INSTRUCTIONS AND REQUIRED DOCUMENTS FOR SOLICITING TOURIST VISA

0. EMBASSY OF SPAIN IN KIEV INFORMS ALL APPLICANTS:
   a) All application forms and information sheets are free
   b) According to the Visa Code, if you apply for a Schengen visa at the Embassy of Spain in Kiev, Spain is required to be the main destination of your journey.
   c) Submission of any false documents as well as any false statements will lead to the visa application being rejected.
   d) Visa is one of the requirements for entry to Spain and at any moment the border authorities of any Member State of the Schengen Agreement may require any additional documents and especially those that serve as the basis for visa issuance.
   e) Alteration of the object of the journey or the main destination for which the visa is granted may lead to the visa being revoked and the subsequent visa applications being rejected.
   f) Applications shall be lodged no more than three months before the start of the intended visit.
   g) All documents (except for copies of passports, travel cheques, bank account information - statement of the ultimate three months of bank transactions) submitted by the applicant must be translated into Spanish or English.
   h) The Embassy of Spain reserves the right to ask for any additional documents intended to avoid the visa applications being rejected.
   i) Additional documents sent by fax or email will not be accepted unless receiving has been previously approved.

1. GENERAL REQUIREMENTS

1.1 VISA FEE
   Fees for processing the visa application are waived for the following categories of persons:
   a) Pensioners (except working pensioners) - relevant proof required (AFV 2007/840/CE Art. 6.4 k)
   b) Applicants under the age of 18 as on date of application submission (AFV 2007/840/CE Art. 6.4 n)
   c) Applicants under the age of 21 dependant on parents - notarized statement in original from applicant’s parents is required to confirm the dependency (AFV 2007/840/CE Art. 6.4 n).

1.2 VISA APPLICATION FORM
   a) Visa application form must be signed personally by the applicant.
   b) In case of minors, visa application form must be signed by the applicant’s guardian/parent on behalf of the minor applicant.
   c) Visa application forms are filled in with Latin characters only.

1.3 PHOTOGRAPH
   1 recent passport size photograph (see photo specifications)

1.4 PASSPORT
   a) International passport, valid more than three months from the date of return.
   b) Photocopy of the pages containing remarks.
   c) Other international valid passport(s) in original along with photocopies of the pages containing remarks.
   d) In case previous passport(s) is/are cancelled, applicants are required to submit a certificate from the relevant authority about its cancellation.
   e) In case previous passport(s) is/are lost/stolen, applicants are required to submit a certificate from the relevant authority.
   f) Photocopy of the pages containing remarks of the internal passport.

1.5 MEDICAL INSURANCE
   a) Travel insurance covering all Member States of the Schengen Area.
   b) Minimum coverage of 30000 Euro.
   c) Urgent medical treatment.
   d) Emergency admission to hospital.
   e) Repatriation.

2. APPLICANTS ARE REQUIRED TO PROOVE THEY ARE ECONOMICALLY AND SOCIALLY ROOTED IN UKRAINE

   YOU CAN SUBMIT ANY DOCUMENT CERTIFYING APPLICANTS ARE ROOTED IN THE COUNTRY AND ELIMINATING THE RISK OF EMIGRATION, FOR EXAMPLE: DOCUMENT PROVING KINSHIP, AVAILABILITY OF REAL ESTATE, BUSINESS ETC.

   THE EMBASSY OF SPAIN MAY TAKE ADEQUATE MEASURES TO VERIFY THE AUTHENTICITY OF DOCUMENTS. ANY FALSE STATEMENTS MAY LEAD TO VISA APPLICATIONS BEING REJECTED.

2.1 EMPLOYEES
Employees are required to submit a certificate issued by their employers on the original company’s blank stating the registration number, contact address and the position of the person who signs the document containing the following information:

- date of employment
- position at the company
- salary for the ultimate six months
- duration of absence in the company

2.2 ENTREPRENEURS AND SELF-EMPLOYED

- company registration
- recent tax statement

2.3 UNEMPLOYED

The unemployed are required to submit a declaration duly signed and dated, stating their current financial situation and describing the elements proving their roots in Ukraine (family relationship, property, vehicles, etc.)

2.4 PENSIONERS

Certificate confirming the status of pensioner, stating the monthly amount that is perceived

2.5 STUDENTS

Certificate issued by the university or school stating the applicant’s details, study level and the planned period of absence.

2.6 OTHER

Alternatively, at the discretion of all applicants any supporting documents proving their roots in Ukraine may be submitted (e.g. real estate certificate).

3. PROOF OF FINANCIAL MEANS (Order 1282/2007, BOE 11/05/2007)

Insufficient financial means as well as providing false documents may cause your visa application being rejected. The Embassy of Spain may take adequate measures to verify the authenticity of the provided documents.

All applicants are required to submit the documents proving the sufficiency of financial means to cover all journey expenses and return to the country of origin. Sufficient supporting documents as proof of financial means should be submitted which confirms solvency of ₴636,93 per person for 9 days in Spain. This amount will be increased to ₴70,77 for additional day spent in Spain. Some of the possible proof of financial means could be:

3.1 PERSONAL FINANCIAL MEANS

Submit one of the following documents:

- Bank Statement (at least three ultimate months of bank transactions); or
- Travel Cheques; or
- Copy of the Credit Card (only side with the holder details) along with the ATM receipt showing your current balance in the account; or
- Proof of a banking Hryvnia -to-Euro currency exchange

3.2 GUARANTOR (GUARDIAN / SPONSOR)

Exceptionally, applicants may submit a declaration of guarantee letter signed by the host person clearly stating that the host accepts the responsibilities derived from the Order PRE/1282/2007 regarding the financial means for the stay in Spain. The declaration is required to be:

- handwritten, signed and submitted along with a copy of the identification document (identity card, internal and international passports, residence permit, etc.)
- If the sponsor is not traveling with the applicant, the declaration must be notarized.
- Sponsorship declaration is submitted along with the bank statements (at least three ultimate months of bank transactions)

3.3 STUDENTS

Applicants who are currently unemployed students may submit a declaration of guarantee letter signed by a third person having a family relationship with the applicant clearly stating that he accepts the responsibilities derived from the Order PRE/1282/2007 regarding the financial means for the stay in Spain.

The declaration is required to be:

- handwritten, signed and submitted along with a copy of the identification document (identity card, internal and international passports, residence permit, etc.)
- If the sponsor is not traveling with the applicant, the declaration must be notarized.
- Sponsorship declaration is submitted along with the bank statements (at least three ultimate months of bank transactions)
- Additionally, you can submit confirmations of interim earnings, such as payrolls, lease agreements, etc.

4. PROOF OF STAY IN SPAIN

a) Booking of hotel/apartments
5. MEANS OF TRAVEL
Confirmation of flight booking or any other mode of transportation clearly stating dates of departure and return to Ukraine.
If you travel by any other mode of transportation, it is necessary to provide the route, hotel bookings, in which applicants intend to stay. Moreover, it is required to provide copies of the driver’s license and insurance for vehicle.

6. PURPOSE OF TRAVEL
Details of travel itinerary (explanatory letter about the purpose of the trip, clearly stating the places which applicants are going to visit, etc.)

7. MINORS
   For minors travelling unaccompanied or accompanied by one of the parents:
   a) Authorization letter from parents or guardian duly notarized, which precisely indicates the name of the person accompanying the minor, the number of passport and the document proving kinship. It is necessary to provide a copy of the visa/residence permit of the accompanying person. Original documents are provided to verify its copies.
   b) Photocopy of the birth certificate of the minor
   c) Marriage certificate, if available, or a document confirming that his mother/father has a single parent status or a court decision on the deprivation of parental rights, or death certificate.
   d) Official certificate or decision on custody and parental rights (for guardians only)
   e) Photocopy of guardian/parents’ passports (Internal and International passport)

8. NON-Ukrainian Applicants
   Copy of the residence permit and work permit must be submitted