

SPAIN VISA REQUIREMENTS

BUSINESS

- **Schengen visa application form (original and photocopy)**
- **Valid Passport** (with 3 month's validity from the end of intended stay, must contain two empty pages)
- **Previous passport's** (latest 2 old passports)
- **Photocopy of Bio page**
- **Previous visas and immigration stamps** (from the current and 2 old passports)
- **Two passport photos** (**35mm x 45mm**, passport-size, white background, with the present, same image and likeness)
- **Round trip flight booking confirmation** (we can provide)
- **Hotel booking confirmation** (we can provide)
- **Daily travel itinerary** (we can provide)
- **Travel Health Insurance** (Minimum coverage of **30,000 Euros**, must be recognized in all Schengen States, valid period of the insurance coverage must be for the duration of the intended stay)
- **If Single: Birth Certificate**
- **If Married: Birth Certificate and Marriage Contract**
- **For non-Filipino applicants:** Please present your **ACR, ICR valid** at least three months beyond the date of departure from the territory of the Schengen States (and 1 set of photocopies)

For Employees:

- **Original Employment Certificate** with leave of absence (must include applicant's position, date hired, salary, date of return to work)
- **Notarized Employment Contract**
- **Certificate of Social Security Contribution**
- **ITR**
- **Personal Original Bank Certificate** (must be addressed to the Embassy)
- **Bank Statements, Bank Books** (including the movements of account in at least the last 6 months)
- **Copy of company ID** (back-to-back)
- **Copy of PRC/IBP ID** (*if professional*)

For Company's Sponsorship:

- **Invitation Letter from the Company/Organization in Spain** (Name of invited person (including function), Purpose of the visit & activity, Name & position of the counter signing person, financial cover of the visit & short company profile, etc., Program of workshops and meetings to which has been invited to Registro Mercantil, (*if applicable*))
- **Endorsement Letter** (from the Philippine company containing details pertinent to the trip) (Purpose of the trip, Name of the Applicant, Length of stay, financial cover of the visit & short company profile, etc. Proof of agreement, business relationship and contracts with the Spanish company, Business Registration/commercial Registry of the employer, Economic solvency of the company: bank account with transaction history)
- **Guarantee Letter** (*must be notarized*)
- **Company's Bank Certificate** (must be addressed to the Embassy)
- **Company's Bank Statements** (at least 6 months transactions)
- **ITR**

Note:

- Please be advised all documents should be printed in A4 paper.
- Additional required documents may be asked to the applicant depending on the category of visa applying for.
- Please send us an email at documentations@inflightmenuph.com for queries and/or information in submitting the requirements.