



SCHENGEN VISA REQUIREMENTS: LIST OF SUPPORTING DOCUMENTS

to be submitted by the visa applicants for the purposes of
TOURISM, BUSINESS TRIP and VISITING FAMILY and/or FRIENDS

IMPORTANT NOTICE: *the visa department of the Spanish Embassy in Singapore will only consider applications for all kind of visa IN PERSON AND BY APPOINTMENT, one appointment per applicant. Due to the amount of applications received by this office, it is recommended that you plan your trip to the Schengen area with sufficient time to schedule for an appointment and to process your visa application.*

This Embassy cannot do changes or reschedule of appointments.

VISA APPOINTMENT BOOKING-OPENING HOURS-PROCESSING TIME-VISA TYPES-FORMS:

<http://www.exteriores.gob.es/Embajadas/SINGAPUR/en/Embajada/ServiciosConsulares/Pages/Visas.aspx>

All documents to be submitted original and one photocopy.

I. GENERAL REQUIREMENTS FOR EVERY APPLICANT OF SCHENGEN VISA:

1. Schengen Visa application form: The application must be completed and signed.
2. ONE photograph (glued to the application): the photo must be recent (4,5cm x 3,5cm), clearly showing the face, the forehead hairline and ears on a white background.
3. Passport (Original and Photocopy of the identity pages). The passport must be valid for a minimum of three months from the date of completion of their stay in the Schengen territory, with at least two blank pages available to stamp the visa.
4. Singaporean IC: employment card/ S pass/ dependant pass/ student pass/ work permit/ PR card (re-entry permit for PR should be given too). Original and Photocopy. This document as proof of official residence in Singapore must be valid for at least three months beyond the intended date of departure from the territory of the Member States.
5. A booking for a round-trip airline ticket.
6. A travel itinerary including hotel accommodation reservation or similar confirmation of accommodation for the entire trip.
7. Medical insurance policy / accident / travel with international coverage for the period of time spent in the Schengen territory, adding 3 days prior the foreseen date of departure and 3days after the foreseen return date for a minimum of **€ 30,000** or its equivalent in Singapore dollars. Your policy has to cover at least the three concepts stated below each of them for the minimum amount stated, and **YOU HAVE TO BRING COPY OF THE PAGES OF YOUR POLICY WHERE THIS IS SHOWN**. The info you provide on your policy must prove clearly that you are covered for the foresaid cases, for the particular trip and period you are due to travel :

-Medical expenses up to 30.000 euro

-Repatriation up to 30.000 euro

-Medical evacuation up to 30.000 euro

II. REQUIREMENTS for BUSINESS TRIP (to add to the previous 'General requirements'):

1. A letter of invitation from the applicant's business partner in Spain stating the purpose and duration of the visit.
2. A guarantee letter from the applicant's employer, stating the details of the applicant, the employment duration, designation, purpose and duration of travel.
3. Applicants who have their own business must provide an updated copy of business registration (ACRA Singapore)

III. REQUIREMENTS for VISITING FAMILY AND/OR FRIENDS (to add to the previous 'General requirements'):

1. A letter of invitation from the person the applicant is visiting in Spain as a proof of sponsorship or private accommodation by means of a national form ("CARTA OFICIAL DE INVITACIÓN" issued by the Spanish Police). Your relative/friend in Spain can check the procedure and requirements to request this letter in: http://www.policia.es/documentacion/no_comunitarios/car_requisitos.html
2. Proof of the applicant's financial circumstances by means of three months of bank book statements, or bank account statements or fixed deposit statements.
3. A letter of the applicant's employer confirming the holiday granted.

IV. REQUIREMENTS for TOURISM TRIP (to add to the previous 'General requirements'):

1. Proof of the applicant's financial circumstances by means of three months of bank book statements, or bank account statements or fixed deposit statements.
2. A letter of the applicant's employer confirming the holiday granted.



V. **SPECIFIC REQUIREMENTS for CERTAIN CATEGORIES OF TRAVELLERS (to add to the previous 'General requirements'):**

- A. **FOR MINORS INTENDING TO TRAVEL WITHOUT THEIR PARENTS/LEGAL GUARDIANS:** the application is to be submitted by parents/legal guardians who must present the minor's **birth certificate** and give their written consent. You can find a form of parental authorization to do this written consent here: <http://www.exteriores.gob.es/Embajadas/SINGAPUR/en/Embajada/ServiciosConsulares/Pages/Visa-Forms.aspx>
If parents/legal guardians are not presents in Singapore their written consent should be legalised by the Embassy of Spain in the place of residence of the parents/legal guardians.
- B. **STUDENTS** must provide proof of enrolment at a Singapore educational institution (university or school).

GENERAL INFORMATION FOR VISA PROCESSING:

- A non-refundable fee is required to process the file. FEE: 90.60 SGD. CASH ONLY. EXACT CHANGE.
- If you intend to visit several Schengen countries, you must apply at the Consulate/Embassy of the country that will be your main destination meaning the **country where you will be staying most of the nights**. If you intend to visit several Schengen countries but you will stay the same number of nights in each of them, you must apply at the Consulate of the country you will enter first.
- The Embassy has full authority to evaluate, deny and request more documents than those hereby stated or submitted by the applicant. The latter is hereby informed that submitting those documents requested DOES NOT guarantee automatic issuance of the visa. You can be requested for a personal interview to clarify some aspects of your application/travel or for the translation of any document into Spanish.
- A Schengen visa is a document that allows you to travel to Schengen territory (which includes Spain). However it does **NOT** give you an automatic right to enter Schengen territory. You may be asked by border control officers to provide information or supporting documents concerning your financial means, the length of your stay and the purpose of your visit, in addition to your valid passport and visa.
- **Processing Time: 4 working days (except some nationalities (90.60 SGD))** (urgent visa: 2 working days; fee: 105.70 SGD)
- **Application upon APPOINTMENT ONLY:** Monday to Thursday 9:30 to 12:00.
- **Collection:** Monday to Friday 12 to 13 h.