



PASSPORT AND VISA SERVICES

TEL: 031 564 8222 FAX: 086 756 3166

CELL: 083 778 8666 / 083 444 0827

- 1. A Schengen visa Application form:** (fully completed and signed)
- 2. ONE recent colour passport photos (white background):** (35x45mm)
Photo to be glued on application form

3. Passport:

Valid Original and signed Passport
Copy of the passport (biobdata page)
Copies of previous schengen visa/s if not in current passport.
Valid for a period of at least 3 months after expiry date of the requested Schengen Visa.
At least two blank pages to affix visa.
Issued with maximum of 10 years of validity.

Temporary RSA passports are accepted for traveling to Spain, as long as applicant provides receipt to prove application for valid passport. Please be advised that South African temporary passports are not accepted in some Schengen countries, it is necessary to book a direct flight to Spain (no stop over in other Schengen countries)

4. Means of Transport:

Valid return flight tickets (with booking reference number)/train ticket/ferry ticket showing Spain as the main destination, bookings are accepted.

5. Medical Travel Insurance:

Insurance must cover assistance in the Schengen area not "reimbursement"
Valid minimum of 30.000 €
Name of beneficiary (according to passport), validity, and schedule of benefit and amount covered. Medical repatriation expenses must be included.

6. Financial Means:

For stay up to 9 days minimum amount required is 569,97 Euros
Stay for more than 9 days add an additional amount of 63,33 Euros per day
Present Original last 3 months bank statements (savings, cheque or current account) bank stamped with bank logo showing clearly
Photocopies, bank letters, internet and credit card statements are not accepted.
If supported by parents, letter signed by them and their bank statements

7. Accommodation: for entire period of the stay in Schengen territory must be presented in:

Hotel Booking, time sharing booking (with name of applicant on it, stamped by official authority)

Tours and Cruises need to come with the paid invoice

Host invitation letter (stamped by official authority) from Spanish Nationals or foreign residents in Spain is available at any Spanish National police station

(apply a few months in advance of your trip), copy of host's passport and valid permit if foreign national and proof of address e.g. utility bill, lease agreement etc.

8. Minors:

Certified copy of the full or unabridged (not abridged) birth certificate, official Hospital certification (original stamped letter for private hospitals and apostilled certification for public hospitals)

If traveling alone or with one parent, a certified written consent letter from parent/legal guardian signed before commissioner of Oath

Certified copy of parents ID or Passport

9. Spouse or children of EU Citizen: (only when travelling together with EU National or joining)

Submit 1, 2, 3, 4 and 5 and flight tickets of EU National

Original marriage or full birth certificate with certified copies.

Original EU passport with certified copy.

Child travelling alone or with one parent certified written consent letter from parent signed before commissioner of Oath.

10. Studies in Spain up to 90 days:

Admission to a teaching institution, public or private, officially recognised by the Spanish authorities.

11. Business/Professional Trips/Conference:

Letter of invitation from the Host Company or Authority in Spain, stating purpose, date and relation with the invited company/person.

Letter of employment confirming purpose of trip, dates, relation with the Spanish company and applicant's employment status and salary.

If self employed submit proof of company registration confirming business (commercial license and latest VAT certificate)

Proof of registration with organiser of conference or fair

No bank statements required for business unless there is no invitation letter.

12. Students of other Nationalities:

Letter from the school/university confirming attendance (enrolment letter not accepted)

6 months bank statements up to date of submission, if supported by parents a letter from them with their original bank statements.

If the SA permit is about to expire visa will not be granted unless it has been renewed prior the date of appointment

13. Non South African Nationals:

Home affairs document proving permanent residency

Letter of employment, details of date started, occupation, salary and leave approval.

If self employed official documents of company commercial license and latest VAT certificate

6 months bank statement up to date of submission

If acquired residence through marriage to a SA Citizen, spouse might be required by consulate for personal interview.

14. Employment letter (confirming position and salary) pension, retirement, university, college or school letter. If self employed provide CC/CK documentation

or VAT registration.