



SHORT TERM VISA

(For a up to 90 days stay)

CONSULADO GENERAL DE ESPAÑA MANILA

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.

GENERAL REQUIREMENTS:

1. Duly accomplished **Schengen** application form.
https://drive.google.com/file/d/1BPjLDZAbF7ofb-LSRMk9ITE16z2wRUMX/view?usp=drive_link
2. One (1) recent passport-size photo with **white background** (to be pasted on the application form)
3. Valid passport (valid for a minimum 6 months after the planned trip).
4. **1 photocopy** of the data page of the valid passport.
5. **Previous passports.**
6. Letter explaining the purpose of the intended trip.
7. **For spouses:** if spouses of Spanish/EU nationals, a marriage certificate (issued not more than 6 months before the submission of the application) 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 duly authenticated by the Department of Foreign Affairs (DFA).**
8. **Minors:** The corresponding authorization and birth certificate issued by the PSA.
 - If travelling alone or with only one parent: written consent of the non-travelling

parent/legal guardian or proof of sole custody of the travelling parent or legal guardian. If the name of the father does not appear in the PSA issued birth certificate, no consent is required.

- Copy of bio data page of parent(s) or legal guardian's passport
 - If travelling alone: Department of Social Welfare and Development (DSWD) clearance.
 - Certificate of leave of absence if travelling during the school year.
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 employed:** Certificate of Employment, authorization for leave of absence and ITR duly validated by BIR (original copies).
11. **If self-employed:** Business registration issued by the Department of Trade Industry (DTI) / Securities Exchange Commission (SEC), Company ITR duly validated by BIR and Business Financial Statement.
12. **For non-Filipino applicants,** please present your ACR, ICR valid at least three months beyond the date of departure from the territory of the Schengen States (and 1 set of photocopies).
13. **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
14. 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*").
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.
16. **Proof of financial means:**
- As of 2025, travelers must demonstrate sufficient financial means for the duration of their stay. The minimum required is €118 per person per day. For stays of 9 days or more, a minimum total of €1,065 is required.

IF TRAVELLING FOR BUSINESS

1. Please follow the *Procedure* and the *General Requirements for Short-term Visa*.

2. Additional requirements:

- a) Certificate from the employer: letter of the Philippine company introducing the businessperson, purpose and duration of the visit(s), financial cover of the visit, short company profile, etc.
- b) Letter from the inviting company or organization containing at least the following information: personal data of the invited person (including function), length of the visit, purpose of the visit and activity to be undertaken during the stay; who is to cover the cost of the stay; and name and position of the countersigning person.
- c) Proof of previous business relations between the two companies (e.g. contracts, invoices...) if any.

PARTICIPANTS IN EVENTS AND STUDIES FOR LESS THAN 90 DAYS 1. Please

follow the *Procedure* and the *General Requirements for Short-term Visa*. 2.

Additional requirements:

- **Participants in a commercial fair or cultural / sport event:** A personalised letter containing the relevant personal data of the invited person and his/her function, and the name, contact details and position of the counter signing person as well as the length and purpose of the visit or activity.
- **Studies, research, internship for less than 90 days:** Certificate of admission or registration at an educational establishment

Note: If needed, and in order to clarify the purpose of the intended trip, other documents not indicated might be required

<u>Visa Fee</u>	<u>Amount</u>
For adult	Php 6,800

Children between 6-12 years	Php 2,600
for Child below 6 years old	free of charge
Jeron Service Fee	Php 3,500

Note:

- All application is subject to Embassy's policies
- All documents service must be paid prior to application
- Embassy may require additional documents
- Jeron Will Not Be Held Responsible For Your Documents / Application Results

THIS REQUIREMENTS ARE AS OF JUNE 26, 2025



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