



CHECKLIST – BUSINESS/FAIR/CONFERENCE

Please specify

DD MM YYYY

Intended date of travel to the Schengen territory:

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Between your date of application and date of travel to Spain, do you intend to travel to any other country? If yes, please specify:

Date of travel:

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 Country:

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Minimum documentation for Business /Trade Fair/Conference Visa:

SL.	Documents	Yes	No
1	Passport valid for at least 3 months beyond the stay in Schengen territory and minimum 2 blank pages and issued within the last 10 years.		
2	1 recent color white background photographs (not more than 6 months) 3.5 cm x 4.5 cm		
3	1 Schengen visa application form completed in blue ink or printed online, duly signed.		
4	Copy of biographical page of current passport + copies of previous Schengen visas, US, UK or Canada, granted in the past three years (if any)		
5	Nationals other than Thailand, Myanmar, Cambodia or Laos, original and copy of work permit/resident permit or long term visa.		
6	Original employment letter (not more than 1 month) 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. Company registration (for business owner only) +		
7	Invitation letter , in English or Spanish from the host company/authority in Spain. In the case of conference or fair, proof of the applicant's registration and or participation.		
8	Original applicant's bank statements for the last 3 months along with original bank certificate. Statements must be stamped and signed by the bank.		
9	Confirmed Hotel Accommodation (showing all applicant's names)		
10	Proof of round-trip airplane reservation. Proof of transport within Spain and/or between Schengen countries (bus, train, flight ticket, car rental, etc.). Remark: Fake or cancelled flight booking can entail refusal of the visa		

11	Travel Insurance as per EU guidelines with a minimum coverage of €30,000		
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Important Notes: All documents in Thai must be translated into English, attaching a copy of the Thai original.

Please help us save paper and space by presenting your documents printed in both sides and avoiding unnecessary and unrequired information and/or documents such as your Thai ID.

This is not an exhaustive list. Applicants can be requested to submit additional documents or can be called at an interview if required by the Embassy.

The visa fees and the BLS Service fees are non-refundable.

For further information, please check [LINK TO THE GENERAL LIST OF REQUIREMENTS](#)

All original documents must accompany with one photocopy.

Declaration:

I holder of

Passport no..... voluntarily agrees to avail the services of BLS

International (Thailand) Ltd. to apply for a Spain visa.

BLS Staff:.....

In case of a Travel Agency, name of the agency Contact

number of applicant/agency Signature of the

Applicant/Agent

Date