



### SCHENGEN VISA for Foreign Domestic Workers (FDW) in Singapore

#### **THE DOMESTIC HELPER MUST HAVE BEEN WORKING AT LEAST 9 MONTHS WITH HER CURRENT EMPLOYER**

Upon consideration of the non exhaustive list of the following documents, further supportive documentation may be requested in each individual case.

1.	<b>Schengen Visa application form:</b> completed, dated and signed by the domestic helper
2.	<b>ONE photograph</b> glued to the application form: recent (4,5cm x 3,5cm), showing the face, forehead hairline and ears on a white background.
3.	<b>FDW Passport (Original and Photocopy of the identity pages).</b> The passport must be valid for a minimum of 6 months from the date of completion of their stay in the Schengen territory, with at least two blank pages available to stamp the visa. <b>Photocopy of previous Schengen visas</b> issued within the last 3 years and other third countries valid visas in the last year if available.
4.	<b>FDW Singapore work permit.</b> Original and photocopy of back and front. This document must be valid for at least 3 months beyond the intended date of departure from the territory of the Member States. In case that current Singaporean work permit is in process of renovation, proof from MOM or corresponding Singaporean authority must be provided. <b>Printed copy of the validity dates of the FDW work permit from MOM.</b> (Only applicable if validity dates are not stated in the work permit). Can be downloaded from MOM website.
5.	<b>Original and photocopy of the employer's passport</b> (identity pages) and <b>Singapore IC</b> (back and front).
6.	<b>Flight reservation or booking with confirmed dates</b> of round trip (RETURN TICKET) for the FDW and the employer/employer's family. FDW must travel with an adult member of the household.
7.	<ul style="list-style-type: none"><li>• <b>Proof of accommodation:</b> including hotel reservation or similar confirmation of accommodation for the entire trip in the Schengen Area. In the case of accommodation owned/rented by the employer, a letter signed by the employer confirming the address of the accommodation is required, along with any <b>proof of the ownership/rental of the property</b> (utilities invoices, property registry, rental agreements, etc.)</li><li>• In the case of accommodation provided by any person (employer relatives/friends) residing in Spain, an <b>official letter of invitation "CARTA OFICIAL DE INVITACION" issued by the Spanish Police</b> is required. Procedure and requirements to request this letter can be checked at: <a href="http://www.policia.es/documentacion/no_comunitarios/car_requisitos.html">http://www.policia.es/documentacion/no_comunitarios/car_requisitos.html</a> <u>Original</u> and <u>photocopy</u> must be provided, original letter will be returned with the Embassy stamp.</li></ul>
8.	The employer must write a <b>cover letter</b> requesting the visa and provide supporting documents to justify the application. The domestic worker, the family circumstances and travel conditions must be properly documented and justified.
9.	<b>Travel/medical insurance:</b> coverage on medical expenses, repatriation and medical evacuation at least 30,000 EUR or its equivalent in SGD, <b>per each stated benefit</b> and valid for the entire Schengen area for the duration of the applicant's planned stay. COPY OF POLICY WHERE APPLICANT NAME, GEOGRAPHICAL AREA AND PERIOD OF COVERAGE IS STATED ALONG WITH THE SCHEDULE OF BENEFITS AND AMOUNT COVERED.
10.	<ul style="list-style-type: none"><li>• An <b>updated letter from the employer's company</b>, stating the details of the applicant, employment duration, designation, and confirming the holiday granted.</li><li>• For non working employers, updated letter from the employer spouse's company is required.</li><li>• For self employed, final tax return and an updated statement of the ACRA is required.</li></ul>
11.	<b>Proof of the employer's financial circumstances:</b> by means of the latest 6 months of bank book statements, or bank account statements or fixed deposit statements. The NAME of the account holder must be the employer name and has to be stated in the statements. Bank accounts in either SGD; EUR; or USD will be accepted. If the employer does not hold sufficient means in the bank account, employer's spouse bank statements must be submitted with a photocopy of the employer's spouse passport and marriage certificate.
12.	Signed <b>Guarantee Letter</b> together with a <b>copy of the FDW work contract</b> .
13.	<b><u>REPORT BACK TO THE SPANISH EMBASSY UPON RETURN TO SINGAPORE:</u></b> The domestic helper has to report back to the Embassy of Spain in Singapore within 15 days after her return to Singapore with her original passport and work permit. See the COMMITMENT LETTER form to be used for this purpose.