

Spain Visa Application Checklist for Business/Work /Conference

Name Applicant	:		BUSINESS
Passport No	:		
Date apply	:		

Document Required	Requirement	Notes	YES	NO	Reason
Schengen Visa Application Form	Fully completed, dated, and signed	For minors: signed by both parents/legal guardian			
Passport (Original & Copies)	Valid at least 3 months beyond return, Issued within the last 10				
	Minimum 2 blank pages				
	Copy of personal data page				
	Copies of previous Schengen visas				
ID & Family Card	Copy of Identity Card (KTP) & Family Card (KK) For Indonesian				
Photograph	Recent photograph, One passport-size photo (4.5x3.5 cm)				
	White/light background, No staples; glued/clipped				
Itinerary	Trip summary with dates, accommodation				
	Entry/exit from Schengen countries				
	Total number of days in Schengen Area				
Transport Reservations	Round-trip flight reservation				
	Internal Schengen travel reservations (bus, train, rental, etc.)	⚠ Do not purchase tickets before visa issuance			
Medical Travel Insurance	Coverage: min. €30,000				
	Valid for entire Schengen area				
	Issued by approved insurance company				
Business/Work/Conference	a. Invitation letter from host in Spain	In Spanish, with full details of event & contact			
	b. Employer's letter	Confirming trip, sponsorship, employment status			
	c. Conference registration/proof				
Employment / Economic Status	Employment letter (with salary & position)				
	If self-employed: business license/registration				
	If retired: proof of pension				
	If student: current attendance letter				
Financial Means	Applicant Original bank statements (last 3 months, signed & stamped)				
	Bank certificate stamp and sign by bank				
	Proof of minimum 118€/day; minimum balance of 1,065€				
	If sponsored: proof of relation, sponsor's employment, finances,				
If Submitted by a Representative	Power of attorney letter, Representative's ID/passport copy				

Important Notes

Applicants may be requested to submit additional documents.

An interview may be required by the Embassy.

The Embassy may decide not to approve the visa application.

Visa fees are non-refundable according to Schengen regulations.

BLS Staff (Name & Sign)

Name & Sign of the Applicant/Authorized representative

✦ Agent Information (To be Filled)	
Name of the Travel Agent/Authorized Representative	:
Name of the Agency (obligatory)	:
Contact Number of the Travel Agent/Authorized Representative (obligatory)	: