

APPLYING FOR A SCHENGEN VISA

The working hours for visa applications are from 09:00 A.M. until 13:30 P.M, from Monday to Thursday and the address of the Consular Section is Str. Louis Blanc, nr. 3; Sector 1. Bucharest.

We inform you that a visa application must be submitted between 6 months and **at least 15 days before the scheduled date of travel.**

The visa application shall be decided on within 15 calendar days of the date of the lodging of your application in our Consular Section. That period may be extended up to a maximum of 45 calendar days in individual cases.

We inform you that family members of Romanian/EU citizens holding a valid residence permit as a family member of a Romanian/EU citizen are exempted from the visa requirement under the provisions of Royal Decree 1161/2009 of 10 July 2009, if the country of destination is Spain and if they travel there by direct flight, without stopover (if this is your situation, please contact us for more details).

REQUIREMENTS

1. **Personal presence of the applicant in the Consular Section when making the request** (the applicant's facial image and fingerprints will be captured during the visa application procedure).
2. **The applicant must fill in each field of the official application form and sign it. If the applicant is a minor, one of their parents must sign the application.**
3. **Photograph.** A recent, passport-size, color photograph, taken against a light background, facing forward, without dark or reflective glasses, or any garments concealing the oval of the face.
4. **Valid passport.** Original and a photocopy of the page or pages of the passport that contain biometric data. The passport must be valid for at least 3 months beyond the planned departure date from the Schengen territory. It must also contain at least two blank pages. Passports issued more than 10 years ago will not be accepted.
5. **Residence permit in Romania or Republic of Moldova** (original and photocopy).
6. **Travel medical insurance.** The insurance must cover the costs of repatriation for medical reasons or death, as well as for urgent healthcare and/or emergency hospital treatment for the entire stay and throughout the **Schengen area**. Coverage must be of at least **€30,000** or its equivalent in local currency. If the application is for a multiple entry visa, the medical insurance must be valid for the first planned entry. The applicant must commit to purchasing insurance for future trips.
7. **Documents corroborating the purpose of travel and the specifics of the stay, financial means that the visa applicant has, as well as the intention of the visa applicant to leave the Schengen area before the visa expires:**
 - a. **Proof of sufficient financial means.** For 2023, the amount of **108 euros per person per day**, or its equivalent in foreign currency, must be accredited and must be multiplied both by the number of days spent in Spain and by the number of people traveling on the expenses of the applicant. However,

regardless of the duration of stay in Spain, **the accredited amount may not be less than 972 euros per person** (or its equivalent in foreign currency).

- b. **Return ticket reservation (airplane or bus) with the name of the applicant.** If you are travelling by car, documentation and insurance for the vehicle is required, as well as booking hotels in the countries where you decide to make a stop on your way to Spain.
- c. **Hotel reservation** or official Letter of Invitation issued by the local Foreigner Police office in Spain from a family member or friend who resides in Spain.

Applicants who are under 18 years of age must submit a notarized authorization letter from their parents or legal guardians along with the birth certificates (translated into Spanish), also other family members who are financially dependent on one of the visa applicants must present documents proving the family link (marriage certificate with the correspondent translation into Spanish).

- 8. **Evidence concerning the activity.** According to applicant's profession and/or activity, the following additional documents must be provided:
 - a. **As an employee:** work contract and certificate from the employer where must be the period of holiday specified; and six of the most recent payslips.
 - b. **As a seaman:** seaman's book, employment or collaboration contract, letter of invitation from a Spanish shipping agency.
 - c. **As student:** certificate issued by the school that you are enrolled in the current academic year, reliable and verifiable evidence of the source of economic means, notarised consent from parents or legal guardians if the applicant is a minor.
 - d. **As businessman/businesswoman/company owner:** invitation letter from a business partner in Spain, evidence of business relationship with Spain (if applicable), company registration certificate (CUI), company's articles of association (*Actul constitutiv si certificat constatator*).
 - e. **As athletes (for sport activities or competitions):** invitation letter from the club or from the Spanish sports federation, programme of the activities or competitions, work contract as athlete (*legitimatie de sportiv*).
 - f. **As artist or for cultural activities:** programme of activity and proof of funding, the participant's CV, contract for the provision of services where the cultural activity is carried out for profit.
 - g. **For medical reasons:** an appointment with the doctor from the clinic in Spain who will examine you. To justify the medical purpose of your trip, you need to present all the documents from the medical file translated into Spanish and the invitation letter with the appointment from the clinic in Spain with the doctor's signature and stamp, as well as the medical practice authorization number (*número de colegiado*).
 - h. **For study reasons:** study stays of less than 90 days do not require a study visa. Depending on the applicant's nationality, a short-stay visa (Schengen visa) may be required. Among the general requirements are: **proof of acceptance for the study, training or volunteer activity or internship (for less than 90 days) in Spain, medical travel insurance and accommodation for all the days you will spend in Spain for study reasons.** For the rest of the requirements, please, see the points 1 through 7 of the list above.
- 9. **Payment of the visa fee (not refunded if the visa is refused).** The general amount of the visa fee is **394 LEI (you have to pay cash and in Romanian currency)**. For children aged between 6 and 11 (inclusive) the fee is 197 LEI. Children under the age of 6 are exempt from paying the Schengen visa fee.