

## Required Documents for Short Term Business Visa

- ✦ **1- Schengen Visa Application Form:** Filled carefully by the applicant's hand writing 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 photo-shop and photos which are flu, too shining or dark, Photo with glasses are not acceptable.
- ✦ **3- Original Passport** ( 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. the letterhead of the flight company must be seen on the paper.
- ✦ **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- Invitation Letter:** Signed letter-head invitation from the company in Spain stating all the details about the company (address, contact details, intended period of stay, etc.) Photocopy is not acceptable, you can submit a coloured print.
- ✦ **8- 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 needs to add leave request form in addition to letter of employment.. If the company provides the expenses this must be written on the letter.
- ✦ **9- For attendance to a fair:** The entry card or documents about participation.
- ✦ **10- 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.
- ✦ **11- 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.)
- ✦ **12- 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.
- ✦ **13- Chamber of Commerce Registration: Original document** with current date showing the registration to the chamber of commerce. Electronic signature is acceptable
- ✦ **14- Copy of the bulletin of the trade register**
- ✦ **15- Official Registration of Signatures of the Company:** Including sign on the employment letter
- ✦ **16- Tax Chart (Vergi Levhası)** Taken in last 3 months
- ✦ **17- If the applicant is Farmer:** Farmer Certificate from the chamber of agriculture.

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- ✧ **18- Bank Account:** If travel expenses is not covering by the company, 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 (last date must be no more old than 2 weeks),. 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.**
- ✧ **19- Residence Document:** Only from Reeve, E-Devlet platform or Civil Registry Office
- ✧ **20- 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:** Photocopy of all passport pages containing visa or stamps copy of National ID card. Photograph print outs are not acceptable.
- ✧ **22- Visa fee + Service fee:** Cash payment only (TL)

PS 1: Document's photo is not acceptable.

PS 2: Documents should not include "original seen" or "aslı gibidir" stamp.

PS 3: Documents must be in A4 format.

PS 4: Schengen Visa with VIS from Germany, Austria, Hungary and Switzerland is not acceptable.

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 Center may request any additional document which is 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. -

Visa At Your Doorstep service is under responsibility of BLS International and BLS Visa Consultancy Services Ltd. Sti. Government of Spain and Embassy/Consulate of Spain is not taking any responsibility of this service.

Staff Sign Applicant's name-surname-sign