

SCHENGEN VISA CHECKLIST

Spain Tourist Visa Application

- **Original Passport:** Passport must have at least 6 months remaining validity and have at least 1 visa page.
- **Covering Letter:** Covering letter from applicant on business letter head mentioning Name, Designation, Passport Number, purpose and duration of visit in brief. The letter should be duly signed by authorized signatory with company stamp and addressed to – The Consulate General of Spain. Note: Covering letter on letterhead if applicant is self employed or on plain paper if employed.
- **Proof of Accommodation:** Hotel confirmation for the entire period of stay in Schengen area. Please note hotel should match the tickets date and maximum stay should be in Spain.
- **Air Ticket:** Copy of round trip tickets or itinerary.
- **Photo Specification:** Two recent colour photographs with matt or semi matt finish, 80% face coverage, white background and without border (Size: 35mm X 45mm). Should not be more than 3 months old.
- **Travel Insurance:** Travel Insurance for duration of stay in all Schengen states.
- **Foreign exchange Credit card Copy:** Applicant must provide Foreign Exchange or credit card copy.
- **Personal Invitation:** If the purpose of travel is to visit friends or relatives, an invitation made before the Spanish Police (invitation letter issued by “Policia Nacional de Espana”) and an attached copy of the national identity card of the person receiving the applicant in case he/she is Spanish or European union citizen, or of the residence permit of the person inviting the applicant in case he/she happens to be Bangladeshi or a citizen of another non-EU country.
- **Proof of Occupation:**
 - Self employed:
 - a) Company Registration Certificate / Certificate of Incorporation.
 - b) Brief Company profile.
 - c) Articles of Memorandum (In case the applicant is MD/Director).
 - d) Proof of Proprietorship/ Partnership (In case applicant is Proprietor / Partner in a firm).
 - e) Import / Export License (If applicable).
 - Employed: Proof of employment like Appointment letter and original leave letter from company.
 - Student:
 - a) Student must submit leave Sanction Letter from school and identity card.
 - b) Parents have to provide TIN Certificate, Bank Statement and NOC Letter.

■ **Financials:**

- a) TIN Certificate and Income Tax Returns (ITR) for the last one Year (Translated into English).
- b) Bank statement for Last three months. Should be signed by the bank/ branch manager and should bear seal/stamp of the bank/branch manager. Statement may not be older than 3 days.
- c) Six months salary slip.
- d) FDR, Sanchoy Patro from Govt. Financial institution, ownership document of Land/Home etc.

■ **Day to Day Itinerary:** A detailed travel schedule is required.

■ **Identification:** Copy of NID is required.

■ **Dependents:** Applicants who are applying with their families have to submit the proof of relation with the principal applicant. For example, if he/she is spouse then Marriage certificate and in case of child, Birth certificate is required.



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