

Spain Visa Application Checklist for Invitation (Family/Private)

Name Applicant	:		CARTA DE INVITACION		
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				
Non-Indonesian/Timor Leste Nationals	Legal residence proof (≥ 6 months)	Permit/visa valid at least 3 months beyond Schengen exit			
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				
Accommodation	Invitation letter from host in Spain, Official invitation letter issued by Spanish national police station				
	in case Spanish residents in Indonesia or Timor Leste inviting the applicant must fill the invitation letter at the Embassy of Spain in Jakarta.				
	if staying at your own house, Proof of ownership/rental if self-accommodation				
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,				
For Applicants Under 18	Parental consent (as per travel situation)				
	Apostilled and translated birth certificate				
	Parents' passport copies				
	Visa form signed by both parents	⚠ Extra documents needed if parent unavailable			
	Visa fee exemptions for children under 6; 50% for 6–12 yrs				
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)	: