

# **SPAIN VISA REQUIREMENTS:**



## **GENERAL REQUIREMENTS:**

- ✓ Duly filled out and signed Schengen visa application form (original & photocopy).
- ✓ 1 recently taken passport sized photo (not used in previous visas).
- ✓ Current passport with at least 2 blank pages / at least 6months valid upon return .
- ✓ **Proof of Travel:**
  - Copy of the roundtrip airline booking with Passenger Registration Number (or booking number) and travel itinerary.
  - Airline itinerary should cover your entry and exit to and from Spain and to all Schengen countries of destinations, including your exit and entry for Manila to Manila.

## **Ex. MANILA-LONDON-SCHENGEN-LONDON-MANILA**

- The ticket should prove that the stay in the Schengen area does not exceed 90 days. It is recommended not to buy the ticket until the visa is granted.
- ✓ **Proof of Travel medical Insurance coverage:**
  - From an accredited Insurance Company
  - The insurance must cover the entire period of intended stay, valid for all Schengen States and covering any expenses which may arise in connection with repatriation for medical reasons, urgent medical attention, emergency hospital treatment or death during the stay. Minimum coverage of 30,000.00 euros.
- ✓ **Proof of Accommodation**
  - Hotel confirmation or hotel voucher (To all Schengen states of destination)
  - Carta de invitation if you are staying in your relatives or friends, house in Spain
- ✓ If you are joining a cruise, please provides your booking certificate and the ship's itinerary.
- ✓ Any other land or tour arrangements
- ✓ Proof of financial means of the applicant. One or more of the following documents may be submitted:
  - Bank Certification and Bank Books
  - Recent Personal Bank Statement or Balance over the last (3) three months
  - Income Tax Return
  - International Credit Cards Statements atleast 3months valid.
  - Rental Income (if applicable)
- ✓ **Proof of Occupation**
  - **If employed:** Certification of Employment. Certification of Leave of Absence
  - **If self-employed:** DTI / SEC Registration of Business
  - Income Tax Return
  - Business Financial Statement
- ✓ **If minor travelling alone:**
  - Affidavit of Support & Consent of parents / legal guardian.
  - Photocopy of passport of parents/legal guardian.
  - Proof of Economic means of parents/legal guardian.
  - Birth Certificate of the minor (NSO)
  - DSWD Clearance



## **SPAIN VISA REQUIREMENTS:**

- ✓ **If travelling with Spouse and/or children:**
  - Marriage Contract
  - Birth Certificate of Children
- ✓ **For Spouse of EU nationals travelling with or meeting the EU citizen**
  - **Proof of Marriage:** Marriage Contract, Family Book, Marriage Certificate
  - Photocopy of the EU national's passport
  - If applicable, valid visa(s) for the country (ies) of destination after leaving the Schengen territory based on the planned itinerary.
- ✓ For Non-Filipino applicants who have valid residence status in the Philippines
  - Copy of Alien Certificate Registration (ACR) (ICR)
  - Re-entry permit
- ✓ Photocopy of passport/s with old and new visa stamps from any countries
- ✓ Itemized checklist / document receipt can be downloaded
- ✓ 1 Long Brown Envelope

## **NOTES:**

- Other documents may be required by the Consulate General of Spain.
- Enclose all your documents in a large brown envelop with the applicant's surname and name as well as the contact telephone numbers in bold letter on the upper corner of the envelope.
- The applicant must come personally on the appointment date and must pay the visa fee upon submission of the application.
- Always include 2 photocopies of the filled-up application form and 1 photocopy of the rest of the documents.

## **APPOINTMENT PROCEDURE:**

- ✓ Set an appointment online thru their website : [www.vfsglobal.com/spain/philippines](http://www.vfsglobal.com/spain/philippines)
- ✓ Click "Schedule an Appointment"
- ✓ Choose "Manila" for Visa Application Centre application submission location.
- ✓ Input number of persons applying together.
- ✓ Choose "tourist" visa category.
- ✓ **Fill up the following to proceed choosing an appointment date :**
  - Passport number
  - Date of birth
  - Passport expiry
  - Title (Ms/Mr)
  - Given name(s)
  - Surname
  - Mobile number
  - Email
  - First Destination
  - Longest Stay
- ✓ Set an appointment date
- ✓ Print the PDF file that will be provided after choosing an appointment date.

## SPAIN VISA PROCESSING FEE:



- **APPOINTMENT & WITH APPEARANCE**

<b>Visa Processing Fee :</b>	<b>PHP.6,200.00</b>
<b>Processing Time:</b>	<b>Minimum 15 to 20 Working days</b>

\*If had a previous Schengen Visa within 3 years, 5 – 15 working days.

\*If first time applying Schengen Visa, Applicant's will make 2 appearances at the Embassy.  
10 – 15 working days

### **NOTE:**

**Applicants with incomplete documents will be rejected.**

- **VFS Office Address:**  
Spain Visa Application Centre,  
Mezzanine Floor, Ecoplaza Bldg.,  
Don Chino Roces Ave. Extension, Makati City., Philippines
- **Consulate General of Spain**

**Address:** 5/F ACT Tower, 135 Sen. Gil Puyat Ave., 1227 Makati City

**Tel. Nos.:** (632) 818-3561/818-3581/759-2970

**Fax:** (632) 810-2885

**Office Days:** Monday to Friday

**Office Hour:** 9:00am – 2:00pm

### **IMPORTANT REMINDERS:**

- ➔ Please submit complete documents to avoid delays in processing.
- ➔ Please do not leave any blank in the application form. Kindly put "N.A." if it's not applicable.
- ➔ Make sure that the back page of the passport is completely filled-up

(address, tel numbers and name of person to be contacted in case of emergency.

- ➔ Requirements are subject to change without prior notice.

**\*\*EFFECTIVE MAR.01,2015**

