

List of Required Documents for Business Purposes

- Familiarity with the Schengen rules (can be researched online).
- A fully completed Schengen visa application form.
- A passport with a validity of at least 6 months beyond the planned departure date, and with at least 2 blank pages.
- Two biometric photographs, one of which must be affixed to the Schengen visa application form. The photos must be no more than 6 months old, in the size of 35x45 mm, and without any accessories such as glasses.
- A signed letter explaining the purpose of the trip and travel details. If the applicant is a minor, the letter must be written by the legal guardian.
- Reservation of a round-trip flight, bus, or train ticket.
- Documents showing transit if there will be a change of city within the country or within the Schengen area during the trip (e.g., plane, bus, train, or car rental reservation).
- Hotel reservation (covering the entire duration of stay without any missing days).
- Property deed or lease agreement if staying in a private residence (e.g., AirB&B).
- Overseas travel health insurance (valid throughout the trip, with a minimum coverage of €30,000, valid in the Schengen area, and with a minimum duration of 7 days for trips of less than 7 days).
- For business meetings in Spain, a Spanish invitation letter must be presented. The invitation letter must include the dates of the meeting, information on the inviting and invited parties and companies, and the signature and stamp of the inviting party.
- For employees and business owners, company documents must be submitted, including the Articles of Association, tax certificate, certificate of activity, Chamber of Commerce registration, Official Gazette, employment notification (not required for business owners), and permission letter (not required for business owners).
- The Social Security Institution Service Statement (detailed and long-term, with a barcode).
- The last 3 months' payslips (signed and stamped by the employer).
- Bank account statement (showing the last 6 months' transactions, issued and signed by the bank within the last 1 week). E-signed bank statements are not accepted, and valuable metals such as gold and silver cannot be considered as bank balances.
- A bank account statement for the company must be provided. If the company does not provide a bank statement, it must provide a letter explaining why and transfer the required amount to the employee's account.
- If there is a sponsor, a sponsorship letter and all the business documents must be provided (except the permission letter).
- The sponsor's bank account statement for the last 6 months (with enough balance to cover the expenses).
- A family registry document showing all family members, with a barcode and obtained from the e-government system.
- A residence certificate (obtained from the e-government system with a barcode) for people working in a city different from their residence city, indicating the region where they work.
- If the applicant is a student, the certificate of enrollment and the certificate of leave of absence must be provided. If the applicant is retired, a retirement certificate must be submitted.
- A residence certificate (must be presented in barcode format from e-government)
- For those who work in a different region than their city of residence, a "HISTORICAL RESIDENCE CERTIFICATE" indicating the working region must be attached with a letter of explanation. (must be presented in barcode format from e-government)
- Copy of ID (copies must be presented on A4 paper)
- Copy of previous Schengen visas, if any
- Copy of the ID page and all processed pages of the current passport, as well as copies of the ID page and visa pages of previous passports, if any
- If traveling with someone who is exempt from a visa or has a valid visa, their passport copy and flight reservation must be presented. If applying from the same center on the same day, this is not necessary.

- Visa fee and service fee 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 arrive at our center 15 minutes before your appointment time. Applications of guests who miss their appointment time cannot be accepted, and they will need to schedule a new appointment for another day.
- Application documents must be presented in the specified manner without any omissions, as applications with missing documents cannot be accepted.
- Applicants who are unable to submit their application due to missing documents at their appointment time may submit their application on the same day by paying the Prime Time fee if they complete their documents within the specified time.
- Please check the jurisdiction of the Embassy of Spain (Ankara) and the Consulate General of Spain (Istanbul) and make sure you have scheduled an appointment from the Application Center to which you are connected according to the city in which you reside.
- Separate files and appointments must be prepared for each applicant.
- Those who apply from the same center on the same day as their sponsor do not need to include sponsor documents in their own files. It is sufficient for the documents to be in the sponsor's file.
- Present the documents in a single file, arranged according to the checklist.
- The Embassy of Spain 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 arrange your documents in the order specified in the checklist and add them to your application file with your name, surname, and signature.