

EMBASSY OF SPAIN IN HANOI

DOCUMENTS REQUIRED FOR THE APPLICATION OF TOURIST OR FAMILY VISIT VISA

1. **Schengen visa application form**, attached with a passport-type photo
2. **Passport** valid for at least 3 months after your departure from the Schengen area or, in case of a multiple entry visa, after the last scheduled departure. It must contain at least 2 blank pages and have not been issued for more than 10 years. An A4 photocopy of all passport pages containing information (visas, stamps, etc.) must be provided.
3. **If the applicant is not a Vietnamese citizen**, he/she must provide documentation proving his/her residence in Vietnam (temporary or permanent residence card)
4. In the case of minors or disabled persons who are not traveling accompanied by their parents or accredited legal representatives: **authorization from BOTH parents** or accredited legal representative or from the father/mother who is not traveling, along with birth certificates of the minors or supporting documents of the legal representation, as well as the passports or DNIs of the parents or legal representatives.
5. **Letter of self-introduction about the visa applicant**: a suggested outline for the preparation of such letter of self-introduction can be found by clicking [here](#).

6. Proof of travel history:

- a. Previous passport/s (original + photocopy)
 - b. **In case of having been refused with a visa by any of the member countries of the Schengen area during the last 5 years: resolution (or resolutions) of visa refusal**, accompanied by a brief **explanation** of the reason for the visa application(s) at that time and the **supporting documentation** (if applicable)
7. **Proof of the purpose of the trip:**
- a. **Family visit:**
 - Invitation letter issued by a Police Station in Spain
 - Proof of family ties: birth/marriage certificates, etc.
 - b. **Tourism:**
 - **Traveling on one's own:**
 - If invited by an individual residing in Spain: Invitation letter issued by a Police Station in Spain. In exceptional cases and only with prior consent of the Embassy, a private letter may also be accepted. Remember that the letter of invitation will not replace, in any case, the obligation of the foreigner to prove the fulfilment of the other requirements for entry, since this letter of invitation only justifies the requirement related to lodging.
 - Letter of motivation, with special mention to the travel mates (if any) and the applicant's relation to these people (only if travelling without any invitation)
 - Detailed program on the trip: indication of dates, places, means of transport, accommodation and proof of reservation of these means of transport and accommodation

– **Traveling with tour operators**

- Letter from the local tour operator, with details about the trip and the members of the group of travelers
- Letter from the tour operator's counterpart in Spain
- Service contract signed with the tour operator

– **Incentive trip:**

- Notification of the incentive program from the promoting company, indicating the conditions to benefit from the program
- Commercial registration certificate of the promoting company
- Letter from the promoting company addressed to the beneficiary, indicating the level of compliance with the conditions for the incentive program and the type of the corresponding award.
- Acceptance letter from the beneficiary of the incentive
 - ◆ If the beneficiary is an individual: letter signed by the beneficiary. If this person does not travel and transfers his/her rights to another person, he/she must notify it in his/her letter addressed to the promoting company, indicating the personal and contact information of this third person and the type of relationship that exists between these two people.
 - ◆ If the beneficiary is a legal person: letter of acceptance of the incentive with the stamp of the beneficiary company, indicating the personal, professional and contact details of the people designated by that company to participate in the incentive trip. If the designated person does not travel and transfers his/her rights to another person, he/she must notify it in his/her letter addressed to the promoting company, indicating the personal and contact information of this third person **and the type of relationship that exists between these two people.**
- Service contract signed between the promoting company and the tour operator (if applicable)
- Detailed program of the trip
- Guarantee letter from the local tour operator, with details about the trip and the members of the group of travelers.
- Guarantee letter from the promoting company, with details about the trip and the members of the group of travelers. The list of the members of the delegation must be broken down into small groups of people with certain points of compatibility (ie people belonging to the same company or the same family nucleus). The list must indicate who is the leader of the group and the relationship of the rest of the group members with the group leader (the supporting documents of this relationship must appear in the file of the dependent person and NOT of the leader of the group).
- Reservation of airline tickets, hotels and travel insurance for the entire group

8. Proof of availability of sufficient financial means for the entire stay in the Schengen territory: 10% of SMI (minimum interprofession salary) multiplied by the number of days that the visa applicant intends to stay and by the number of people traveling at the expense of the visa applicant. In any case, a minimum amount of a **90%** of SMI per person must be accredited, regardless of the planned length of

stay. For exact information on the quantity established for each year's SMI, you are kindly requested to visit the following website: <https://www.exteriores.gob.es/DocumentosAuxiliaresSC/Vietnam/HANOI%20%28E%29/SMI.pdf>.

9. **Documents** enabling the evaluation of the intention to leave the territory of the Member States:

a. **Proof of labor roots:**

- **If the applicant is an entrepreneur:** commercial registration certificate of the company in which his personal data appears.
- **If the applicant is an employee:**
 - Employment contract
 - Payroll with detailed breakdowns for the last 3 months
 - Bank statement of the salary receiving account for the last 3 months. Bank statements printed online are not accepted.
 - Holiday decision
 - Document indicating the number of affiliation to the social/medical security system in Vietnam
- **If the applicant is a retired person:**
 - Decision of retirement
 - Bank statement of the retirement pension receiving account for the last 3 months. Bank statements printed online are not accepted.

b. **Proof of financial roots:**

- Savings book(s)
- proof of ownership of real estate (if applicable)

c. **Proof of social/family roots:** Marriage and birth certificate of the children (if applicable)

IMPORTANT NOTES:

- If the visa applicant travels together with any of his/her family members and does not present financial proofs of his/her own, it will be necessary to present the following documents:
 - proofs of family relationship with the main **traveler** who has the financial means. These proofs (certificates of marriage or of birth, depending on the cases) must be duly legalized and translated into Spanish or English.
 - With respect to visa applicants over 18 years of age: written commitment of the main traveler who has the financial means undertaking to cover all the expenses related to the visa applicants' trip.
- If the visa applicant does not present financial proofs of his/her own and will be financially sponsored by any of his/her family members but this sponsor DOES NOT travel together with the visa applicant, it will be necessary to present the following documents:
 - proofs of family relationship with the sponsor. These proofs (certificates of marriage or of birth, depending on the cases) must be duly legalized and translated into Spanish or English.
 - With respect to visa applicants over 18 years of age: written commitment of the sponsor undertaking to cover all the expenses related to the upcoming trip of the visa applicant. This commitment must be duly legalized and translated into Spanish or English.
 - Proofs of financial means of the sponsor.

10. Air-ticket booking

11. **Travel medical insurance:** The insurance must cover the costs of repatriation for medical reasons or death and emergency medical assistance or emergency hospital care during the entire period of stay and throughout the Schengen area. The minimum coverage will be 30,000 euros or its equivalent in local currency. If a multiple-entry visa is requested, the health insurance will be valid for the first intended trip. The applicant will agree to take out insurance for successive trips.
12. **Proof of accommodation or of having sufficient means to pay for it:** hotel reservation(s) during the entire stay in the Schengen territory

PLEASE CLICK [THIS LINK](#) FOR DETAILED INFORMATION ON SCHENGEN VISAS (download of visa application form, fees, procedures, etc).