

# 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

- **1 SCHENGEN VISA APPLICATION FORM:** Filled carefully by the applicant without leaving blank. The last page must be personally signed. Under 18 years old applicant's form must be filled and signed by both parents. The application form must be downloaded from BLS web site. Other forms will not be accepted.
- **2 PHOTOGRAPH:** 2 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 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 stamped and signed on company's letterhead paper.
- **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 - institution in Spain, which explains the travel reason, applicant name and stating all the details about the company - institution (address, contact details, intended period of stay, etc.)  
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 EMPLOYER'S CERTIFICATE OF REGISTRATION TO SGK:** This document must have a barcode.
- **11 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 the barcode on the document. Document date must be no more than 7 days
- **12 SALARY SLIPS OF THE LAST THREE MONTHS:** Letter from the company stating the salary or last 3 months salary slips (original stamped and signed).
- **13 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.
- **14 COPY OF THE BULLETIN OF THE TRADE REGISTER:** Photocopy.
- **15 OFFICIAL REGISTRATION OF SIGNATURES OF THE COMPANY:** Photocopy. Including sign on the employment letter
- **16 TAX CHART (VERGI LEVHASI):** Photocopy.
- **17- IF THE APPLICANT IS PENSIONER:** The bank account statement which you get your pensioner salary on it monthly basis, document date should no more old than 7 DAYS, or any other official document which shows the amount of the salary. Bank account statement must be stamped and signed by bank. **This document must be original.**

## REQUIRED DOCUMENTS FOR

- **18- IF THE APPLICANT IS A STUDENT:** For university students, certificate must be taken from **e-devlet with the barcode** If the travel contains cultural and sportive activity, it must be submitted an invitation from Spain. The applicant must submit a sponsorship. ( for more details please check “if the applicant is unemployed” Section) **Must be in english or spanish**
- **19- IF THE APPLICANT IS A FARMER:** Farmer Certificate from the chamber of agriculture.
- **20- IF THE APPLICANT IS UNEMPLOYED OR A STUDENT:** 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 sponsorship letter (only in English or Spanish), sponsor must submit all working documents in this list and his/her's bank account . Proof of the existence of family relations must be submitted such as Original Birth Registration issued by the Civil Registry Office or e-devlet. New graduated from school: those applicants must submit also a copy of the last graduated school's diploma or graduated certificate, stamped and signed.
- **21- BANK ACCOUNT:** Personal bank account statements for the last 3 months (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 ) Companies bank account is not acceptable. **Only Turkish bank accounts are acceptable. 1-9 days minimum 1020 euros +113 € per day )**
- **22- ADDITIONAL FINANCIAL MEANS:** Copy of other documents showing the financial situation; For Ex. Owning vehicle license and title deed.  
**23- 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. Accompanists flight and hotel bookings and issued visa copy must be submitted. (or accompany and minor has to apply to a visa together) 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. **Must be in english or spanish**
- **24- MARRIAGE CERTIFICATE:** Photocopy of the marriage certificate.
- **25- 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).** Even babies and children are obligated to submit this document
- **26- CERTIFICATE OF IDENTITY REGISTER COPY:** Only from, E-Devlet platform or Civil Registry Office. This document must show all family members ( nüfus ve aile)
- **27 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 to Apply.SHORT TERM RESIDENCE CARD NOT ACCEPTED. Copy of valid visa of the person traveling with you.
- **28 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
- **29 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.

**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.**