

❖ AIRPORT TRANSIT VISA

❖ BUSINESS VISA

❖ DIPLOMATIC AND OFFICIAL PASSPORT VISA

❖ EU-EEA-Swiss family member

❖ SEAFARERS VISA

❖ STUDY VISA- UP TO 90 DAYS

❖ TOURIST-PRIVATE VISA



## **AIRPORT TRANSIT VISA**

*If you are from India or Sri Lanka and you are flying with a layover in Spain, you will be required to hold an airport transit or uniform visa, depending on the conditions stated below. Please note that airport transit visa only allows you to stay at the international transit area of the airport. The only airport in Spain where you will need to leave the international transit area to continue your trip is Madrid Barajas Adolfo Suárez airport in case that you arrive through terminals T1, T2 or T3 and you exit through T4 or T4S or vice versa. Likewise, if you are flying from Spain to another layover airport within the Schengen Space, you will need to exit the international transit area. In both cases, you should apply for a uniform (tourist, business or student) visa.*

*The following categories of Indian citizens are exempted from airport transit visa: a) holders of a valid uniform visa, national long stay visa or residence permit issued by a Schengen Member State; b) holders of a valid visa issued by Bulgaria, Croatia, Cyprus, Romania, Liechtenstein, Ireland or the United Kingdom, as well as Canada, Japan or the United States of America traveling directly to those countries or when they return from those countries after having used the visa; c) holders of a valid residence permit issued by Ireland or the United Kingdom, as well as by Andorra, Canada, Japan, San Marino or the United States of America guaranteeing the holder's unconditional readmission; d) family members of citizens of the Union covered by Directive 2004/38/EC; e) holders of diplomatic or official passports; f) flight crew members who are nationals of a contracting Party to the Chicago Convention on International Civil Aviation.*

*These are the documents required to submit a Schengen visa application for airport transit. Please note that the Embassy may contact you later on and request additional information. When submitting an application, both a consular and a BLS fee must be paid.*

*Back to back pages are preferred. Do not staple any documents and refrain from providing documents other than those mentioned here-below.*

### **DOCUMENTATION REQUESTED**

#### **Basic documents**

- One application form for a Schengen visa duly completed (full postal address, email address and telephone should not be omitted), dated and signed in blue ink by the applicant or both parents if a minor. One photograph not older than 6 months of the applicant, 35-45 mm and on a white background, should be affixed on the application form.
- In case of minors applying alone or not with both parents, the application must include a notarized authorization letter signed by both parents. The parent who is not present at the moment of the application must submit as a proof of the signature a notarized copy of the passports or PAN cards or driving license.
- Passport of the applicant with at least two blank pages, valid for at least three months after the duration of the anticipated stay and issued in the last ten (10) years. Old passports can also be included. If there is any visa refusal in the latest 2 years, please provide the refusal notice or a written explanation about the reasons.
- One copy of the pages of the passport with biographic data (in the case of an Indian passport, at the beginning and the end).
- If the applicant is not a national of India or Sri Lanka, evidence of his/her legal residence in any of these countries (residence permit).

#### **Details of the trip**

- Cover letter (account of the purpose of the visit).
- Flight bookings (roundtrip). It is advisable not to buy the air ticket until the visa has been granted.
- Visas for the intended itinerary, if applicable.

#### **Evidence of economic means**

- Original, stamped and signed bank statements of the applicant and sponsor (if any) of the last six months. Original, signed letter by the sponsor detailing the concepts/amount to be covered and proof of the relationship of the sponsor with the applicant must be submitted, if relevant.
- Income tax returns (ITR-V or Form 16) for the last two years.
- Salary slips for last three months, when available.
- Title of property in Spain, pension slips or proof of deposits, when relevant.



## **BUSINESS/FAIRS/CONFERENCES/SPORTS EVENTS**

*These are the documents required to submit a Schengen visa application for business purposes. Please note that the Embassy may contact you later on and request additional information.*

*Back to back pages are preferred. Do not staple any documents and refrain from providing documents other than those mentioned here-below. When submitting an application, both a consular and a BLS fee must be paid. Please remember that you should apply for a Spanish Schengen visa if Spain is the sole or the main destination of your visit.*

*Applications for a Schengen visa of family members of a citizen of the EU, EEA or Switzerland enjoy preferential treatment.*

### **Basic documents**

- One application form for a Schengen visa duly completed (full postal address, email address and telephone should not be omitted), dated and signed in blue ink by the applicant or both parents if a minor. One photograph not older than 6 months of the applicant, 35-45 mm and on a white background, should be affixed on the application form.
- In case of minors applying alone or not with both parents, the application must include a notarized authorization letter signed by both parents. The parent who is not present at the moment of the application must submit as a proof of the signature a notarized copy of the passports or PAN cards or driving license.
- Passport of the applicant with at least two blank pages, valid for at least three months after the duration of the anticipated stay and issued in the last ten (10) years. Old passports can also be included. If there is any visa refusal in the latest 2 years, please provide the refusal notice or a written explanation about the reasons.
- One copy of the pages of the passport with biographic data (in the case of an Indian passport, at the beginning and the end).
- Proof of travel insurance with a minimum coverage of 30,000 Euros to cover any expense which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment. The insurance must be valid throughout the territory of the Schengen States and during the entire period of stay.
- If the applicant is not a national of India, Sri Lanka, Bhutan, Nepal or the Maldives, evidence of his/her legal residence in any of these countries (residence permit).

### **Details of the trip**

- Cover letter (account of the purpose of the visit).
- Flight bookings (roundtrip). It is advisable not to buy the air ticket until the visa has been granted.
- Hotel accommodation for the duration of the stay.

### **Evidence of economic means**

- Original, stamped and signed bank statements of the applicant and sponsor (if any) of the last six months. Original, signed letter by the sponsor detailing the concepts/amount to be covered and proof of the relationship of the sponsor with the applicant must be submitted, if relevant.
- Income tax returns (ITR-V or Form 16) for the last two years of the applicant and sponsor, if applicable.
- Salary slips for last three months, when available.
- Title of property in Spain, pension slips or proof of deposits, if relevant.

### **For business meetings**

- Original invitation letter from the Spain-based company/companies. Written in Spanish, the letter should refer to the purpose of the visit and, the existing commercial relationship with the applicant. His/her name, passport number and envisaged travel dates should also be mentioned.

### **For participation in conferences, business fairs or sports events**

- Original letter of invitation from the organizers. The letter must clearly mention the name and passport number of the applicant, duration of the event, whether the expenses of the travel and accommodation shall be paid by the applicant or by the organizers, and involvement of the applicant in the event.
- In case of corporate participation, also a cover letter of the applicants' company. The letter should mention the names of its employees travelling to Spain.



## **COURTESY VISA**

### **(Diplomatic/official passports)**

*These are the documents required to submit a Schengen visa application for holders of a diplomatic/official passport. Please note that the Embassy may contact you later on and request additional information.*

*If you have an Indian diplomatic passport, please note that you do not need a visa.*

*Holders of a diplomatic/official passport must submit their Schengen visa application at the Embassy of Spain in India, with prior appointment through the following email: [emb.nuevadelhi.vis@maec.es](mailto:emb.nuevadelhi.vis@maec.es)*

*Please remember that you should apply for a Spanish Schengen visa if Spain is the sole or the main destination of your visit.*

*Back to back pages are preferred. Do not staple any documents and refrain from providing documents other than those mentioned here-below.*

#### **Basic documents**

- One application form for a Schengen visa duly completed (full postal address, email address and telephone should not be omitted), dated and signed in blue ink by the applicant or both parents if a minor. One photograph not older than 6 months of the applicant, 35-45 mm and on a white background should be affixed on the application form.
- Diplomatic/official passport of the applicant with at least two blank pages, valid for at least three months after the duration of the anticipated stay and issued in the last ten (10) years. Old passports can also be included. If there is any visa refusal in the latest 2 years, please provide the refusal notice or a written explanation about the reasons.
- One copy of the pages of the passport with biographic data (in the case of an Indian passport, at the beginning and the end).
- In case of minors applying alone or not with both parents, the application must include a notarized authorization letter signed by both parents. The parent who is not present at the moment of the application must submit as a proof of the signature a notarized copy of the passports or PAN cards or driving license.
- Note Verbale* issued by the Ministry of External Affairs or the Diplomatic Mission of the country in India, Sri Lanka, Nepal, Maldives or Bhutan clearly stating the purpose of the visit to Spain, travel dates and duration of the envisaged stay in Spain
- A copy of that note verbale.
- If the applicant is not a national of India, Sri Lanka, Bhutan, Nepal or the Maldives, evidence of his/her legal residence in any of these countries (residence permit).
- If relevant, authorization in favor of a representative to submit the visa application and collect the passport on behalf of the applicant. The authorization must be signed in original by the holder of the diplomatic/official passport. The representative should carry a valid identification when submitting the visa application and collecting the passport.



## **EUROPEAN UNION/ EUROPEAN ECONOMIC AREA/SWITZERLAND FAMILY MEMBER VISA**

*These are the documents required, alongside a Schengen visa application, to core family members of a citizen of the European Union, the European Economic Area (EEA) -Norway, Iceland and Liechtenstein- and Switzerland who envisage a trip to Spain with them or to join them. Core family members are:*

- a) the spouse;*
- b) the partner with whom the EU citizen has contracted a registered partnership, on the basis of the legislation of any Member State, if the legislation of the host Member State treats registered partnership as equivalent to marriage;*
- c) children who are under the age of 21 or are dependant as well as those of the spouse or partner as defined above; or*
- d) the dependant parents and those of the spouse or partner as defined above.*

*Please note that the Embassy may contact you later on and request additional information.*

*Relatives of EU/EEA/Swiss citizens can submit their Schengen visa application at the Embassy of Spain in India, with prior appointment through the following email: [emb.nuevadelhi.vis@maec.es](mailto:emb.nuevadelhi.vis@maec.es)*

*Visas for relatives of citizens of the European Union, States that are part of the European Economic Area and Switzerland are free of charge. The processing of these visas will have preferential status.*

*Please remember that you should apply for a Spanish Schengen visa if Spain is the sole or the main destination of your visit.*

*Back to back pages are preferred. Do not staple any documents and refrain from providing documents other than those mentioned here-below.*

### **Documents**

- One application form for a Schengen visa duly completed (full postal address, email address and telephone should not be omitted), dated and signed in blue ink by the applicant or both parents if a minor. One photograph not older than 6 months of the applicant, 35-45 mm and on a white background, should be affixed on the application form.
- In case of minors applying alone or not with both parents, the application must include a notarized authorization letter signed by both parents. The parent who is not present at the moment of the application must submit as a proof of the signature a notarized copy of the passports or PAN cards or driving license.
- Passport of the applicant with at least two blank pages, valid for at least three months after the duration of the anticipated stay and issued in the last ten (10) years. Old passports can also be included. If there is any visa refusal in the latest 2 years, please provide the refusal notice or a written explanation about the reasons.
- One copy of the pages of the passport with biographic data (in the case of an Indian passport, at the beginning and the end).
- Copy of the passport of the EU/EEA/Swiss citizen (or also DNI, if he/she is Spanish) attested by notary public. The EU/EEA/Swiss citizen can also accompany the applicant and produce his/her original passport or Spanish DNI.
- Proof that the applicant is traveling with an EU/EEA/Swiss citizen or joining her/him in Spain (e.g. flight tickets or attested letter by notary public by the EU/EEA/Swiss citizen or *Carta de invitación* of the Spanish National Police).
- Evidence of the family relationship: legalized/apostilled birth, marriage or legal partnership certificate, as applicable, issued not earlier than 3 months. Only certificates issued by the Spanish Civil Registry will be accepted of evidence of a marriage with a Spanish national.
- Evidence of dependency (i.e. disabilities, health issues, economic or others), if parents or children above 21.
- If the applicant is not a national of India, Sri Lanka, Bhutan, Nepal or the Maldives, evidence of his/her legal residence in any of these countries (residence permit).



## **VISA FOR NON-EU SEAMEN WHO INTEND TO ENTER SPAIN TO BOARD NON-SPANISH SHIPS**

*These are the documents required, alongside their Schengen visa application, to seamen who envisage a trip to Spain to work in a non-Spanish ship. Please note that the Embassy may contact you later on and request additional information.*

*Back to back pages are preferred. Do not staple any documents and refrain from providing documents other than those mentioned here-below.*

*When submitting an application, both a consular and a BLS fee must be paid.*

### **Documents**

- One application form for a Schengen visa duly completed (full postal address, email address and telephone should not be omitted), dated and signed in blue ink by the applicant. One photograph not older than 6 months of the applicant, 35-45 mm and on a white background, should be affixed on the application form.
- Passport of the applicant with at least two blank pages, valid for at least three months after the duration of the anticipated stay and issued in the last ten (10) years. Old passports can also be included. If there is any visa refusal in the latest 2 years, please provide the refusal notice or a written explanation about the reasons.
- One copy of the pages of the passport with biographic data (in the case of an Indian passport, at the beginning and the end).
- Seaman's passbook (continuous certificate of discharge in India)
- Letter of employment
- Flight bookings. It is advisable not to buy the air ticket until the visa has been granted.
- If the applicant is not a national of India, Sri Lanka, Bhutan, Nepal or the Maldives, evidence of his/her legal residence in any of these countries (residence permit).
- A letter of invitation from the Spanish maritime agency (ship owner, agent or consignee of the ship) with the following information should be included:
  - o name and surname of the seaman
  - o date and place of birth
  - o nationality, passport number, date of issue and period of validity
  - o seaman's passbook number, date of issue and period of validity
  - o job position on the ship on which he will board (if there are various seamen this information should be included in a list, signed and stamped and attached to the letter of invitation)
  - o date and port of entry in Spain
  - o name of ship
  - o flag of ship
  - o port of boarding in Spain
  - o duration of the stay on board
  - o port of disembarkation
  - o date of return to the country of origin
  - o travel itinerary to Spain and return to country of origin
  - o name and address of the agency responsible for the crew member in country of origin as well as agency responsible for the crew member in Schengen State.
- Proof of travel insurance with a minimum coverage of 30,000 Euros to cover any expense which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment. The insurance must be valid throughout the territory of the Schengen States and during the entire period of stay.

The applicant should take the adequate steps to ensure that the Embassy receives the Schengen application form for crew members who need a visa (Annex IX of the Regulation (EC) 810/2009) issued, filled and stamped by the competent Spanish seaport authorities.



## **STUDY - UP TO 90 DAYS**

*These are the documents required to submit a Schengen visa application for the purpose of studying in Spain for up to 90 days. Please note that the Embassy may contact you later on and request additional information.*

*Back to back pages are preferred. Do not staple any documents and refrain from providing documents other than those mentioned here-below.*

*When submitting an application, both a consular and a BLS fee must be paid.*

### **Basic documents**

- One application form for a Schengen visa duly completed (full postal address, email address and telephone should not be omitted), dated and signed in blue ink by the applicant or both parents if a minor. One photograph not older than 6 months of the applicant, 35-45 mm and on a white background, should be affixed on the application form.
- In case of minors applying alone or not with both parents, the application must include a notarized authorization letter signed by both parents. The parent who is not present at the moment of the application must submit as a proof of the signature a notarized copy of the passports or PAN cards or driving license.
- Passport of the applicant with at least two blank pages, valid for at least three months after the duration of the anticipated stay and issued in the last ten (10) years. Old passports can also be included. If there is any visa refusal in the latest 2 years, please provide the refusal notice or a written explanation about the reasons.
- One copy of the pages of the passport with biographic data (in the case of an Indian passport, at the beginning and the end).
- If the applicant is not a national of India, Sri Lanka, Bhutan, Nepal or the Maldives, evidence of his/her legal residence in any of these countries (residence permit).
- Proof of travel insurance with a minimum coverage of 30,000 Euros to cover any expense which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment. The insurance must be valid throughout the territory of the Schengen States and during the entire period of stay.
- Copy of previous academic records.
- Original or electronically certified letter from an officially recognized Spanish educational establishment (indication of contact details of the center, study programme and dates of beginning and end of course)
- A copy of the previous document

### **Details of the trip**

- Cover letter (account of the purpose of the visit).
- Flight bookings (roundtrip). It is advisable not to buy the air ticket until the visa has been granted.
- Evidence of accommodation for the duration of the stay.

### **Evidence of economic means**

- Original, stamped and signed bank statements of the applicant and sponsor (if any) of the last six months. Original, signed letter by the sponsor detailing the concepts/amount to be covered and proof of the relationship of the sponsor with the applicant must be submitted, if relevant.
- Income tax returns (ITR-V or Form 16) for the last two years of the applicant and sponsor, if applicable.
- Salary slips for last three months, when available.
- Pension slips or proof of deposits, if relevant.



## **TOURISM/PRIVATE VISIT**

*These are the documents required to submit a Schengen visa application for tourist purposes. Please note that the Embassy may contact you later on and request additional information.*

*When submitting an application, both a consular and a BLS fee must be paid.*

*Please remember that you should apply for a Spanish Schengen visa if Spain is the sole or the main destination of your visit.*

*Back to back pages are preferred. Do not staple any documents and refrain from providing documents other than those mentioned here-below.*

### **Basic documents**

- One application form for a Schengen visa duly completed (full postal address, email address and telephone should not be omitted), dated and signed in blue ink by the applicant or both parents if a minor. One photograph not older than 6 months of the applicant, 35-45 mm and on a white background, should be affixed on the application form.
- In case of minors applying alone or not with both parents, the application must include a notarized authorization letter signed by both parents. The parent who is not present at the moment of the application must submit as a proof of the signature a notarized copy of the passports or PAN cards or driving license.
- Passport of the applicant with at least two blank pages, valid for at least three months after the duration of the anticipated stay and issued in the last ten (10) years. Old passports can also be included. If there is any visa refusal in the latest 2 years, please provide the refusal notice or a written explanation about the reasons.
- One copy of the pages of the passport with biographic data (in the case of an Indian passport, at the beginning and the end).
- If the applicant is not a national of India, Sri Lanka, Bhutan, Nepal or the Maldives, evidence of his/her legal residence in any of these countries (residence permit).
- Proof of travel insurance with a minimum coverage of 30,000 Euros to cover any expense which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment. The insurance must be valid throughout the territory of the Schengen States and during the entire period of stay.

### **Details of the trip**

- Cover letter (account of the purpose of the visit).
- Flight bookings (roundtrip). It is advisable not to buy the air ticket until the visa has been granted.
- Hotel accommodation for the duration of the stay or, if you are visiting family or friends in Spain, an invitation letter from the resident in Spain issued by the Spanish national police.

### **Evidence of economic means**

- Original, stamped and signed bank statements of the applicant and sponsor (if any) of the last six months. Original, signed letter by the sponsor detailing the concepts/amount to be covered and proof of the relationship of the sponsor with the applicant must be submitted, if relevant.
- Income tax returns (ITR-V or Form 16) for the last two years.
- Salary slips for last three months, when available.
- Title of property in Spain, pension slips or proof of deposits, when relevant.