

## **BUSINESS**

1. Visa application form completed in Spanish or English and signed by the applicant. For minors without their own passport, included in the passport of the mother/father the visa application form with a photograph is also required. In case of minors, the application form must be signed by the person who is exercising temporary or permanently the parental rights or guardianship.
2. Two 3.5 x 4.5 cm color photographs over white background.
3. Travel document valid for at least three months after the intended date of (last) departure from the Schengen area, containing at least two blank pages and issued within the previous ten years.
4. Copy of all the pages of the travel passport.
5. Other valid or expired travel passports.
6. Copy of all the pages of other valid or expired travel passports.
7. Copy of all the pages of the domestic passport.
8. Invitation from a Spanish company indicating the purpose and period of the stay, activities of the company and personal data of the guest (name, nationality, passport number, etc.). The invitation must be signed either by the commercial director, exports director or CEO of the hosting company, and should state the assumption of costs by the company if necessary.
9. Accreditation of ongoing commercial relationship with the hosting company, in case of successive invitations on behalf of the same person (older invitations from the same person or organization).
10. Copy of the identity document of the person who signs the invitation letter.
11. Proof of accommodation (hotel reservation, rental agreement of house / apartment, etc.). If the address of the accommodation in Spain is specified on the invitation for the entire period for which the visa is requested, additional accommodation accreditation is not mandatory.
12. Travel medical insurance covering the entire period of intended stay, valid for all Schengen States (for those traveling to Andorra, the territorial coverage of the insurance policy must be for the Schengen States and Andorra) and covering any expenses which might arise in connection with repatriation for medical reasons, urgency medical attention, emergency hospital treatment or death during the stay. The minimum coverage must be €30.000. Color photocopy.
13. Reservation of roundtrip ticket (plane, coach, train, etc.)
14. If traveling by car, copy of the "Technical Passport" of the vehicle, international driving license and car insurance (Green Card). If the vehicle is rented, the leasing contract. Also must be provided a printed itinerary of planned trip.
15. Financial guarantees: Job certificate indicating the job position and salary. Applicants who have their own business must provide a copy of business registration and a copy of the tax identification number (TIN).
16. Money availability (€95 per day/person with a minimum of € 855): Original bank statements with the last three months transactions (with the bank headed notepaper). The applicant may also include a recent certificate of exchanged currency. In case of sponsorship, letter from the sponsor, not handwritten, and financial guarantees of the sponsor (bank account statements, recent certificate of exchanged currency, etc.).
17. In cases of third-country nationals, proof of legal residence in the Russian Federation (residence permit, long-term visa or FMS registration with a minimum validity period of six months (not required for citizens of Belarus, Turkmenistan and Uzbekistan. If the job certificate is issued by a Russian organization or a Russian company, a copy of the work permit must be submitted. Nationals of third countries having visa regime with The Russian Federation should also submit a long-term visa.