

CHECKLIST

1. The passport or official travel document should be valid for at least six months longer than the validity of the visa applied for. The passport must have been issued within the last ten years with at least 2 Blank pages.
2. Non Qatari nationals must have a residence permit attached in the current valid passport.

DOCUMENTS REQUIRED:

1. Completed application form, duly signed by the applicant. You must answer all the questions, otherwise your application will not be accepted. Both legal guardians must sign the application of minors.
2. Photocopy of the national ID card (both sides).
3. A recent color passport size photo with white background, passport size (45 mm x 35 mm), full face and taken against a light background. Gents with uncovered head. It must be stuck with glue (not stapled) to the application form.
4. Photocopy (full page) of your biographical data and Qatar visa passport pages.
5. Photocopy (full page) of your individual medical insurance covering all costs that could arise as a result of emergency medical assistance, emergency hospitalization or medical repatriation. The insurance should cover costs of at least EUR 30,000 and be valid for the duration of the stay in all the Schengen countries.
6. Photocopy (full page) of your ticket booking and travel itinerary.
7. Documents certifying the availability of accommodation in Spain (hotel reservation or invitation letter by the Spanish police if staying with friends or relatives).
8. Personal bank statement original up to date (stamp from bank) for the last six months.
9. For Non Qatari nationals: Letter from the sponsor containing the following information: personal data, position, terms of employment and salary slip for last six months.
10. Copy of job contract or original salary certificate mentioning (Temporary or permanent), starting date of employment, monthly net salary including allowances, granted leave days, date and contact details.
11. Diplomatic and Special passports need a "Note verbal" from either the Ministry of Foreign Affairs or the Rulers Office for exemption of
12. children above 12 their presence is mandatory to do bio
13. **For Housekeepers ,Maids ,Nannies ,Workers...** ,a Sponsor's Salary certificate and a bank statement 6 months original, stamped from the bank with ID /Passport copy and valid visa if available ,cover letter (Stating the following: Name, Salary, Position, non objection to travel, granting the person to be back to Qatar) are needed.

For Children under 18 years old:

1. Parental authorization signed by parents authorizing the minor to travel (with or without parents).
2. Photocopy of father or mother's passport have to be attached to the authorization.
3. Letter from the parent's sponsor (if not Qatari) and parent's bank statement for the last six months.

Please note:

All documents should be presented in English or with a legalized Spanish translation. Any document submitted for the visa application will remain in our files.

An interview could be required at the Embassy

You may be asked to provide further information or documentary evidence in addition to the above guidelines

The mere submission of the listed documents does not guarantee the issuance of a visa. Individual assessments are made in every case. The Embassy of Spain does not provide any information on the status of a visa processing whether by phone or by mail.