

# DOCUMENTS CHECKLIST

## SHORT TERM VISA (SCHENGEN VISA)

Surname: \_\_\_\_\_ Given name: \_\_\_\_\_

Entry date Schengen area (DD-MM-YYYY): \_\_\_\_-\_\_\_\_-\_\_\_\_ Exit date Schengen area (DD-MM-YYYY): \_\_\_\_-\_\_\_\_-\_\_\_\_

Travel itinerary (Countries to visit and number of days in each country): \_\_\_\_\_

### DOCUMENTS TO SUBMIT WITH THE VISA APPLICATION (ORIGINALS & PHOTOCOPIES):

DOCUMENTS		Check ✓		Check ✓
1. Schengen Visa application form completed and signed with a recent photograph.	Original		Photocopy	
2. Passport or recognized travel document.	Original		Photocopy	
3. Proof of status in Canada.	Original		Photocopy	
4. Print out of travel itinerary.	Original		Photocopy	
5. Proof that you can proceed to the country of destination after you have left the Schengen space.	Original		Photocopy	
6. Proof of financial means.	Original		Photocopy	
7. Medical travel insurance. Confirmation of Coverage.	Original		Photocopy	
* If minor, authorization of both parents and photocopies of their passports and birth certificate of minor.	Original		Photocopy	

### SUPPORTING DOCUMENTS CONCERNING THE PURPOSE OF THE TRAVEL (ORIGINALS & PHOTOCOPIES):

DOCUMENTS		Check ✓		Check ✓
8. Visiting relatives or friends: an invitation letter issued at a police station in Spain.	Original		Photocopy	
9. Tourism: confirmed hotel reservations or proof of group travel participation.	Original		Photocopy	
10. Business: a letter of support from the company located in the Schengen country of the purpose of your travel, and a letter from your employer in Canada stating your position and the purpose of your travel.	Original		Photocopy	

<b>CONSULAR FEE</b>			Check ✓
Only cash, money order or certified cheque payable to the "Consulate General of Spain in Montreal"			
CAN \$117.20 (Year 2024)	Cash <input type="checkbox"/>	Money order <input type="checkbox"/>	Certified cheque <input type="checkbox"/>

A PRINT OUT OF YOUR EMAIL CONFIRMATION OF APPOINTMENT	Check ✓

Application date: (DD-MM-YYYY): \_\_\_\_-\_\_\_\_-\_\_\_\_ Signature: \_\_\_\_\_