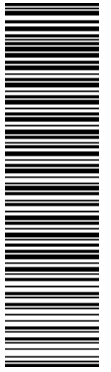




Mail documents to: VisaHQ
1st Floor, Homestead
Gulshan Link Tower, Gulshan
Badda Link Rd
Dhaka, 1212



Spain Tourist visa Application



Spain tourist visa checklist

- Filled out and signed Spain tourist visa application form.** The form is enclosed.
- Original Passport** with a validity of at least three months beyond the date of intended stay with two blank pages. Photocopy of all the pages, including pages of previous passport (if any). Indian Passports valid for more than 10 years will not be accepted as the main required travel document.
- 3 Photos.** Three recent passport size colored photographs with matt or semi matt finish, 80% face coverage, white background and without border (Size: 35mm x 45mm).
- Photocopy of Passport.** Photocopy of the front and last pages of your valid passport. If applicant is a foreigner then the data page and Indian visa page copy are also to be submitted.
- Itinerary.** Copy of confirmed round trip tickets or itinerary.
- Travel Insurance.** Travel Insurance of Euros 30,000 for duration of stay in all Schengen states. Insurance to be covered for another 15 days after the applicant has come back to India
- Original Bank Statements.** Original personal bank statements for the past 1 year duly stamped and signed by the authorized signatory of the bank till date.
- Employment Letter.** Copy of a letter from your employer on business letterhead, with contact details, stating that a leave of absence has been granted, purpose and duration of the trip, and that you will be returning to your current job. If you are self-employed, include a copy of your business license and tax return. For students, please submit an official letter from your school indicating that you are in good standing and that you are registered for the upcoming semester. If you are retired please submit proof of your retirement fund.
- Hotel Reservations.** Copy of the Hotel Reservations, OR
- Personal invitation.** If the purpose of travel is to visit friends or relatives, an invitation made before the Spanish Police (Invitation letter issued by "Policia Nacional de España") and an attested copy of the passport or the national identity card of the person receiving the applicant in case he / she is Spanish or a European Union citizen, or of the residence permit of the person inviting the applicant in case he / she happens to be Indian or a citizen of another non-EU country.
- Personal Letter.** A personal letter from the applicant addressed to the Embassy of Spain, explaining the purpose of the trip, dates of travel, cities to be visited, and place of accommodation. If self employed this letter should be on business letter head.



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Income Tax Returns. Income Tax Returns for the last 3 years.

Salary slips. Salary slips last six months if employed

Day to Day Itinerary. A detailed travel schedule is required

Permanent Account Number. Copy of PAN card of the applicant

Embassy fees include VFS charges of INR 1500 Visa applications should be submitted for a maximum of 6 months, and no later than 15 days, before the trip.