



APPLY FOR

# VISA to SPAIN

IN SOUTH AFRICA

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## VISA INFORMATION

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## DOCUMENTS REQUIRED

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You will need to complete the Application for Schengen Application [Form](#)

To enter Spain, South African passport holders need a valid passport and a visa.

### IMPORTANT

All applicants need to **submit their Visa applications** at the Spain visa application centre in Pretoria no longer than three months ahead of their journey and no later than **15 calendar days prior to departure**.

### SPANISH EMBASSY VISA REQUIREMENTS

Kindly submit your supporting documents, without staples in the documents, in the following order:

1. Passport
2. Application form completed and signed by the applicant, plus 2 colour photographs + COPY OF PASSPORT
3. Copy of flight reservation
4. Copy of insurance policy
5. Proof of accommodation
6. Invitation letter, copy of host's passport, police registration (when staying with family/friends in Spain)
7. Employer's/pension/retirement/university/school letter
8. Copy full/unabridged birth certificate (minor children), Parental consent (if needed)
9. Copies of previous Schengen visas (if not in current passport)
10. Bank statements

**NOTE:** When travelling with a family, please submit copy of flight reservation and insurance with each application, remaining documents may be submitted with the main application.

South African citizens require a visa to enter the Schengen territory, i.e. Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvian Republic, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland

### REQUIREMENTS:

Before applying please make sure you fulfill all the following requirements.

To download the list of requirements, please click [here](#)

For the lists of third countries whose nationals must be in possession of visas when crossing the external borders and of those whose nationals are exempt from that requirement, please click [here](#)

**Important Note:** Additional documents may be requested depending on the individual case.

### PROCESSING TIME:

Visa applications can take an average of 15 days to process once received at the Embassy. An additional of two (2) working days should be taken into consideration which is used to courier the application to and from the Embassy. Applicants should allow four (4) extra days in delivery time for applications submitted on Fridays.

Applications FOR GROUPS OF MORE THAN 30 PEOPLE must be submitted 1 month in advance.

Some applications may require further processing, which could take from 30-60 days.

Please note that all applications are processed individually. The Visa Officer may invite you for an interview or request further documentation or information, which can prolong the processing time.

Visas can only be processed once all supporting documents have been received!

Please note:

## VISA APPLYING PROCESS

The visa fee can be paid in advance and to our bank account before handing in the application or by Credit/Debit Card. Please remember to bring/submit your original deposit slip and please put your passport number as a reference.

For applications submitted in person at the Visa Application Centre - it is not mandatory to Schedule an appointment to submit your Short Stay application until further notice. Anyhow, if a representative is submitting the application on your behalf, an appointment is compulsory. Kindly note thereafter it will be mandatory to schedule an appointment to submit an application. Please click on the link to [make an appointment](#)

**Step 1**  
Applications for Spanish Schengen visas (Short-stay) tourist, business, transit, studies up to 90 are accepted at the Visa Application Centres.

**Step 2**  
Before applying, please ensure you are very clear on your 'purpose of visit' - do remember we are here to assist and help you through the entire visa application process but are not permitted to advise or guide you on choosing a visa category. Since our work is primarily administrative in nature, we have no say on whether you will be granted a visa and how long it will take to process your application, as this is entirely the prerogative of the Embassy or Consulate.

**Step 3**  
Please go to the link "All About Your Visas" to understand details of various visas.

**Step 4**  
Please ensure you read the security regulation notices before you visit the Visa Application Centre.

1. Visa applications will be rejected if application forms are not fully completed and signed and are not accompanied by the required documents.
2. The possession of a visa is only one of the prerequisites for entry into the territory of the Schengen State. Should the Schengen State's border authority refuse entry, no claim to refund of the visa can be submitted.
3. The Schengen State's Consular Offices reserve the right to request further documentation should it be deemed necessary.
4. For organized groups arrangements should be made well in advance with relevant issuing authority.
5. There is no guarantee that a visa will be issued and no rights can be derived from the information obtained in the general Schengen visa requirements
6. Visa processing fees are non-refundable if a visa is rejected.
7. The border police at your arrival in the Schengen area may request the presentation of sufficient funds, a letter of invitation, hotel reservation and proof of medical insurance. Failure to present said funds/documents may result in entry being refused.
8. Delays and procedure: It is the responsibility of the applicant to be aware of delays and requirements for the issuance of visas, before making travel arrangements and applying for a visa.

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## VISA FEES

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Schengen Visa (A, C): Short- stay			60 € ( R650)		
Schengen Visa (A, C) children 6-12 years minus one day			35 € ( R379)		

1. There is a service charge of **R200** (inclusive of VAT) applicable per application over and above the Visa Fees for all applications. **Please note that applicants under the age of 6 years do not pay the R200 VFS service fee.**  
The Special Courier facility for the return of processed applications is available at a fee of **R150** (Inclusive of VAT) per Application. This is an optional service. The only acceptable modes of payment of Visa Fees are :
  2. **Cash Deposit at a NEDBANK**
  3. **Credit / Debit Card** ( only at the Visa Application Centre )

## Banking details :

Bank Name : Nedbank  
 Branch Name : Corporate Client Services  
 Account Name : VFS Visa Processing (SA) (Pty) Ltd  
 Account No : 1012505804  
 Reference : Passport Number

**N.B - Refunds:** Visa fee is not refundable if visa is not granted

- Applicants shall pay a visa fee of EUR 60.
- Children from the age of six years and below the age of 12 years minus one day shall pay a visa fee of EUR 35.
- The **visa fee will be waived** for applicants belonging to one of the following categories:
  - (a) children under six years;
  - (b) school pupils, students, postgraduate students and accompanying teachers who undertake stays for the purpose of study or educational training; (at official institutions)
  - (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) (at official institutions)
  - (d) representatives of non-profit organizations aged 25 years or less participating in seminars, conferences, sports, cultural or educational events organized by non-profit organizations.
  - (e) Spouses of EU citizens and their children under 21 if travelling together with/or joining the EU Citizen

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