

IMPORTANT NOTICES

- ✎ The list of required documents given below has been determined by the Spanish Consulate General, applications with incomplete documents are not acceptable. Please note that no additional time will be given to complete your documents, in that case you will be claimed to book an another appointment.
- ✎ Please sort your documents as it seen on that checklist order.
- ✎ Please note that the officers of the BLS international Spain Visa Application Center are not authorized to take initiative and decision for necessary documents and the results of your visa application
- ✎ All documents must be A4 size paper. No staples on papers
- ✎ The Consulate of Spain may request additional documents, not included in the required documents list.
- ✎ Please be available at the Visa Application Centre (VAC) 10 mins prior to the scheduled appointment time in your letter.
- ✎ The applicants who don't follow the security regulations wont be let in to the VAC.
- ✎ Please note that we speak Turkish, English and Spanish, for other languages you need to bring your translator.
- ✎ Please note that it may take more than the prescribed time mentioned on your appointment letter while submitting your Visa Application at BLS Spain Visa Application Centre.
- ✎ Appointments made with incorrect passport information will not be accepted even if the documents have been checked.
- ✎ Applicants will be issued with a token number at the Application Centre and will be attended as per the token number assigned.
- ✎ Visa Fee and the Service fee may be chargeable only USD Currency. AS per your application type please submit exact amount of USD currency we may not have change in USD

REQUIRED DOCUMENTS FOR SHORT TERM BUSINESS

- **1 SCHENGEN VISA APPLICATION FORM:** Filled carefully by the applicant without leaving blank. The last page must be personally signed. The application form must be downloaded from BLS web site. Other forms will not be accepted.
- **2 PHOTOGRAPH:** 2 biometric photos (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 photo-shop and photos which are flu, too shining or dark, Photo with glasses are not acceptable.
- **3- PASSPORT:** Should be valid at least 105 days coverage from the intending return date, must have 2 opposing blank pages and should not be more than 10 years old, damaged passports must be renewed. If the applicant has become a Turkish citizen, The application must be proceed with Turkish passport.
- **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. 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 information. The letterhead of the flight company must be seen on the paper.
- **5 HOTEL BOOKING:** Hotel reservation must be covering the full travel dates. Hotel name, hotel address and all visitor's full names must be mentioned on the hotel voucher . Please submit your all planned travels even if you are travelling to other countries either. Hotel reservations must be matching with your flight reservations and majority of the accommodation must be in Spain. If the entry border to Schengen Area or the country of departure is not Spain, the Consulate General may not accept your submission.
- **6 TRAVEL MEDICAL HEALTH 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 in tended 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 with QR Code
- **7- LETTER OF INTENT:** Written by the applicant, explains the travel reason. (This document must be submit in English or Spanish)
- **8- INVITATION LETTER:** : Signed and stamped letter-head invitation from the company in Spain which explains the travel reason, applicant name and stating all the details about the company (address, contact details, intended period of stay, etc.) taken in last 30 days. **(This document must be submit in English or Spanish)**
The name and surname of the person who wrote the invitation letter must be written
- **9 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. If the company provides the expenses this must be written on the letter. **(This document must be submit in English or Spanish)**
The place of business must write the name and surname of the person who signed your letter.
- **10 FOR ATTENDANCE TO A FAIR:** The entry card or other documents about participation must be submitted.
- **11 EMPLOYER'S CERTIFICATE OF REGISTRATION TO SGK:** This document must have a barcode.
- **12 4A SGK SLIPS:** Needs to be covering from the first day you started work till the last month's slip. Taken from e-devlet and must have a barcode on the document. Document date must be no more than 7 days
- **13 SALARY SLIPS OF THE LAST THREE MONTHS:** Letter from the company stating the salary or last 3 months salary slips (original stamped and signed).
- **14 CHAMBER OF COMMERCE REGISTRATION:** Must be an **Original document** with current date showing the registration to the chamber of commerce. Electronic signature is acceptable, document date must be no more than 30 days.
- **15- COPY OF THE BULLETIN OF THE TRADE REGISTER:** Photocopy

REQUIRED DOCUMENTS FOR SHORT TERM BUSINESS

- O **16 OFFICIAL REGISTRATION OF SIGNATURES OF THE COMPANY:** Photocopy. Including sign on the employment letter.
- O **17 TAX CHART (VERGI LEVHASI):** Photocopy.

REQUIRED DOCUMENTS FOR SHORT TERM BUSINESS

- **18 BANK ACCOUNT:** Personal bank account statements for the last 3 months must be submitted (showing living expenses For Ex. Bills, internet payments, shopping etc.) signed and stamped by the bank (document date must be no more old than 7 days), (if the company is willing to cover the expenses it has to be mentioned on the company letter) Company's bank account is required if the applicant is self employed or the only owner of the company. **Only Turkish bank accounts are acceptable. This document must be original.**
1-9 days minimum 1020 euros +113 € Per day
- **19- CERTIFICATE OF RESIDENCE :** Only from Reeve, E-Devlet platform or Civil Registry Office. You must reside one of the cities that belonging to Consulate General in Istanbul. **This document must be original. (For foreigners rental contract is acceptable)**
- **20- CERTIFICATE OF IDENTITY REGISTER COPY:** Only from E-Devlet platform or Civil Registry Office, this document must show all family members (nüfus ve aile)
- **21 RESIDENCE PERMIT PHOTOCOPY (FOR FOREIGNERS) Which is covering 105 days more after return flight.** If its not covering 105 days more please note that residence permit extension document is not acceptable, it must be renewed.
SHORT TERM RESIDENCE CARD NOT ACCEPTED. Copy of valid visa of the person you are traveling with
- **22 COPY OF NATIONAL ID CARD AND PASSPORT :** Photocopy of all passport pages containing visa, copy of National ID card. Photograph print outs are not acceptable.,
- **23 VISA FEE + SERVICE FEE:** Cash payment only (**visa fee and BLS service fee in USD, value added services in TL**) In case of refusal or cancellation, there is no refund. As per your application type please submit exact amount of USD currency we may not have change in USD

PS1: Photograph or screenshot print outs are not acceptable.

PS2: All documents must be in A4 format

PS3: There can be maximum 180 days between the application date and the travelling date. The 180 days cannot be exceeded.

PS4: Please sort your documents as it seen on that checklist order.

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 BLS International 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. BLS International 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 canceled or refused.

Staff Name

Applicant's Name - Surname / Sign