



CONSULADO GENERAL DE ESPAÑA  
MANILA

**SHORT TERM VISA**  
(Tourism, Business and other visas  
less than 90 days stay)

**PROCEDURE:**

1. Complete the documents required. Put all the documents in 1 large brown envelope (with the applicant's surname, name and contact number written in bold letters on the upper left corner of the envelope).
2. The applicant must come personally on the appointment date and must pay the visa fee upon submission of the application.
3. Always include 1 photocopy of the filled-up application form and 1 photocopy of the rest of the documents.

**REQUIREMENTS:**

1. Duly accomplished *Schengen* application form.
2. One (1) recent passport-size photo with *white background* (to be pasted on the application form)
3. Valid passport (valid for a minimum 3 months after the planned trip).
4. **1 photocopy** of the data page of the valid passport and all previous visas and stamps.
5. **Previous passports.**
6. Letter explaining the purpose of the intended trip.
7. **For spouses:** if spouses of Spanish/EU nationals, marriage certificate (issued not more than 6 months ago) recognized by the Government of the corresponding EU national is required. Marriages that are not registered/recognized by the corresponding EU Government will not be processed as an EU spouse visa. Only marriages recognized/registered by the corresponding EU Government are free of charge. **The marriage certificate issued by the Filipino authorities (PSA) will have to be submitted duly authenticated by the Department of Foreign Affairs (DFA).**
8. **Minors:** The corresponding authorization and birth certificate issued by the PSA.
9. **Proof of economic means:** Bank Certificate of the applicant, Bank Books, including the movements of the account in at least the last 6 months, and ITR (with receiving stamp or official receipt from BIR). These documents are required whether or not the applicant is sponsored by a company or an individual.
10. If staying in a private residence, invited by a relative/friend, invitation letter issued by the Spanish Police, or an invitation letter including the photocopy of the sponsor's passport and/or D.N.I., or residence card and registration of residency ("*empadronamiento*").
11. If employed: Certificate of Employment and authorization for leave of absence (original copies).
12. If self-employed: Business Permit, Registration, Company ITR.
13. **For non-Filipino applicants,** please present your ACR, ICR and re-entry permit (and 1 set of photocopies).

14. **Airline reservation and hotels: It is strongly recommended not to buy the flight ticket before obtaining the visa.**

- detailed **itinerary** and **confirmed hotel reservations**
- **only** itineraries with Spain as **main destination** (longest stay) will be processed

15. **Travel Health Insurance**

- a. Minimum coverage of 30,000 Euros.
- b. Must be recognized in all Schengen States
- c. Validity **period** of the insurance coverage must be for the duration of the intended stay.

**BUSINESS VISA**

1. Please follow the *Procedure and Requirements for Short-term Visa*.
2. Additional requirements:
  - d. Invitation letter in Spanish from the company in Spain.
  - e. Letter from your company containing all the details pertinent to the trip: purpose of the trip, length of stay, the counterpart in Spain, who shoulders the expense.

**NOTE: OTHER DOCUMENTS NOT INDICATED MAY BE REQUIRED**

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**Important Reminder:**

FOR SECURITY REASONS, CELLPHONES AND BAGS ARE NOT ALLOWED INSIDE THE CONSULATE GENERAL. THEREFORE IT IS ADVISED NOT TO CARRY ANY DURING YOUR VISIT. IN CASE VISITORS COME WITH A BAG OR CELLPHONE TO THE CONSULATE PREMISES, THEY WILL HAVE TO LEAVE THEM OUTSIDE. THE CONSULATE GENERAL WILL NOT BE HELD LIABLE FOR ANY LOSS OF OR DAMAGE TO PERSONAL BELONGINGS.