



### SHORT STAY VISA – BUSINESS

REQUIREMENTS	ORIGINAL	PHOTOCOPY
<b>Long Brown Envelop</b> (With the applicant’s surname, name and contact number written in bold letters on the upper left corner)		
<b>Signed Schengen Visa Application form</b> with photo (35mm x 45 mm, white background)		
<b>Airline Ticket Reservation/Booking</b>		
<b>An International Travel Insurance</b> (medical expenses and repatriation) covering the entire period of the person’s intended stay and valid for all Schengen states. Minimum coverage should be EUR 30,000		
<b>Invitation Letter</b> in Spanish from the company in Spain		
<b>Endorsement Letter</b> from the company containing details pertinent to the trip: purpose of the trip, length of stay, the counterpart in Spain and who shoulders the expense		
<b>Hotel Reservations</b> (for the entire stay in Schengen area)		
<b>Proof of Economic Means</b> <ul style="list-style-type: none"> <li>○ <b>If Employed:</b> Certificate of Employment/Authorization for Leave of Absence, Payslips, Income Tax Return (ITR)</li> <li>○ <b>If Self-Employed:</b> Business Permit, SEC, DTI, Income Tax Return (ITR)</li> <li>○ <b>Bank Certificate</b></li> <li>○ <b>Bank Books</b></li> <li>○ <b>Statement of Account</b></li> </ul>		
<b>Identity/Marital Status</b> <ul style="list-style-type: none"> <li>○ <b>If Single:</b> Birth Certificate</li> <li>○ <b>If Married:</b> Birth Certificate and Marriage Contract</li> <li>○ <b>For non-Filipinos:</b> Alien Certificate Registration (ACR), International Card Residence (ICR)</li> </ul>		
<b>Valid Passport</b> (3 months’ validity from the end of intended stay) <b>and</b> <b>Previos passports, visas and previous visas and stamps</b>		

**I acknowledge that:**

- I have provided all supporting documents as requested on this checklist.
- I have not provided all supporting documents and I am aware that the result of my application will be based on the decision of the Spain Embassy.

\_\_\_\_\_  
**Printed Name and Signature**

\_\_\_\_\_  
**Date**