



BUSINESS

These are the documents required to submit a Schengen visa application for business purposes. Please note that the Embassy may contact you later on and request additional information.

Back to back pages are preferred. Do not staple any documents and refrain from providing documents other than those mentioned here-below.

When submitting an application, both a [consular and a BLS fee](#) must be paid.

Please remember that you should apply for a Spanish Schengen visa if Spain is the sole or the main destination of your visit.

[Applications for a Schengen visa of family members of a citizen of the EU, EEA or Switzerland](#) enjoy preferential treatment.

Basic documents

- Passport of the applicant with at least two blank pages, valid for at least three months after the duration of the anticipated stay and issued in the last ten (10) years. Old passports must also be included.
- One copy of the pages of the passport with biographic data (in the case of an Indian passport, at the beginning and the end).
- One [application form for a Schengen visa](#) duly completed (full postal address, email address and telephone should not be omitted) dated and signed in blue ink.
- One recent photograph of the applicant (35-45 mm), on a white background, affixed on the application form.
- If the applicant is not a national of India, Sri Lanka, Bhutan, Nepal or the Maldives, evidence of his/her legal residence in any of these countries (residence permit).
- Proof of travel insurance with a minimum coverage of 30,000 Euros to cover any expense which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment. The insurance must be valid throughout the territory of the Schengen States and during the entire period of stay. Check the list of approved Indian travel insurance companies [here](#).

Details of the trip

- Cover letter (account of the purpose of the visit).
- Flight bookings (roundtrip). It is advisable not to buy the air ticket until the visa has been granted.
- Hotel accommodation for the duration of the stay.

Evidence of economic means

- Original, stamped and signed bank statements of the applicant and sponsor (if any) of the last six months. Original, signed letter by the sponsor detailing the concepts/amount to be covered and proof of the relationship of the sponsor with the applicant must be submitted, if relevant.
- Income tax returns (ITR-V or Form 16) for the last two years of the applicant and sponsor, if applicable.
- Salary slips for last three months, when available.
- Title of property in Spain, pension slips or proof of deposits, if relevant.

For business meetings

- Original invitation letter from the Spain-based company/companies. Written in Spanish, the letter should refer to the purpose of the visit and, the existing commercial relationship with the applicant. His/her name, passport number and envisaged travel dates should also be mentioned.

For participation in conferences, business fairs or sports events

- Original letter of invitation from the organizers. The letter must clearly mention the name and passport number of the applicant, duration of the event, whether the expenses of the travel and accommodation shall be paid by the applicant or by the organizers, and involvement of the applicant in the event.
- In case of corporate participation, also a cover letter of the applicants' company. The letter should mention the names of its employees travelling to Spain.

Average processing time at the Embassy

4 working days