LIST OF REQUIREMENTS IN ORDER TO APPLY FOR SCHENGEN VISA

IMPORTANT NOTICE

1. Applications shall be lodged no more than three months before the start of the intended visit. Only applicants for long stay national visas, UE family members; persons on official trips; holders of diplomatic passports are eligible to apply for a visa at Spanish consular offices. Everybody else must address hers/himself to BLS centres.

2. The appointment to lodge an application shall take place two weeks from the date when the appointment was requested. Unfortunately no exceptions will be made.

3. The Spain Visa Application Centre performs front desk functions and checklist management. It does not evaluate the contents of the documentation produced by the applicants neither gives advice on those contents, which are the only responsibility of the applicant.

4. Applications shall be decided on within 15 calendar days of the date of the lodging of an application. That period may be extended up to a maximum of 45 calendar days in individual cases, notably when further scrutiny of the application is needed or in cases of representation where the authorities of the represented Member State are consulted.

5. Where to lodge an application:

BLS CENTERS IN CAPE TOWN OR DURBAN: Only residents in the provinces of Northern, Eastern, Western Cape, KwaZulu-Natal.

BLS CENTER IN PRETORIA: Only residents in Limpopo, Gauteng, Mpumalanga, North West, Free State and Lesotho.

Supporting documents must be in Spanish or English, except when specifically required, though the Embassy/Consulate General may request translations into Spanish.

In case of groups or families, each applicant must have his/her own set of documents.

Documents should be submitted in the following order:

DOCUMENTATION REQUIRED FOR ALL PURPOSES

1. **One Spanish Schengen visa application form (fully completed, dated and signed).**

2. **Passport (original):**
    a. Valid at least 3 months beyond the stay in the Schengen area.
    b. Issued with maximum of 10 years of validity.
    c. With at least 2 blank pages.
    d. Copy of the passport.(only the biometric page).
    e. If the applicant has prior Schengen visas granted the last three years, a certified copy of them must be submitted in order to be taken into account.

3. **Photograph:**
    a. 1 recent color photograph; size: 4.5cmx3.5 cm.
    b. Not more than 6 months old.
    c. With white background.
    d. Acceptable format involves visibly showing facial characteristics of the applicant, from the tip of the chin to the top of the head, counting both, left and right, sides of the face, while the face is positioned in the center of the photo. Both ears must be shown.

4. **Proof of residence in South Africa.**

5. **Itinerary:**
    a. Trip to Spain drawn up by applicant entailing details on:
        ✓ Dates of trip.
        ✓ Entries and exit from each Schengen state.
        ✓ Amount of days in each country and total amount in Schengen states.

6. **Means of transport:**
    a. Booking of flight ticket/train ticket/ferry ticket booked according to passport showing Spain as the main destination, reservations are accepted.
    b. Movement between/inside the Schengen states must be shown (flights, car hire, train bookings).

7. **Accommodation** for entire period of the stay in Schengen territory must be presented in:
    a. Hotel booking/reservation, time sharing booking (with name of applicant on it or explanation on who the person has booked is).
    b. Tours and cruises need to come with the full paid invoice.
    c. In case of private invitation, host invitation from Spanish Nationals or foreign residents in Spain. The original letter of invitation issued by Spanish National Police. It is available at any Spanish National Police Station.
    d. When payment has been made for private accommodation (villa, house, apartment), the owner must provide a copy of his passport and proof of ownership (property ownership or leasing).

8. **Medical Travel Insurance:**
    a. Travel insurance certificate issued by insurance company as per the EU guidelines.
    b. Name of beneficiary (according to passport), validity, and schedule of benefit and amount covered. Medical repatriation expenses must be included.
    c. Insurance must cover assistance in the Schengen area not “reimbursement” and a coverage minimum of 30.000 €.

9. **Letter of employment**
    a. Provide a signed original letter of employment stating salary/annual cost to company and date of employment inception. and certified copy of last three month payslips.
    b. Self-employment (directors, CEO, Board Members): proof of company registration /commercial license and latest VAT certificate or Tax clearance certidicate.
    c. Pensioner/retired applicants should provide proof of pensioner ship.
    d. If student, letter from the school/university confirming attendance (enrolment letter not accepted).

10. **Proof of economic means:**
    a. Present, not older than one week, original last 3 months bank statements savings, cheque, credit card account etc.), salary reflected on them if it is applicable (credit card and investments account do not exempt from transactional. **Statements must be in English or Spanish only,** stamped by the bank with original stamp**.** Expenses covered by the company do not exempt from personal bank statements.
    b. 118 Euros per day per person (check rate currency), with a minimum balance of 1.065 Euros reflecting on the bank statement regardless of a number of days intended to stay. If travelling for 10 or more days, a balance of 118 Euros X number of days (e.g. travelling for 12 days: 118x12 =1416 Euros) is required.
    c. Purchase of foreign exchange will be taken into consideration.
    d. If sponsored by direct relatives, a certified letter signed by them and their proof of economic means as per this point 10. Other sponsorships will be considered by the Embassy/Consulate General on a case by case basis.
    e. When using companies´ bank statements, and it only will be accepted as a proof of financial means when the applicant is the owner, the proof of the company registration confirming the business and name of owner (commercial license and latest VAT certificate/tax clearance) must be submitted.
    f. If no bank account, provide affidavit explaining the same.
    g. Bank statements with overdraft balance will not be accepted as proof of financial means

11. **For minor applicants:**
    a. Certified copy **by Commissioner of Oaths** of the full or unabridged birth certificate. The unabridged birth certificate is needed even if both parents are travelling with the minor(s).
    b. In case the minor is travelling alone, with one or both parents, a certified copy of Home Affairs consent letter from both parents/legal guardian originally signed before commissioner of Oaths with the full or unabridged certificate is required.
    c. Certified copy by Commissioner of Oaths of parents ID or passport.
    d. The visa fee will be waived for children under six years.
    e. If applicable, valid visas of parents when they are travelling with the minor.
    f. Application form must be signed by both parents
    e. Letter from the school/university confirming attendance (enrolment letter not accepted).

ADDITIONAL DOCUMENTATION REQUIRED FOR SPECIFIC PURPOSES

1. **Studies in Spain up to 90 days:**
    a. Admission to a teaching institution, public or private, officially recognized by the Spanish authorities.

2. **Business/Professional Trips/Conference:**
    a. Letter of invitation from the Host Company or Authority in Spain, stating purpose, date and relation with the invited company/person. The invitation must be signed by the person inviting and give contact details of the company/person inviting. The letter must be written in Spanish if addressed to the Consulate.
    b. Original letter of SA company confirming purpose of trip, dates, relation with the Spanish company and applicant's employment status. Must be signed. List of participants if applicable
    c. Proof of registration with organizer of conference or fair.

3. **Incentives, Sponsored trips**
    a. Letter of justification of the company and SA partner/branch explaining the purpose of the visit
    b. List of the participants
    c. Applicants are not exempt to comply with the " DOCUMENTATION REQUIRED FOR ALL PURPOSES" even in case of sponsored, incentives or fully paid trips.

4. **For Camino pilgrims**
    a. Original Credentials of Confraternity of St. James.
    b. First and last day of accommodation (Confraternity of St. James Credentials holders are waived of this requirement).

ADDITIONAL DOCUMENTATION REQUIRED FOR NON SA NATIONAL

Non South African nationals (Must comply with the applicable previous requirements and with the following):

a. Certified copy **by Commissioner of Oaths** of Home Affairs document proving permanent residency or original passport with residency permit. For temporary residents, the residency must be at least for 6 months after the date of return.

b. Present, not older than one week, original last 6 months bank statements savings, cheque, credit card account etc.), salary reflected on them if it is applicable (credit card and investments account do not exempt from transactional. Statements must be stamped by the bank with original stamp. Expenses covered by the company do not exempt from personal bank statements.

c. Last 6 months pay slips.

DOCUMENTATION REQUIRED FOR FAMILY MEMBER OF A EEA/EU CITIZEN APPLICATION

Family member of a EEA/EU Citizen (only when travelling together with EU National or joining):

a. Documents on 1, 2, 3 and 5, and copies of flight bookings for both the applicant and the EU citizen.

b. Certificate of marriage or public document certifying marriage or partnership, not older than 4 months, and legalized (i.e The Hague Apostille), if not issued by an EU member state, and copy of it.

c. Certified copy by Commissioner of Oaths or EU embassy or consular office of the biometric page of the EU passport.

SEAMAN (APPLICATIONS SHOULD BE DECIDED WITH PRIORITY, THEY DO NOT NEED TO BE SUBMITTED 15 CALENDAR DAYS BEFORE THE TRIP)

Seaman (applications should be decided with priority, they do not need to be submitted 15 calendar days before the trip)

a. Submit 1, 2, 3, 4, 5, 6, 8, 9.

b. Continuous discharge Seaman´s book and copy of the same.

c. A letter from the shipping agents details:

- name and surnames;
- nationality;
- date and place of birth;
- passport and Seaman´s book details (number, date of issued and expiration);
- occupation;
- name and flag of the ship;
- date and airport of entry in Spain;
- Seaport of embarkation in Spain, length of stay of seafarers on the ship, seaport of landing of seafarers, date of return to the country of origin of seafarers, itinerary to be followed by seafarers to travel to Spain and to return to country of origin.

GROUPS

Groups: Special arrangements must be made with BLS International prior to the travel;

For groups of 15 -29 people, applications must be submitted 15 working days before the collection date. Groups of 30 people and bigger, applications must be submitted one month before the collection date.

a. 2 copies of a list in alphabetical order on the surname.

b. Classify the applications in sub-groups, according to the dates of travelling.

c. 1 application form per person.

d. 1 photo per person.

e. Passports: check point 2

f. All the passports must be organized in alphabetical order, with all the related documents inside each passport, in the same order for all the passengers.

g. Flight tickets, can be taken individually or collectively (in this case including all the names).

h. Travel insurance can be also taken individually or collectively for the group (in this case all the names must be stated in the policy).

i. Financial means: check point 9.

j. Letter of employment: check point 8.

k. Minors: check point 10.

l. A signed letter from the group host/sponsor confirming all the applicants and responsibility for the group.

m. School pupils, students and post graduate students accompanying teachers who undertake trips for the purpose of study or educational training: original letter of the school or organizing institution with all the names of students and teachers

IMPORTANT INFORMATION

Note: The above is not an exhaustive list of documentation. Applicant can be requested to submit additional documents or may be called for an interview (if required) by the Embassy or the Consulate General.

The visa fee, according to Schengen regulations, is non-refundable.

All original documents must always be accompanied by at least one photocopy of the same.

Note: It is not mandatory to apply personally if the fingerprints of the applicant are in the system; in that case, the applicant can also send any representative to submit the visa application.