



## GENERAL INSTRUCTIONS

### Photo Specifications –

Photos must meet the following requirements.

The photograph of the applicant must be recent (less than 6 months old) in colour and:

- Passport size: 35 x 45 mm.
- Taken against a white background
- Clear sharp quality and with the 80% face in focus.
- Printed on normal photographic paper (camera print).
- Full face, non-smiling [without glasses, a hat/cap or other head covering, unless the applicant wears such items because of their religious belief or ethnic background]
- Please stick the Photograph on the Visa Application Form.

Note: Please follow these instructions carefully. If photographs presented do not meet these requirements the application will be considered incomplete.

### Police Clearance Certificate –

- Only required for adults over the penal age and for duration of stay of more than 180 days.
- Must be issued by the competent authorities of the country where the applicant has resided in the last 5 years prior to the submission of the visa application, legalised/apostilled.
- In case of India, this certificate must be issued by the Regional Passport Office and must bear the stamp of Apostille of Hague issued by Ministry of External Affairs, India.
- In case of other countries, it must bear the stamp of Apostille of Hague issued by Ministry of External Affairs of the issuing country, or legalised by the Ministry of External Affairs of the issuing authority and subsequently authenticated by the consular office of Spain in that country.
- A photocopy of the same must be submitted.
- Please note the Police Clearance Certificate has a validity of three months.
- Sworn Translation to Spanish.

### Medical certificate –

- Medical certificate issued by any registered medical practitioner.
- The Medical Certificate must state the following phrase: ***“the applicant is not suffering from any disease that can have repercussions any on the public health in accordance with the International Sanitary Act 2005.”*** A photocopy of the same must be submitted.
- **Student Visas - Only required in case of duration of stay is more than 180 days.**
- It must bear the stamp of Apostille of Hague issued by Ministry of External Affairs, India.
- Please note the Medical Certificate has a validity of three months.
- Sworn Translation to Spanish.



## Legalization of Public Documents (Apostille of Hague)

Certificates of birth, marriage, death, medical condition or police clearance certificates, together with divorce or adoption deeds, and in general all documents issued by non-EU public authorities required for any residence visa application, must bear either the [Apostille of Hague](#) or be legalized.

### ***Public documents from India***

All Indian public documents required for any Spanish residence visa application must bear the Apostille of Hague. The competent authority designated by India to issue the Hague apostille is the [Ministry of External Affairs of India](#).

### ***Public documents from other EU countries***

Public documents issued by other EU member states do not require any apostille or legalization.

### ***Public documents from other countries***

In the case of public documents issued by any other country, it is the responsibility of the applicant to submit them either with the Hague apostille or duly legalized.