



STUDENT VISA (SLU) -more than 180 days-

#

1. **TWO APPLICATION FORMS:** Two National visa application forms, duly filled out, signed by the applicant. All questions should be answered.
2. **PHOTO:** Two recent colour passport-size photos with white background (gents with uncovered head). It has to be glued (not stapled) on the application form.
3. **VISA FEE:** Paid at BLS on the day of submission.
4. **PASSPORTS:** Original and photocopy of ALL PAGES of valid passport and previous passports. The present passport should be valid for at least the whole intended stay in Spain (1 year recommended). GD copy in case of any lost passport.
5. **ID CARD:** For applicants over 18, copy of national ID card (smart card).
6. **BIRTH CERTIFICATE:** Original birth certificate issued by the registrar's office in English.
7. **HEALTH INSURANCE:** Public or private health insurance, arranged with an insurance company authorized to operate in Spain that covers the entire period of stay and all types of healthcare without limitations with the same benefits as the Social Security system.
8. **ACCEPTANCE LETTER:** Acceptance letter (original letter, both in **Spanish** and **English**, addressed to the Embassy of Spain) issue by the University/School stating the name of the course, class time as well as the opening and the end dates of the course.
9. **STUDIES PROGRAM:** Complete program including: subjects, credits, length (starting and finishing dates), and name of the Certificate/Grade you will obtain at the end of your studies.
10. **FEES:** University/school letter confirming the receipt of the admission fees and enrolment as a full-time student specifying the amount paid for the Registration Fees and the Total Fees for the complete course. A bank receipt including the payment by the student must also be submitted. For beneficiaries of a scholarship: documentary evidence of the amount of the scholarship they have been awarded and details of the covered expenses.
11. **ACCOMODATION:** Documentation that justifies the proof of accommodation during the stay in Spain, in which the address is indicated.
12. **ACCREDITATION OF PROFESSION:** Employers statement specifying the dates of vacation and/or leave (if applicable).
13. **EDUCATIONAL CERTIFICATES:** Original and photocopy of certificates proving Educational level.
14. **LANGUAGE PROFICIENCY CERTIFICATE:** Original and photocopy of a certificate of language proficiency (if applicant has one).

15. **ECONOMIC MEANS:** In order to prove that the applicant has the funds/means to defray the costs of stay and return, he/she must provide:
- 1)Copy of passport /ID of the sponsor.
 - 2)Proof of family relationship with the sponsor.
 - 3)Letter of guarantee/affidavit of support from the sponsor.
 - 4)Bank account statement of sponsor (at least 6 months).
 - 5)Two years Income Tax Certificate and Income Tax Return slip from the sponsor.
 - 6)Company certificate from sponsor and salary slip of the previous 6 months (If applicable).
16. **POLICE CLEARANCE CERTIFICATE:** For applicants who are over 16: Original and photocopy of Police Clearance Certificate issued by each country in which you have had your residence during the last 5 years, duly legalized. In Bangladesh, the document is issued by the Ministry of Home Affairs (with picture) and must be legalized by ministry of Foreign Affairs (MOFA) and afterwards translated into Spanish language. Only certificates which have been issued 1 year before the visa application are admissible.
17. **HEALTH CERTIFICATE:** Original and photocopy of a medical Certificate issued by a Bangladeshi hospital stating the applicant is “not suffering any of the diseases that may have serious public health impact listed in the International Health Regulations 2005.”
18. **MARRIAGE CERTIFICATE AND “NIKAH NAMA”:** In case applicant is married, original and copy of marriage certificate and Nikah Nama issued by the registrar of marriage and divorce, in English and Bengali.
19. **EXPLANATION LETTER:** In case of being unable to submit any of the required documents, separate explanation letter for each of those missing documents, translated into Spanish.

IMPORTANT NOTICE

- All **certificates** must be **legalized by the relevant Ministry of Foreign Affairs (MOFA)** less than **six months** (except 1 year for Police Clearance) before submission of the application and afterwards **translated into Spanish language**.
- The whole file must be in A4 format - one side- in order to be properly scanned, a full set of photocopies must accompany the application.
- Documents should be submitted in the same order as in this requirement list.
- Please, note that during the examination of a visa application, some additional documents may be requested in order to determine that all requirements to obtain the visa are met. In some cases, a personal interview with the applicant may also be requested.
- Applications with false or untrue documents will be refused.
- A Spanish translation of all submitted documents is required in accordance to the provisions of Article 15 of the Act 39/2015, 01st October, that regulates Spanish Common Administrative Procedures of Public Administration. Translation from English into Spanish is to be done by an authorized Translator (Traductor autorizado).
- Please, note that compliance of the above-mentioned conditions does not automatically guarantee the visa issuance.
- Also note that after receipt of the visa the Authorities may refuse entry into Schengen Area upon arrival. In such cases, the Embassy of Spain accepts no liability.

FOR SUBMISSION OF APPLICATIONS (no appointment needed):

Spain Visa Application Centre,Dhaka

BLS solutions (Pvt.) Limited 2nd floor,
Concord Niharika Tower, Plot-138, Road-4,
Block-C, Banani, Dhaka-1213 (Bangladesh)

Long Term-Visa (RFK) Appointment:
+8801609208089 (Sun-Thu) – (14:00 – 15:30) hrs
BLS Helpline: +8801609208089 (9:00-16:00) hrs
BLS E-mail: info.dac@blshelpline.com
Website: <https://bgd.blsspainvisa.com>

Timings

Passport Collection time: 14:00 to 15:00 hrs (Sunday – Thursday)
Flexi Hours: 09:00 to 13:00 and 16:00 to 17:00 hrs
Submission Time 09:00 to 13:00 hrs
Submission Time 09:00 to 13:00 hrs (Sunday – Wednesday)
Prime Time: 13:00 to 15:00 hrs (Sunday to Wednesday)
Information: 14:00 to 16:00 hrs (Sunday – Thursday)