

SPANISH CHAMBER OF COMMERCE
-CONSULAR SECTION-
西班牙商務辦事處
- 領務組 -

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SCHENGEN VISA

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Visa exemption

Visa-free entry not exceeding 90 days in any 180-days period for holders of Taiwan passport which include personal ID number and are valid at least 3 months after the intended date of departure from the territory of the Schengen Area.

Holders of Taiwan passport without personal ID number NEED to apply for a Schengen visa.

Types of Schengen Visas

a) Uniform Schengen Visa, b) Schengen Visa with Limited Territorial Validity and c) Airport Transit Visa.

Uniform Schengen Visa

A uniform Schengen visa issued by a Schengen country allows free travel within the Schengen Area. The Schengen countries are: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland. The maximum period of stay allowed is 90 days in any 180-days period.

PLEASE NOTE that a visa does not give you an automatic right to enter the Schengen Area. You may be asked by border control officers to provide information or supporting documents concerning your financial means, the length of your stay and the purpose of your visit. **Please check the Entry Requirements to Spain:**

<http://www.exteriores.gob.es/Portal/en/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/RequisitosDeEntrada.aspx>)

Airport Transit Visa (ATV)

Citizens of the following countries need this kind of visa to transit through the international transit areas of the Spanish airports: Afghanistan, Bangladesh, Democratic Republic of the Congo, Cuba, Djibouti, Eritrea, Ethiopia, Ghana, Guinea, Guinea-Bissau, India, Iran, Iraq, Ivory Coast, Liberia, Mali, Nigeria, Pakistan, Sierra Leone, Somalia, Sri Lanka, Syria and Togo. However, there are exemptions to this rule, as instance, diplomatic passport holders. If you are a citizen of any of these countries, you are recommended to contact this office for further information.

Where should I apply for a Visa?

Only residents in Taiwan can apply for a visa at the Spanish Chamber of Commerce in Taipei.

- If you intend to visit only one Schengen country, you must apply at the office of that particular country.
- If you intend to visit several Schengen countries, you must apply at the office of the country which is your main destination in terms of length or purpose of stay.
- If you visit more than one Schengen country and the main destination cannot be determined, you must apply at the office of the country which is your first point of entry.
- If you do not need a visa for the Schengen country which is your main destination or first point of entry, please note that you may require a visa for other Schengen countries that you intend to visit during your trip.

Visa Application

Please complete the application form in Spanish or English and present it along with the required documents. The application must be signed and **submitted in person as fingerprints must be taken**. For minors both parents should sign the application. All documents must be presented **in Spanish or English**. Documents in Chinese or other languages will also be accepted as long as a translation into Spanish is provided. Please note that, if needed, this office could request that every document should be translated into Spanish. Applicants might be invited for **an interview** concerning the visa application. **Working hours:** Visa application submission and collection from 9 to 11:30, Monday to Thursday, excluding bank holidays.

Processing Time and Fees

In general, this visa will be ready within 3 to 5 working days but in case the application needs to be sent for decision to the authorities in Spain could be extended up to 30 calendar days. Exceptionally, when additional documentation is needed in specific cases, the period may be

extended up to 60 calendar days. Meanwhile, passport is given back to the applicant. Visa applications shall be lodged no more than 3 months before the start of the intended visit.

The current fee for a Schengen visa is around **2000-3500 NTD** and must be settled **in cash** upon application. Fees are **non-refundable**, regardless of the decision taken about your visa application. Visa fee is around **1000-1300 NTD for children from the age of 6 years and below the age of 12**. The **visa fee shall be waived for**: a) Children under 6 years, b) School pupils, students, postgraduate students and accompanying teachers who undertake stays for the purpose of study or educational training c) Researchers from third countries travelling for the purpose of carrying out scientific research as defined in Recommendation No 2005/761/EC of the European Parliament and of the Council of 28 September 2005 to facilitate the issue by the Member States of uniform short-stay visas for researchers from third countries travelling within the Community for the purpose of carrying out scientific research d) Representatives of non-profit organisations aged 25 years or less participating in seminars, conferences, sports, cultural or educational events organised by non-profit organisations, and e) Holders of diplomatic and service passports.

GENERAL REQUIREMENTS FOR A SCHENGEN VISA¹

(Original documents must be provided plus one photocopy of items 3-14. Please note that this office reserves the right to request additional documents).

1. **Two application forms** duly filled in and signed by the applicant.
2. **Two** recent colour **photos**, 26-35mm width and 32-45mm height, with white background.
3. **Passport** of the applicant, which must be valid for at least three months after the intended date of departure from the territory of the Member States. It shall contain at least 2 blank pages and shall have been issued within the previous 10 years.
4. ARC.
5. **Travel insurance policy**, covering the cost of repatriation on medical grounds, urgent medical treatment and/or urgent hospital treatment. The insurance must be valid throughout all of the Schengen countries and must cover the whole duration of the stay. The minimum cover is 30,000€ Please include the details of insurance policy so that we can check the insurance fulfils our requirements.
6. **Flight reservation(round trip flight reservation from Taiwan to Spain)**.
7. **Financial proof** such as last 3 months bank statements or bank book where it appears the salary. Whether applicant cannot provide his/her own financial proof and presents his/her spouse's, applicant must submit the English household transcript, if the spouse is not Taiwanese please present the marriage certificate. In case that such certificate has not been issued by Taiwan Authorities, it should be legalised and translated into Spanish or English.
8. **Invitation Letter** from the person who is inviting you or **Hotel reservation** for the whole duration of the trip in Schengen Space. The **Invitation Letter** must be issued in Spain at the Police Station (*Comisaría de Policía Nacional*).
9. a) **A letter from your employer/University confirming your leave**, your position in the company/ what are you studying, how long have you been working for the company and when the contract expires/which academic year will you finish your studies, and b) **Student identification card**, if applicable.
10. **Minors need** to be at this office when their parents submit the visa application. Application must include a written consent signed by both parents with their phone numbers; otherwise application will not be accepted. Applicant must also provide the **minor's birth certificate**. If this certificate has not been issued in Taiwan **it must be legalised** and translated into Spanish or English.

Specific Requirements for a Business Visa or to attend a Conference

11. **An Invitation letter** from the Conference organization.
12. Proof of having paid the **conference fee**, if applicable.
13. **Invitation letter** written in Spanish from the Company in Spain.
14. Local company **guarantee letter** stating the position, salary and length of service of the applicant in the company.

Both 13. and 14. letters have to state the following:

- Full address, telephone and fax numbers and email of the company and the signer's name and position in the company.
- Purpose and intended duration of stay + detailed program.
- Mentioning who takes care of the costs of travel and living.

¹ Please note that submission of all documents does not involve that the visa will be automatically granted.