Checklist for Business Visa

1. A fully completed Schengen visa application form.
2. Copy of Passport with a validity of more than six months from the submission date.
3. A picture with a white background.
4. Birth certificate
5. Family Certificate
6. Marriage Certificate
7. Proof of financial means: International Card, euro bank exchange
8. A hotel reservation or an invitation letter issued by the Police in Spain.
9. A travel insurance which must be covered the length of the trip.
10. Flight ticket reservation.
11. Work Certificate

Public/Private workers - A working certificate issued and dully signed by the employer's applicant, stating position at the Company, years at work, monthly salary. - Time allow for leave by your employee Self-employees/Commercial Activities. - Updated Commercial License. -Proof of commercial activities with Spanish or European Companies - Company's bank statements (last six months) - Invitation letter issued by a Spanish Company	Retired persons - Proof of financial means (state pension, private equity funds, any other source of income) Students - A certificate from the university/school stating type and length of studies currently undergoing. - An affidavit issued by their parents stating that they will be responsible for all the expenses. - Minors need, when traveling alone, an authorization issued by their parents and signed before a judge or local authority.

12. Invitation : letter of support from the company concerned, and a letter from your employer stating your position within the company and the reason for your business travel