

## **REQUIREMENTS IN ORDER TO APPLY FOR SCHENGEN VISA WITH THE EMBASY OF SPAIN**

Applications can be submitted between six months and 15 days before the intended date of departure.

All applications must be submitted at BLS centre in Bangkok. Only family members of EU citizens, can apply directly at the Embassy.

BLS Spain Visa Application Centre performs front desk functions and checklist management. It does not evaluate the content of the documents produced by the applicant neither gives advice on it. Only the Embassy evaluates the application and its content, for which only the applicant is hold responsible.

The Embassy has 15 calendar days from application date to decide on the visa. That period may be extended up to a maximum of 45 calendar days in specific cases, notably when further scrutiny of the application is needed.

Supporting documents must be in Spanish or English, except when specifically required, though the Embassy may request translations into Spanish.

In case of groups or families, each applicant must have his/her own set of documents.

Where to submit your Schengen visa application: **BLS CENTER IN BANGKOK:**

### **BLS INTERNATIONAL**

**399 Interchange 21, 23rd Floor, Unit 2301,**

**Sukumvit Rd, Klongtoei Nuea, Wattana,**

**Bangkok, Tailandia**

**Phone: +6625660786, email: [info.bkk@blshelpline.com](mailto:info.bkk@blshelpline.com)**

## **DOCUMENTATION REQUIRED FOR ALL PURPOSES**

Applications should be filed in the following order:

**1. One Spanish Schengen visa application form (fully completed, dated and signed).**

**2. Passport (original):**

- a. Valid at least 3 months beyond the intended stay in the Schengen area.
- b. Issued within the last 10 years.
- c. With at least 2 blank pages.
- d. Copy of the passport (only the page with the personal data).
- e. Copy of prior Schengen, US, UK or Canada visas granted in the past three years.

**3. Photograph:**

- a. 1 recent colour photograph; size: 4.5cmx3.5 cm.
- b. Not more than 6 months old.
- c. With white background.
- d. Visibly showing facial characteristics of the applicant, from the tip of the chin to the top of the head, counting both, left and right, sides of the face, while the face is positioned in the center of the photo. Both ears must be shown.

**4. Letter of signed by applicant clearly stating:**

- Purpose of travel to Spain (tourism, family visit, business, sport event, etc.)
- Trip dates and accommodation for each day.
- Entries and exit from each Schengen country (if visiting others than Spain), indicating the amount of days in each country and total amount of days spent in the Schengen area.

**5. Means of transport:**

- a. Proof of round-trip airline reservation showing Spain as the main destination. It is very important that the reservations/tickets presented with the application are actually used for entry/departure to/from the Schengen area. The flight reservation must show clearly the booking reference of the airline (PNR).
- b. Proof of transport within Spain and/or between Schengen countries (bus, train, flight tickets, car rental, etc.).

**Remarks: Fake or cancelled flight booking can entail refusal of the visa. Do not buy the ticket before the visa is issued. The Embassy of Spain will not take any responsibility related to the flight ticket.**

**6. Accommodation for the entire period of the stay in the Schengen territory:**

- a. Hotel booking/reservation.
- b. Tours and cruises need to come with the full paid invoice.
- c. In case of private accommodation in Spain (private invitation), original letter of invitation: This letter can be obtained at any Spanish National Police station. If the visa applicant will be staying in the inviting party's private home/apartment, proof of ownership or rental must also be provided.
- d. If staying at your own house/apartment, proof of ownership or rental.

**Remark: Fake or cancelled bookings can entail refusal of the visa.**

## **7. Medical Travel Insurance:**

- a. Travel insurance certificate issued by insurance company as per EU guidelines:
- b. Name of beneficiary (according to passport), validity, and schedule of benefit and amount covered.
- c. Travel insurance must cover for medical and repatriation expenses up to at least €30,000. It must also be valid in all Schengen countries.

**8. Original employment letter**, stating the monthly or annual pay, time serving at the company, name and signature of the person issuing the letter and other useful details. If the employer is sponsoring the trip, specific mention to it is required.

- a. In case of self-employment (business owner, entrepreneur, freelance, etc.): proof of business registration and/or commercial license.
- b. Pensioner/retired applicants should provide proof of pension and/or any other economic means they may have.
- c. If student, letter from the school/university confirming current attendance (enrolment letter not accepted).

## **9. Proof of economic means:**

- a. Original (signed and stamped) bank statements for the past 3 months before the visa application date. All applicants must present their own bank statements, regardless of who is sponsoring their trip.
- b. A minimum of 118 Euros per day per person (check rate currency), with a minimum balance of 1,065 Euros reflected on the bank statement regardless of the number of days intended to stay.
- c. If the trip is sponsored by a relative, proof of family relationship (legalized amphur certificates), sponsor's proof of employment and economic means and sponsorship letter
- d. If the trip is sponsored by the employer, the employment letter must state so. Proof of business registration, commercial license and employer's bank statements can be requested at any time while considering the visa application.

## **10. Traveling minors (under 20 years old Thai nationals):**

- a) Parental consent for the minor traveling:
  - If both parents are traveling with the minor (family trip) the consent is implied if the family applies and travels together (proof of which must be produced).
  - If one or both parents are not traveling with the minor, they can sign a travel consent declaration directly at BLS while submitting's the minor's visa application OR;

- If one or both parents is not traveling with the minor, legalized and translated into English consent letter done at the amphur.
  - If only one parent has custody over the minor, legalized and translated proof of it must be produced (sole custody certificate, death certificate of the mother or father of the minor, etc.).
  - In the event that one of the parents is deceased, a duly legalized death certificate must be provided.
- b) Legalized and translated birth certificate of the minor.
  - c) Photocopies of the parents' passports (personal data page). If the passport names do not match the birth certificate's names of the parents, legalized and translated proof of name and surname changes must be produced.
  - d) Application form must be signed by both parents (or just one if sole custody is proved).
  - e) Visa fee is waived for children under 6 years old. Visa fee for children between 6 and 12 years old is reduced 50 %.

#### **ADDITIONAL DOCUMENTATION REQUIRED FOR SPECIFIC PURPOSES**

**1. Studies in Spain up to 90 days: Proof of admission, length (up to 90 days) and conditions of studies with a duly registered and recognized education institution/center in Spain.**

#### **2. Business and work trips and conferences**

- a. Letter of invitation from the host company or authority in Spain, stating purpose, date and relation with the invited company/person. The invitation must be signed and give contact details of the inviting company/person.
- b. Original letter of the applicant's employer confirming purpose of trip, dates, relation with the Spanish company and applicant's employment status. List of participants and mention of sponsorship of the trip if applicable.
- c. In the case of conference or fair, proof of the applicant's registration and or participation.

**3. Cultural and sports events: Invitation letters, entry tickets, enrolment conditions, detailed program and other documents that present relevant information about the event.**

**4. Groups and travel agents: For organized groups, travel agents must contact [emb.bangkok.vis@maec.es](mailto:emb.bangkok.vis@maec.es) well in advance.**

**5. Incentive and sponsored trips: The company organizing and sponsoring the incentive trip should contact [emb.bangkok.vis@maec.es](mailto:emb.bangkok.vis@maec.es) so the matter can be discussed in detail.**

**ADDITIONAL DOCUMENTS REQUIRED FOR NON-NATIONALS OF THAILAND, CAMBODIA, LAOS OR MYANMAR: Proof of residence in Thailand, Cambodia, Laos or Myanmar: Proof of legal and effective residence in the above countries for at least the last 6 months: The residence**

**permit/visa must be valid for at least 3 months from the date of departure from the Schengen area.**

**FAMILY MEMBERS OF A CITIZEN OF THE EUROPEAN UNION OR OF THE EUROPEAN ECONOMIC AREA AND SWITZERLAND:**

Family members of citizens of the European Union, European Economic Area (EEA) States and Switzerland are entitled to obtain a visa on a preferential basis and free of charge, provided that they accompany the citizen of the Union, or of the EEA State or Switzerland or are going to join him/her in Spain.

Applications can be submitted at the Spanish Embassy in Bangkok:

Contact: [emb.bangkok.vis@maec.es](mailto:emb.bangkok.vis@maec.es)

More information here:

<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:02004L0038-20110616>

**SEAFARER IN TRANSIT (PRIORITY):**

Applications must include:

- a. Documents listed 1 to 4, 6, 8 and 10.
- b. Valid seafarer's book and copy of the same.
- c. A letter from the shipping agent including the following details:
  - name and surname;
  - nationality;
  - date and place of birth;
  - passport and Seaman's book details (number, date of issued and expiration);
  - occupation;
  - name and flag of the ship;
  - date and airport of entry in Spain;
  - Seaport of embarkation in Spain, length of stay of seafarers on the ship, seaport of landing of seafarers, date of return to the country of origin of seafarers, itinerary to be followed by seafarers to travel to Spain and to return to country of origin.

Seafarer's visa applications should be decided on a priority basis (no need to be submitted 15 calendar days before the trip, but highly recommended)

**IMPORTANT INFORMATION:**

The above is not an exhaustive list of documentation. Applicants can be requested to submit additional documents or may be called for an interview (if required) by the Embassy.

As per Schengen regulations, visa fee is non-refundable.

All original documents must always be accompanied by one photocopy of the same.

We encourage applicants not to produce unrequired documents and to help us save paper by having their documents printed double-sided.