EMBAJADA DE ESPAÑA ABU DHABI

Sr. No	SCHENGEN VISA – CATEGORY C "TOURISM"	REMARKS
1.	**Appointment** Through the website https://uae.blsspainvisa.com/ (Appointment booking)	
2.	**Application form** • Dully filled in English or Spanish and signed and dated by the applicant • If the applicant is under the age of 18, both parents or legal guardian must present "Letter of consent" signed + original passports + photocopies + valid Schengen visas (when applicable) + valid birthcertificate of the minor **translated into English or Spanish**. Checklist and Application form must be signed by both parents or legal guardian. • If only one of the parents has full custody, official document to prove this.	
3.	**Original letter from local sponsor in English:** 1. If sponsored by a company: • Purpose of trip, qualification and start date of employment in the UAE • Salary certificate • NOC's/Salary certificates issued by the employer must be signed, include the complete name of the signatory, position in the company and copy of the **Emirates ID**. 2. If sponsored by a family member, Original NOC is required from local sponsor stating the family bondage. 3. In the case of housewives and dependents who are not applying alongside the sponsor • sponsor's salary certificate issued by employer is required • copy of the sponsor's passport and valid Schengen visa (when applicable) 4. If self-sponsor, copy of trade license officially translated into Spanish or English.	
4.	**Passport** • Passport with valid UAE residence visa with a minimum validity of 1 month from the date of expiry of requested visa. • Copy of the residence permits issued in the UAE within the last five years (not applicable for minors under 18 years old). • Passport must have at least 2 empty pages • Minimum 3 months passport validity from the date of expiry of requested visa. • Passport not older than 10 years, signed by bearer. • Undamaged pictures securelyaffixed with/to passport. • Previous passport, if applicable.	
5.	**One recent biometric passport sized photographs** • Pictures must comply with EU recommendations. (Refer to website for specifications) • Should not be older than 6 months, white background • Below 3 years old photograph must not be older than 1 month	
6.	**Photocopies** • Passport pages containing personal data and residency visa • Previous Schengen, US, UK, Canada, Japan visas.	
7.	**Overseas medical insurance.** • Valid for the duration of the requested visa and all Schengen countries. Must cover all risks expected during the time of stay in the Schengen area, including repatriation. Minimum coverage is 30,000€ + repatriation. (Medical insurances connected to credit cards are not accepted) • Conditions must be stated either on insurance document or on separate confirmation letter "Insurance Policy / Table of benefits "	

8.	**Proof of accommodation in Spain (one of the three will suffice)** • Hotel booking OR • Copy of the lease or property deed of apartment or house (if not in Spanish, it must be officially translated intoSpanish), OR, • If private invitation, original + photocopy of official letter of invitation named "Carta de invitation" stamped by Spanish police authority.	
9.	**Proof of sufficient financial guarantees**: up-to-date • Applicant's personal bank account/s statement/s of the last 3 months • Housewives, minors and other dependents, sponsor's salary certificate and bank account statement.	
10.	**Itinerary:** Applicants must submit signed written letter for the itinerary of their journey.	
11.	**Return ticket booking**	
12.	**Marriage certificate translated into Spanish or English:** If husband & wife are from different nationalities.	

REMARKS to be filled out by BLS staff ONLY:

Applicant Request	Applicant Travels	Applicant Documents
☐ Single	☐ With_____ familyMember/s	☐ Are complete
☐ Multiple	☐ With a group	☐ Are Not complete
Why	Please specify details for both options	

TERMS & CONDITIONS

This information leaflet has been generated by the Embassy of Spain to the UAE and is valid for the visa application in the United Arab Emirates. It stipulates the legal requirements requested by this Embassy for this type of visa and is carried out in cooperation with BLS to facilitate your visa application. READ IT CAREFULLY AND OBSERVE THE REGULATIONS. Applicants are suggested to apply well in advance to the intended date of journey. **Visa process can take up to 3 weeks after your submission at BLS, if granted**.

THE EMBASSY DOES NOT PROVIDE ANY INFORMATION ON THE STATUS OF A VISA PROCESSING (neither by phone nor by email).

INCOMPLETE APPLICATIONS: Only complete applications can be accepted; **non-submission of required documents may lead to refusal of visa**. Once the application is submitted, no changes in dates or conditions of travel will be admitted unless duly justified.

VISA FEES: Must be paid upon submission of the above. Your application, passport and visa fee will be forwarded to the Embassy of Spain within one working day after submission (if submitted on Friday, the application will reach the Embassy on Monday). The service fee remains with BLS. **The visa fee is non-refundable.**

PASSPORT WITHDRAWAL: Only passport withdrawal is available for pilots and cabin crews No passports can be withdrawn directly from the Embassy.

According to Spanish regulations, the Consular Section of the Embassy of Spain in Abu Dhabi, through BLS:

- May request any other documents or a personal interview.
- Should resolve all applications within 3 months.
- May file the visa application if it has not been picked up by the applicant within one month of notification or grant.

For BLS staff: APPLICANT HAS BEEN INFORMED OF THE ABOVE. THE REMARKS HAVE BEEN COMPLETED TOGETHER WITH APPLICANT	**For Visa Applicant:** I HAVE READ AND AGREED TO THE TERMS AND CONDITIONS VALID FOR THE VISA APPLICATION
Cityand Date :	Cityand Date :
BLS Staff Name:	Applicant /s Sign:

For any assistance please call the number 043875660
or contact us through the email info.uae@blshelpline.com