



BLS

## TOURIST Visa

All applicants must come in person (including minors) to the Visa Application Centre. Upon consideration of the non exhaustive list of the following documents, further supportive documentation may be requested in each individual case.

**You are informed that the lack of any of the documents below, might result in the refusal of the visa application.**

1. **Schengen Visa application form:** The application must be completed, dated and signed with **BLUE** ink. All documents must be submitted and printed separately for each applicant as no joint documents will be accepted even for families. Every family member must book an individual appointment.
2. **ONE photograph** (glued to the application): the photo must be recent (4,5cm x 3,5cm), clearly showing the face, the forehead hairline and ears on a white background.
3. **Passport** (Original and Photocopy of the identity pages). The passport must be valid for a minimum of 3 months from the date of completion of their stay in the Schengen territory, with at least two blank pages available to stamp the visa.  
**Photocopy of previous Schengen visas** within last 3 years and other third countries valid visas in the last year if available.
4. Singapore IC: Original and photocopy of both sides (e.g. Employment card/S pass/Dependent pass/ Student pass/ Work permit/PR card) and copy of the document indicating the expiry date of IC. Re-entry permit for PR should be provided too. This document must be valid for at least 3 months beyond the intended date of departure from the Schengen territory. In the case that current Singaporean IC is in process of renovation, in-principal approval letter must be provided.
5. A booking for a **round-trip airline ticket** or printout of a confirmed reservation with the applicant's name (final destination must be outside Schengen territory).
6.
  - A travel itinerary including **hotel reservation or similar confirmation of accommodation** for the entire trip in the Schengen area.
  - In the case of private accommodation provided by the person the applicant is visiting (family member or friend); a **letter of invitation "CARTA OFICIAL DE INVITACION"** issued by the Spanish Police is required as proof of accommodation. Procedure and requirements to request this letter can be checked at:  
[http://www.policia.es/documentacion/no\\_comunitarios/car\\_requisitos.html](http://www.policia.es/documentacion/no_comunitarios/car_requisitos.html)Original and photocopy must be provided. Original letter will be returned with the Embassy stamp and official signature.
7. **Travel/medical insurance:** covering medical expenses, repatriation and evacuation for medical reasons and repatriation of mortal remains for at least 30,000 EUR or its equivalent in SGD, per each stated benefit and valid for the entire Schengen area for the duration of the applicant's planned stay. COPY OF THE PAGES OF YOUR POLICY WHERE YOUR NAME, GEOGRAPHICAL AREA AND PERIOD OF COVERAGE IS STATED ALONG WITH THE SCHEDULE OF BENEFITS AND AMOUNT COVERED must be submitted.
8.
  - **Employees:** **Updated letter from the applicant's employer**, stating the details of the applicant, employment duration, designation, and confirming the holiday granted.
  - **Self employed:** final tax return and an updated statement of the ACRA.
  - **Students:** Letter of University/College explaining the degree/programme the applicant is doing in Singapore and period of holidays/trip.
9.
  - **Proof of the applicant's financial circumstances :**
    - 1.- **For applicant:** 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 applicant's name and has to appear in the statements. Singaporean bank accounts in either SGD; EUR; or USD will be accepted.
    - 2.- **For minors (less than 18 years old** when the parents are residents of Singapore, both parents have to accompany the minor applicant to do the visa application, and the necessary signature process has to be completed in front of the submission officer. Please READ the ADDITIONAL INFORMATION in the information sheet for minor applicants.
    - 3.- **For spouses who are sponsored:** READ the ADDITIONAL INFORMATION sheet for sponsored applicants.
    - 4.- **For applicants who are sponsored:** READ the ADDITIONAL INFORMATION sheet for sponsored applicants