invitation issued by the Police in Spain.
(f) if married or in a partnership, provide a marriage certificate or registered partnership agreement.

5. Documents to be submitted by applicants depending on the purpose of travel:

(a) **Tourism** or visiting family/friends
A document from the establishment providing the accommodation or any other appropriate document indicating the accommodation envisaged.

(b) **Business**, conference, cultural, religious or political event
(i) Official invitation letter from a firm, host organisation, educational establishment or an authority to attend meetings, conferences or events, containing detailed information concerning:
   - address and contacts of the inviting entity;
   - name and position of the countersigning person;
   - purpose and duration of stay;
   - person or entity who will bear the travel and living costs (if applicable);
(ii) Documents proving the applicants employment status in the company (for example, contract, proof of social security contribution).

(c) **Medical** treatment
(i) a certificate from a medical doctor and/or a medical institution advising that the treatment is necessary;
(ii) an official document from the receiving medical institution confirming that it can perform the specific medical treatment, an estimation of costs and an indication that the patient will be accepted accordingly;
(iii) proof of prepayment or sufficient financial means to pay for the medical treatment and related expenses.

6. **Proof of Health/Travel accident insurance** in the Schengen area or worldwide stating that you are covered 100% with no deductible or co-pays for minimum coverage of 30,000€ (or its equivalent in AUD) with medical emergencies and repatriation services.

7. Applicants who are under 18 years of age must submit a notarized authorization letter from their parents or legal guardians.

8. **Proof of residence in the ACT or Queanbeyan.** (Home contract or photo ID preferred).

9. Original and signed verification letter of employment or University.

• Be advised that additional requirements might be requested.
• In some cases you must submit your latest Income Tax Return.

**VISA FEES**

• Please visit our website to check the most recent visa fees.
• We only accept cash (exact change). No personal check, no credit cards. The processing fee will not be returned even if the visa is not granted or cancelled.

**TRANSIT VISA**

If you need to stop in Spain in transit or double transit, you must only submit those documents referred to in points: 1, 2, 3, 4(a), 4(b), 4(c) and the visa fees.

**VERY IMPORTANT**

• We DO NOT accept visa applications sooner than 3 months prior to the departure date.
• Visas are granted in Europe. Therefore, it may take 5 DAYS TO 2 WEEKS to process.
• To check the status of your visa, visit: http://sutramiteconsular.maec.es with your personal code given at your interview. No information will be given by telephone or email.

**SCHENGEN AGREEMENT**

**GENERAL INFORMATION ON VISAS**

AUSTRIA, BELGIUM, CZECH REPUBLIC, DENMARK, ESTONIA, FINLAND, FRANCE, GERMANY, GREECE, HUNGARY, ICELAND, ITALY, LATVIA, LITHUANIA, LUXEMBOURG, MALTA, THE NETHERLANDS, NORWAY, POLAND, PORTUGAL, SLOVAKIA, SLOVENIA, SPAIN, SWEDEN AND
SWITZERLAND have signed an agreement to abolish the internal frontiers between them. The Schengen Agreement --named after the city where it was signed-- came into effect on the 26th of March 1995 and was last updated on the 21st of December 2007.

Australian and New Zealand Passport Holders travelling to the Schengen Territory for holidays or business do not require a visa for stays of a maximum of 90 days, multiple entries, per period of 180 days (six months) on presentation at the airport of a return ticket and current valid passport (ordinary, official or diplomatic) with a validity of at least 6 months. When entering the Schengen territory, the 90 days will take effect from the date of entering the first Schengen country.

Spanish Consular Offices in Australia

- **Embassy of Spain in Canberra**
  15 Arkana Street
  YARRALUMLA ACT 2600
  Ph: (02) 6273 3555    Fax: (02) 6273.39.18
  Email: emb.canberra@maec.es
  **For Residents of ACT and Queanbeyan.**

- **Consulate-General of Spain in Sydney**
  Level 24, St. Martin’s Tower
  31 Market Street
  SYDNEY NSW 2000
  Ph: (02) 9261.24.33    Fax: (02) 9283.16.95
  Email: cog.sydney@maec.es
  **For Residents of NSW, QLD and NT.**

- **Consulate-General of Spain in Melbourne**
  146 Elgin Street
  CARLTON VIC 3053
  Ph: (03) 9347.19.66    Fax: (03) 9347.73.30
  Email: cog.melbourne@maec.es
  **For Residents of VIC, SA, TAS and WA.**