SPAIN - CHECKLIST FOR SCHENGEN VISA

Sl. No.	List of required documents	Yes	No
1	Completely filled and signed **application form**		
2	Passport with minimum 2 blank pages preferably continuous valid for at least 3 months beyond the stay in Spain. Copy of the passport bio data pages including previous visas. For a married woman, a copy of the page where the name of the husband and the included children appear.		
3	One passport size photograph (white background. Avoid white or bright clothes)		
4	Proof of compliant travel **medical insurance** covering the period of stay with a value of at least 30,000 Euro. (Please refer to the list of accredited companies on next page)		
5	Proof of sufficient **financial means**. Bank statement + certificate from a bank in Palestine showing movements of the applicant's account for the last three months, signed and sealed by the bank		
6	**Work certificate** including position, salary and date of starting the post and proof of registered business, if applicable (trade license and profession license) or **certificate of the place of study** for students		
7	Reservation of hotel/other kind of **accommodation** in Spain		
8	Flight reservation. Only when the visa is granted a non-refundable ticket/e-ticket will be requested as per the Schengen regulations		
9	Copy of the valid Annual Residence **Permit and** Work Permit for non-Palestinians. National exempted from residency rules should, submit the appropriate document from the Palestinian Authority		
	Invitations		
1	Official invitation issued by the Police Authorities of the place of residence in Spain. Original and copy of the invitation should be submitted to the Consulate. Copy of passport and the DNI or residence card of the person.		
2	Letter of invitation from a Spanish company duly signed and sealed, showing the name and position of the signatory.		
3	Fixed appointment from a Spanish doctor or hospital, with the slip of the advanced payment of the medical treatment. Also medical reports from a Palestinian doctor or hospital.		
	Notes		
1	Applicants may be called for interviews to assert purpose of travel and other relevant information. Applicants may be asked to present any other document that the Embassy might deem appropriate.		
2	**APPEALS:** According to Schengen regulations, refused applicants may appeal the decision after signing the rejection notice. If no answer is received within 30 days, the application is considered to be refused. A second appeal may be lodged before the Spanish courts.		

Remarks_____

Declaration

I have been informed that an application without a complete set of documentation according to the above mentioned checklist may result in the rejection of my visa application. The Consulate General of Spain, Jerusalem reserves the right to ask for additional supporting documents and does not guarantee the issuing of the visa.

Date:_____ Applicant's Signature_____

VAC Officer's Signature: _____

ATTENTION:

According to Schengen legislation, the Embassy of Spain has the right to ask for any other additional documents if deemed necessary. Please note that the applicant may be called for an interview. In all cases the visa fee is non-refundable.

Insurance Companies Accredited To The Schengen States In Ramallah	
SN	**Company Name**
1	Ahliea Insurance Group – AIG
2	Al-Takaful Palestinian Insurance Co.
3	Global United Insurance Company
4	Trust International Insurance Company – Palestine
5	National Insurance Company – NIC

Procedure	
A.	Arrange the documents
B.	Present them in the VAC
C.	Apply in person. Your application will be checked and your finger prints as w ell as your digital photograph will be taken.
D.	Approximately two weeks later, inquire (email or telephone) about the status of your visa. Or visit the website: jerusalem.blsspainvisa.com (Track your application)