

# DOCUMENTS CHECKLIST

## SHORT TERM VISA (SCHENGEN VISA)

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

Arrival date into Schengen (DD-MM-AAAA): \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Departure date from Schengen (DD-MM-AAAA): \_\_\_\_ - \_\_\_\_ - \_\_\_\_

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

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

DOCUMENTS		Check ✓		Check ✓
1. One completed and signed <b>visa application</b> form with a recent full-face 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 connection destination after you have visited the Schengen countries	Original		Photocopy	
6. Proof of financial means	Original		Photocopy	
7. Medical travel insurance Confirmation of Coverage	Original		Photocopy	

**SUPPORTING DOCUMENTS CONCERNING THE PURPOSE OF THE TRIP (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 where you travel to, and a letter from your employer in Canada stating your position within the company and the reason for your trip.	Original		Photocopy	

<b>CONSULAR FEE</b> The only methods of payments accepted are in <b>Canadian dollars (CAN \$)</b> with debit card, cash, money order or certified cheque payable to the "Embassy of Spain". <b>Credit cards are not accepted.</b>			Check ✓
Interact (Debit) <input type="checkbox"/>	Cash <input type="checkbox"/>	Money order <input type="checkbox"/>	Certified cheque <input type="checkbox"/>

A PRINT OUT OF YOUR ON-LINE APPOINTMENT	Check ✓

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