

Required Documents for Short Term Touristic Visa

- ❑ **1- Schengen Visa Application Form:** Filled **carefully** by the applicant without **leaving blank**. Point 37 and end of the last page must be personally **signed**. Under 18 years old applicant's form must be filled and signed **by both parents**.

- ❑ **2- Photograph:** 1 biometric photo (3,5x4,5 cm) taken with white background, **not older than 3 months**. There must be free place over the head and under the chin. Forehead and face must be clear from hair or hijab. Photo must be taken from front side and all face must be seen. Photos made by photoshop and photos which are flu, too shining or dark, including glasses with bone/dark/tick/thin are not **acceptable**.

- ❑ **3- Original Passport:** It should be valid at least **3 months 15 days** (105 days coverage) from the intending return date, should have 2 empty pages and should not be more than 10 years old) damaged passports must be renewed.

- ❑ **4- Flight Reservation:** Booking of flight tickets (including international pass between Spain and other countries) for intending travel dates. PNR number must be mentioned in the document. It is not acceptable if the reservation's expiry date is already passed. **Dates and places of arrival and departure must be mentioned correctly with the names of the passengers**. If there is an international pass to/from Spain by bus or rented car, it must be submitted vehicle's license plate, rental contract, driver license of the bus driver or a letter/document contains all these informations. If it is a Charter Flight then the Travel Agent must submit the charter contract.

- ❑ **5- Hotel Booking:** Confirmed hotel booking covered **all travel dates including hotel name and address and all visitors' names**. Please submit your all planned travels if you are travelling to other Schengen countries too. Hotel reservations must be matching with your flight reservations and majority of the accommodation must be in Spain.

- ❑ **6- Travel Medical Insurance:** It must state coverage for the Schengen area of any medical expense that might arise such as urgent medical attention and/or emergency hospital treatment, **repatriation for medical reasons or death**, during the entire period of the visa applicant's intended stay. Minimum coverage must amount to 30.000€, It is not acceptable if it is mentioning any other currency like USD, TL etc. in the Insurance Policy. Document must be stamped and signed on company's letterhead paper.

- ❑ **7- Employment Letter :** If the applicant is employee or owner of the company, original letter written to the Spain Consulate, Stating the position within the company, hiring date, salary, length of leave from work (needs to be covering flight and travel dates), and stating that the employee is due back to work in Turkey after his/her trip. This document must be **original and written on the company's letterhead paper, stamped and signed**. Civil servants need to add leave request form in addition to letter of employment.

- ❑ **8- Employer's Certificate of Registration to SGK:** Company's registration must be from cities in Istanbul jurisdiction, if not, it is required a letter from the company explaining the issue.

- ❑ **9- 4A SGK Slips:** Needs to be covering from the first day you started work till the last month's slip. (From cities in Istanbul jurisdiction.)

- ❑ **10- Salary Slips of The Last Three Months:** Letter from the company (**original stamped and signed**) stating the salary or last 3 months salary slips (original stamped and signed). If the applicant had a Schengen visa earlier, original stamp and sign is not mandatory.

- ❑ **11- Chamber of Commerce Registration: Original document with current date** showing the registration to the chamber of commerce

- ❑ **12- Copy of the bulletin of the trade register**

- ❑ **13- Official Registration of Signatures of the Company:** Including sign of the employee

- ❑ **14- Tax Chart (Vergi Levhasi)** Taken in last 3 months

- ❑ **15- If the applicant is Pensioner:** Official Pensioner Card's copy, bank account which you get your pensioner salary on it monthly basis, last date should no more old than 2 weeks and include enough money. Bank account should be stamped and signed by bank.

- ❑ **16- If the applicant is Student (Original):** Student certificate taken from school, original stamped and signed. (If the travel contains cultural and sportive activity, it must be submitted an invitation from Spain).

- ❑ **17- If the applicant is unemployed:** The applicant must submit a sponsorship. Only applicant's mother, father, husband/wife can provide sponsorship. The person who provides sponsorship must submit an original signed letter about sponsorship, company documents such as employment letter, bank account and financial means. Proof of the existence of family relations, e.g. Original Birth Registration issued by the Civil Registry Office. New graduated from school: those applicants must submit also a copy of the last graduated school's diploma or graduated certificate, stamped and signed.

- ❑ **18- If the applicant is Farmer:** Farmer Certificate from the chamber of agriculture.

- ❑ **19- Bank Account:** Personal bank account statements for the last 3 months signed and stamped by the bank (last date must be no more old than 2 weeks), or the original bank account booklet, including enough money in it (min 600 Euro or equals USD/TL for 10

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days trip, 60 euros or equals USD/TL per each additional day. Companies bank account is not acceptable for private travels such as Touristic Visit and Family/Friend Visit).

- 20- Additional Financial Means:** Copy of other documents showing the financial situation; For Ex. Owning vehicle license and title deed.
- 21- Parental Consent Notary Letter** - For minors, who travel without parents or with one of the parents. Document has to be notarized. Full name and National ID number of the accompany should be mentioned in the document. In addition, traveling to **SPAIN** has to be mentioned in the document. For School Trips, accompanying teacher's name must be mentioned too, in addition to the name of Spanish School which will be visited. Accompanying teacher's visa copy must be added in the application.
- 22- Marriage Certificate:** This is needed in case of the expenses will be covered by spouse. If applicant's last name is different in some documents, Original Birth Registration issued by the Civil Registry Office is required to see the reason of last name difference. If the reason is marriage, then the marriage certificate, if the reason is divorce, then the divorce proof needs to be added to application.
- 23- Residence Document:** Only from Reeve, E-platform (E-devlet) or Civil Registry Office, applicants name must be mentioned on the document.
- 24- EU/EEA Spouse:** Marriage Certificate or Marriage document from EU or EEA country translated to Spanish, English or French with Apostile. To have EU spouse facilities, Marriage Certificates from Turkish Republic is not valid.
- 25- Foreigners:** Residence Permit which is covering 105 days more after return flight. The document which is given by Ministry of Foreign Affaires about residence permit extension and Residence Card for Short Term Stay are not acceptable.
- 26- National ID Card and Passport:** Copy of the passport (first page and only 1 Schengen visa taken in last 3 years only) and copy of National ID card.
- 27- Visa fee + Service fee:** Cash payment only (TL) In case of refusal, there is no refund.

PS 1: Document's photo is not acceptable.

PS 2: Documents must not include "original seen" or "asl gibidir" stamp if that document requested as original.

PS 3: Documents must be in A4 format.

PS 4: Under 12 years old children must come to take photo even if they had "VIS" Schengen visa.

PS 5: Schengen Visa with VIS from Germany, Austria, Hungary and Switzerland is not acceptable because of Alphabetical difference.

I confirm below,

- Documents i submit is ticked above. I claim that regarding to the Schengen rules, in case of missing one or more documents or accuracy of the document is not covering rules mentioned above is a reason of refusal.

- Submitting all required documents is not meaning of visa guarantee. The documents you have submitted will not be given back to you in any condition.

- Consulate General of Spain or Vfsglobal Visa Application Centre may request any additional document which is thought required the copy of the document or original document or the same as submitted. Vfsglobal staff can add some notes in case of he/she required or give back documents which he/she thinks it is not required.

- Visa fee, Service fee and other additional fees paid during submission are non-refundable in case of the application is cancelled or refused.

- Visa At Your Doorstep service is under responsibility of Vfsglobal and VF Visa Consultancy Services ltd. Sti. Government of Spain and Embassy/Consulate of Spain is not taking any responsibility of this service.

Staff Name-Sign

Applicant's name-surname-sign