

EMBASSY OF SPAIN SCHENGEN VISA CHECKLIST FOR NON QATARI CITIZENS

<u>TOURISM</u>		Y	N
1	Visa Application form filled out in English and signed by the applicant.		
2	2 recent photographs (passport size) with white background. No staples or glue. Pictures specifications: white background, good printing quality and resolution, full-face portrait, centered, with 4mm over the head and 8mm below the chin. Without head cover for male applicants		
3	Original passport. Valid for at least 3 months after the intended stay or the expiration date of the visa. The passport must contain at least 2 blank pages and it must have been issued within the past 10 years.		
4	Photocopy of the passport front page and all relevant pages containing previous Schengen visas issued within the past 5 years as well as immigration stamps.		
5	To Whom It May Concern Certificate: Issued through Metrash2 App (login to Metrash>>Residency>>Certificates>>To Whom It May Concern>>QID number)		
6	Original letter from the employer or sponsor in Qatar connoting: employment name, monthly salary, date of employment, length of contract, as well as purpose of the \visit and responsible for the expenses. The letter should be valid for 1 month from the application date.		
	The letter by the sponsor should include a guarantee of return and including the personal and contact details of the sponsor or the person responsible for the applicant, including mobile phone number translated into English.		
	For self-employed individuals: copy of the trading license and translation into English		
7	Detailed plan of the trip in English		
8	For minors (children under 18 years old), a letter giving permission to travel and supporting travel expenses, signed by both parents or legal guardian accompanied by the first page of their passport and those including previous visas to Spain.		
	Copy of birth certificate in English or translated into English.		
9	For Families: Copy of Marriage certificate in English or translated to English		
10	Original bank statement for the last 6 months from the application date with a closing balance sufficient to cover travel expenses. Stamped by the bank and in English or translated into English.		
11	Confirmed return flight reservation and Proof of accommodation for the entire duration of the trip (hotel reservations, rent, justification of property, etc.). - In case of private visits, original invitation letter issued by the Police in Spain. - In case of different Schengen destinations, provide accommodation for all.		
12	Travel insurance with a minimum coverage limit of €30,000 for the entire duration of the trip to cover any expense which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment.		
13	Identification: Qatar residence permit valid at least three months after the return date.		
<u>ADDITIONAL DOCUMENTS FOR BUSINESS</u>			
14	Business Invitation letter: Invitation of a company to assist to a meeting, conference or training.		
	Confirmed tickets in case of attending an exhibition or International Trade Show		
	In all cases the letter must explain the exact dates of the trip, duration and the responsible for all expense		

Declaration: I understand that the decision on whether to issue a visa, validity/type of visa, number of entries and duration of each stay will be decided by the Embassy of Spain. I have been informed that an application with incomplete/false/misleading set of documentation according to the above checklist may result in the refusal of a visa. I may be requested for a personal interview or to provide additional documentation.