

EMBASSY OF SPAIN IN HANOI

DOCUMENTS REQUIRED FOR A VISA APPLICATION FOR BUSINESS REASONS OR PARTICIPATION IN FAIRS OR CONFERENCES OR FOR PROFESSIONAL REASONS

1. **Schengen visa application form**, attached with a passport-type photo
2. **Passport** valid for at least 3 months after your departure from the Schengen area or, in case of a multiple entry visa, after the last scheduled departure. It must contain at least 2 blank pages and have not been issued for more than 10 years. An A4 photocopy of all passport pages containing information (visas, stamps, etc.) must be provided.
3. **If the applicant is not a Vietnamese citizen**, he/she must provide documentation proving his/her residence in Vietnam (temporary or permanent residence card)
4. **Letter of self-introduction about the visa applicant**: a suggested outline for the preparation of such letter of self-introduction can be found by clicking [here](#).
5. **Proof of travel history**:
 - 5.1. Previous passport/s (original + photocopy)
 - 5.2. **In case of having been refused with a visa by any of the member countries of the Schengen area during the last 5 years**: **resolution (or resolutions) of visa refusal**, accompanied by a brief **explanation** of the reason for the visa application(s) at that time and the **supporting documentation** (if applicable)
6. **Accreditation of the reason for the trip**:
 - 6.1.1. **Business trip**:
 - 6.1.1.1. Letter of invitation from the host company in Spain, **written in Spanish**, indicating the contact details of the inviting company as well as the person and company invited, type of relationship between the two, length of stay, tentative travel dates, work agenda and other details about the stay.
 - 6.1.1.2. Proof of commercial relations between both companies (if applicable): these can be commercial contracts, invoices, etc.
7. **Participation in conferences, congresses or fairs**: invitation from the organizer of the event, along with a detailed program about it.
8. **Travel for political, scientific, cultural, sports, religious events or other reasons**: invitations and/or tickets, event registration, work programs. In any case, if it is an invitation to an event issued by a non-profit organization, the representatives of the organization must present an official document that proves that the organization is registered as such and that the signatory represents it.
9. **Proof of availability of sufficient financial means for the entire stay in the Schengen territory**: **10% of SMI (minimum interprofession salary)** multiplied by the number of days that the visa applicant intends to stay and by the number of people traveling at the expense of the visa applicant. In any case, a minimum amount of a **90%** of SMI per person must be accredited, regardless of the planned length of stay. **For exact information on the quantity**

established for each year's SMI, you are kindly requested to visit the following website:
<https://www.exteriores.gob.es/DocumentosAuxiliaresSC/Vietnam/HANOI%20%28E%29/SMI.pdf>

10. Documents enabling the evaluation of the intention to leave the territory of the Member States:

10.1.1. Proof of labor roots:

10.1.1.1. If the applicant is an entrepreneur: commercial registration certificate of the company in which his personal data appears.

10.1.1.2. If the applicant is an employee:

10.1.1.2.1. Employment contract

10.1.1.2.2. Payroll with detailed breakdowns for the last 3 months

10.1.1.2.3. Bank statement of the salary receipt account for the last 3 months. Bank statements printed online are not accepted.

10.1.1.2.4. Travel decision

10.1.1.2.5. Document indicating the number of affiliation to the social/medical security system in Vietnam

10.1.2. Proof of financial roots:

10.1.2.1. Savings book(s)

10.1.2.2. proof of ownership of real estate (if applicable)

10.1.3. Proof of social/family roots: Marriage and birth certificate of the children (if applicable)

11. Air-ticket booking

12. Travel medical insurance: The insurance must cover the costs of repatriation for medical reasons or death and emergency medical assistance or emergency hospital care during the entire period of stay and throughout the Schengen area. The minimum coverage will be 30,000 euros or its equivalent in local currency. If a multiple-entry visa is requested, the health insurance will be valid for the first intended trip. The applicant will agree to take out insurance for successive trips.

13. Proof of accommodation or of having sufficient means to pay for it: hotel reservation(s) during the entire stay in the Schengen territory

PLEASE CLICK [THIS LINK](#) FOR DETAILED INFORMATION ON SCHENGEN VISAS (download of visa application form, fees, procedures, etc).