

Checklist for Spain Visit Visa



Dear Applicant,

Thanks for choosing MATCHLESS TOURS & TRAVELS (Pvt) Ltd as your preferred choice for travel and visa consultancy. Kindly provide the following mandatory documents to proceed your desired visa application.

- Visa Application Form
- Passports current and previous with at least 6 months validity
- Photocopy of page with the personal data (and other relevant pages) and previous visas
- Two photograph (35 mm x 45 mm) with white background
- Covering Letter from the applicant explaining in details the purpose of visit
- Photocopy (full page) of your medical insurance (covering 30.000,00 €) including repatriation from any Schengen State in case of emergency. The medical insurance has to cover all your stay in all Schengen States.
- Evidence of sufficient funds, such as
 - Personal bank statements for the Past 12 months and Bank Reference Letter
 - Pay/Salary Slips for last 12 months
 - Personal NTN or Tax Returns for the Last 3 years
- Evidence of Source of income such as.
 - Employment Letter stating your period of job, designation and current salary
 - Business bank statements for the Past 12 months and bank reference Letter
 - Business Letter head paper, Business visiting card
 - Business Registration certificate, NTN and Tax Returns for Last 3 years
 - Chamber of commerce certificate and Chamber of commerce reference letter
- If you are visiting under the **Tourist stream**: Your itinerary for your stay in Spain.
 - Hotel Reservation for the entire duration of stay
 - Photocopy (full page) of your booking of return ticket.
- If you are visiting under the **Family stream** then,
 - Invitation letter issued by “Policia Nacional de España” (submit in original along with a photocopy)
 - Attested copy of the passport and the DNI or residence card of the person living in Spain
 - applicants are requested to submit proof of family relations with the principal applicant as an additional document with the visa application, for example:
 - For Spouse - Marriage certificate
 - For Children - Birth certificate

- If you are visiting under the **Business stream** then,
 - Original invitation letter from the Spanish company, stating the contact details of the Spanish company (name of contact person, telephone, e-mail), the kind of link between both companies and the purpose of the visit.
 - A letter from the local company identifying the applicant and explaining the purpose of his visit.
 - Chamber of commerce reference letter
- Other information to show that you have an incentive and authority to return to your home country, such as:
 - A letter from your employer stating your intention to return to your job
 - Evidence of immediate family members in your home country like marriage certificate and Family Registration Certificate
 - Evidence of your visa or travelling history of other countries
 - Evidence of property or other significant assets owned in your home country.
- Visa application Fee PKR. 7455/- and BLS Visa Center Services Charges PKR.1920/- to be paid only by cash at visa application center.

Note: Spanish High Commission Islamabad reserves the right to ask for additional documents. Failure to submit all required documentation may result in the refusal of application or processing delays. Submission of Fake/Fraudulent documents is an offense. The Mission may refer such cases to relevant law enforcement authorities.

Disclaimer: Although the information on this checklist has been prepared with utmost care, we (Matchless Tours & Travels) cannot accept any responsibility for inaccuracies contained herein.

Visa Service Department
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