BUSINESS

These documents should be submitted alongside any Schengen visa application for tourist purposes. Please note that the Embassy may request additional information.

*Original and copy of the documents marked with * are required*

Basic documents

- A Schengen visa application form completed, dated and signed.
- Passport * of the applicant with at least two consecutive blank pages, valid for at least three months after duration of the trip and issued in the last ten (10) years.
- A recent passport-sized photograph of the applicant (35-45 mm), on a white background, full front, on which the applicant must be bareheaded, without dark glasses or any other item that may hinder identification. Veils or head coverings are permitted on religious grounds provided all facial features are clearly shown on the photograph.
- Irish certificate of registration * (IRP/GNIB card) or re-entry valid for at least three months after the duration of the trip. (Original and copy).
- Copy of earlier Schengen visas.

Purpose of travel

For business meetings

- Original invitation letter from the Spain-based company/companies. Written in Spanish, the letter should refer to the purpose of the visit and, the existing commercial relationship with the applicant. His/her name, passport number and envisaged travel dates should also be mentioned.

For participation in conferences, business fairs, short-term learning programme

- Original letter of invitation from the organizers. The letter must clearly mention the name and passport number of the applicant, duration of the event, whether the expenses of the travel and accommodation shall be paid by the applicant or by the organizers, and involvement of the applicant in the event.

- In case of corporate participation, also a cover letter of the applicants' company. The letter should mention the names of its employees travelling to Spain.

Financial guarantees

- Up-to-date original bank statements for the previous 3 months, certified by the bank, which clearly state periodic income (salary, transfer, yields…), and recent payslip. The applicant may also submit credit card statements for the previous 3 months
- In case of a sponsored trip: sponsorship of a relative, with proof of the relationship (such as birth certificate), sponsor's dated and signed letter (preferably notarized), copy of passport and bank statements for the previous 3 months, certified by the bank, which clearly state periodic income (salary, transfer, yields…). Bank statements from third countries must be in English, or accompanied by an English translation certified by an Irish translator (www.translatorsassociation.ie).

Trip, accommodation and insurance

- Flight bookings. If travelling by car, driving license, ownership documents of the vehicle, insurance and ferry tickets.
- Accommodation booking for the duration of the stay.
- Proof of overseas travel insurance with a minimum coverage of €30,000 to cover any expense that might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment. The insurance must be valid throughout the territory of the Schengen States at least during the entire period of stay. If the application is for a multiple entry visa, the medical insurance must be valid for the first planned entry.