

### List of Required Documents for Tourist Purposes

- I have knowledge about Schengen rules (can be researched online)
- Schengen Visa Application Form must be completed accurately and completely.
- Passport with at least 6 months validity from the planned departure date, and at least 2 blank pages for visa stamping.
- Two biometric photographs, one of which will be attached to the Schengen Visa Application Form. (Must be presented in 35x45 dimensions, taken within the last 6 months, without any glasses or accessories on.)
- A signed letter of explanation from the applicant (for underage applicants, this must be written by a legal guardian) that describes the purpose of the trip and travel details.
- Reservation of round-trip flight, bus or train ticket.
- Documents showing transit if there will be any changes of cities within the country or Spain (such as airplane, bus, train or car rental documents).
- Hotel reservation (valid for the entire period of stay without any missing days).
- Title deed or rental agreement (AirB&B agreement) if staying in a residence.
- Travel Health Insurance (valid throughout the trip, with at least 30,000 € coverage, valid in the Schengen Area, and presented with at least 7 days coverage for trips under 7 days).
- Company documents for employees and business owners:
- Signature Circular
- Tax Registration Certificate
- Business License
- Chamber of Commerce Registration
- Official Gazette
- Entry Notification to Work (not required for company owners)
- Permission Letter (not required for company owners)
- SGK Service Document (must be long-term, detailed, and presented with a barcode)
- The last 3 months' salary receipt (signed and stamped by the employer).
- Bank account statements (showing the last 6 months' activity, obtained from the bank within the last 1 week, signed and stamped. E-signed bank account statements are not accepted).
- Precious metals such as gold and silver are not accepted as bank balance.
- If there is a sponsor, a sponsorship letter and all the business documents of the sponsor in Item 10 must be submitted (except for the permission letter).
- Sponsor's 3-month bank account statement (must have enough balance to cover expenses).
- Identity registration document showing the entire family, in full and with a barcode (can be obtained from e-government).
- Proof of residence (must be presented with a barcode from e-government) for individuals whose work location differs from their residential city, along with a 'HISTORICAL RESIDENCE CERTIFICATE' specifying the working area.
- A photocopy of the identity card (must be presented in A4 paper size).
- Photocopies of any previous Schengen visas if available.
- Photocopies of the identity page and all processed pages of the current passport, and photocopies of the identity pages and visa pages of any previous passports if available.
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- If there is someone who will be traveling together, a copy of the passport exempt from visa or a valid visa copy and flight reservation must be submitted. This is not necessary if the applicant is applying on the same day from the same center as the person they will be traveling with.
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- Guests who will visit family or friends must present the original yellow invitation letter from Spain and one copy. Otherwise, the application will not be accepted. (The original invitation letter will be returned to the person later.)
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- Minor applicants cannot travel alone. In case of not traveling with both parents (only one of the parents or another person who is of legal age), a consent letter is required.
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- The consent letter should indicate with whom the minor will travel, on which dates, and where. The consent letter must be presented in its original form along with a translated and apostilled copy in Spanish.
- Visa fees and service fees are accepted in USD. Service fees are accepted in TL.
- Payments must be made in cash.
- Your applications will be processed at your appointment time. Please be at our center 15 minutes before your appointment time. Applications of guests who exceed their appointment time cannot be accepted, and they need to create a new appointment for another day.
- Application documents must be presented completely as specified. Incomplete applications cannot be accepted.
- Applicants who cannot complete their application due to missing documents at their appointment time can submit their application on the same day by paying the Prime Time fee if they complete their documents within the specified time.
- Please make sure that you have made an appointment from the center to which you are affiliated according to the city where you live, by examining the authorization distinction of the Spanish Embassy (Ankara) and the Spanish Consulate General (Istanbul).
- Applicants under the age of 12 do not need to come to our Application Center (Ankara).
- A separate file and a separate appointment must be prepared for each applicant.
- People who apply on the same day from the same center as their sponsor do not need to add their sponsor documents to their files. It is sufficient for the documents to be in the sponsor's file.
- Please submit the documents in a sorted order according to the checklist, without a file.
- The Spanish Embassy and BLS International Application Center reserve the right to request additional documents in addition to the above documents.

Foreigners with "SHORT TERM" label on their residence permit cannot apply.

Those who want to apply with a passport other than the Republic of Turkey passport must have all their documents translated into Spanish by a sworn translator.

**Note: Please sort your documents according to the checklist and add them to your application file with your name, surname, and signature.**