



(Actualizado 7 septiembre 2015)

### **Schengen Visas are valid for the following 26 countries:**

Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, The Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland.

A Schengen Visa is not appropriate if you wish to remain in a Schengen member state longer than 3 months or take up employment or establish a business or practice a profession.

### **Where to apply for a Schengen visa:**

If you are not a resident of Pakistan you should apply to the Embassy or Consulate in your country of residence. You have to apply at the Visa Services of the European country of your main destination (normally it is the country of the longest visit). Under no circumstances a country where you wish to make transit can be considered the country of main destination. If a main destination can not be determined you have to apply at the Embassy of the country of first entry.

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### **CONFERENCE / SYMPOSIUM VISA**

#### **Documents required:**

1. Filled in Spanish [Schengen visa application form](#), duly signed by the applicant. All questions must be answered; otherwise your application will not be accepted. Both parents (legal guardians if applicable) must sign the application of minors.
2. 2 recent colour passport-size photos with white background (gents with uncovered head) have to be glued to the application form.
3. Original and photocopy of passport or official travel document:
  - 3.1. Pakistani nationals: photocopy of page with the personal data (and other relevant pages) and previous visas.
  - 3.2. Non-Pakistani nationals: photocopy of pages with the personal data (and other relevant pages), previous visas and the Pakistani residence visa.All passports have to have been issued during the previous 10 years and should be valid for at least 3 months longer than the validity of the visa applied for.
4. [Visa fee](#).
5. Photocopy (full page) of your medical insurance (covering **30.000,00 €**) **including repatriation** from any Schengen State in case of emergency. The medical insurance **has to cover all your stay in all Schengen States**.
6. Photocopy (full page) of your booking of return ticket.
7. Proof of accommodation.
8. Economic means: Bank statement for the last 12 months and salary certificate.
9. Conference / Symposium admittance letter.
10. Letter of the local institution/company/centre identifying the applicant and explaining the purpose of his visit.

**Embassy of Spain in Islamabad**

Street No. 6, Diplomatic Enclave I, G-5, ISLAMABAD 44000

<http://www.exteriores.gob.es/Embajadas/ISLAMABAD/en/>

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## IMPORTANT NOTE:

Once the visa form has been filled in and signed, and the complete set of documents (listed in page 1) are ready for submission, 1 additional set of photocopies (very clear) of the complete file (both form and documents) needs to be submitted together with the original.

Please, note that during the examination of a visa application, some additional documents may be requested in order to determine that all requirements to obtain the visa are met.

This Embassy may require a Verification Fee of RS 17.000 in case of submission of local documents. Applications with false or untrue documents will be refused.

A **Spanish translation** of all submitted documents is required in accordance to the provisions of Article 36 of the Act 30/1992 that regulates Spanish Public Administration and Administrative Procedures. Translation from English into Spanish is to be done by an authorised Sworn Translator (*Traductor Jurado autorizado*).

Please find the list of authorised Sworn Translators at:

<http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/Documents/ListadoTIJ.pdf>

All non-Spanish public documents need to be previously **duly legalised**.

For Pakistani public documents legalisation by the Embassy of Spain in Islamabad is requested.

For third country's public documents please consult the relevant authorities.

For information about legalisations please visit:

<http://www.exteriores.gob.es/Embajadas/ISLAMABAD/es/InformacionParaExtranjeros/Paginas/Legalizaciones.aspx>

Please, note that compliance of the above-mentioned conditions does not automatically guarantee the visa issuance.

In some cases, a personal interview with the applicant may also be requested.

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Also note that after receipt of the visa the Authorities may refuse entry into Schengen Area upon arrival. In such cases, the Embassy of Spain accepts no liability.

### **For SUBMISSION of applications:**

**Please contact Gerry's International (currently, no appointment needed).**

<http://www.vfsglobal.com/spain/pakistan/index.html>  
[www.visadropbox.com](http://www.visadropbox.com)

**0900-07860(Landline number); 9999(Mobile number)**

**ISLAMABAD: 14-B Sadiq Plaza, G-9 Markaz**

**LAHORE: 20 Ex American Centre Building, Opposite Ganga Ram Hospital, Queens Rd.**

**KARACHI: Bahria Complex IV, 4<sup>th</sup> Floor, Main Chaudhary Khaliq UZ Zaman Rd, Gizri, Clifton**

### **APPLICATIONS MUST BE SUBMITTED PERSONALLY BY THE APPLICANT**

Embassy of Spain in Islamabad

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