

## **VISA TO STAY IN THE SCHENGEN AREA**

This type of visa allows staying in the Schengen area for up to 90 days in any 180-day period.

The Embassy is competent to issue this type of visa only if the applicant lives in Kazakhstan, Kyrgyzstan and Tajikistan, and when Spain is the only or the main country of destination.

Applicants residing in Kyrgyzstan and Tajikistan, and planning to visit Spain, also have the option to request visa at the German Embassy in Bishkek and Dushanbe respectively. In this case, the requirements of these Embassies will be applicable and not those mentioned above.

### **REQUIREMENTS**

Applicants must provide supporting documents in accordance with the general requirements as well as additional requirements in accordance with the purpose of travel are shown below.

All documents must be submitted in original with copy.

**All copies of documents must be clear and legible.**

If submitted documents have been issued by the competent authorities of other countries, except Spain, Kazakhstan, Kyrgyzstan and Tajikistan, they must be apostilled or legalized, with exception of cases when they fall under the convention with Spain excluding this requirement.

All documents submitted in a language other than Spanish, Russian, Kazakh or English must be accompanied by a certified translation, or certified by a competent Embassy. If document stipulates endorsement with apostille or legalization, it is also necessary to provide translation of Apostille or legalization.

**The Embassy of Spain has the right to request any additional documents as it deems necessary in order to verify the accuracy of data provided by the applicant.**

### **GENERAL REQUIREMENTS**

1.- The applicant must **personally apply for a visa** through the BLS Visa Application Center in Nur-Sultan and Almaty (please, refer to the section below "Information on procedure."), where you need to submit your **fingerprints** and take a **photo**.

2.- A valid passport, issued not earlier than 10 years before making a request for a visa and having a validity of not less than three months after the date of expiration of visa, and having as well at least 2 empty pages. It is also necessary to provide 2 copies of data page of passport and copies of Schengen visas for the last 3 years, if available.

3.- If the applicant is not a citizen of Kazakhstan, Kyrgyzstan or Tajikistan, he/she needs to provide **proof of legal residence** in one of these three countries: work permit, residence permit

or a study permit together with a valid visa to Kazakhstan (depending on the visa regime with the country).

*For citizens of other countries - members of the Eurasian Economic Union (Armenia, Belarus, and Russia), who live in Kazakhstan or Kyrgyzstan, it is sufficient to provide a labour contract with indication of period of validity.*

**All the above mentioned documents must be valid for at least three months from the date of expiry of the requested visa.**

**Foreign citizens staying in the Republic of Kazakhstan, Kyrgyz Republic and Tajikistan as visitors or tourists (upon visa / registration) will not be accepted.**

4.- Visa application form for Schengen visa, accurately completed in English or Spanish language.

5.- 2 color photographs made in the last 6 months on a light background of 3.5 x 4.5 or 3x4 (glued to the visa application form).

6.- **Payment** made in tenge when submitting documents at the Visa Application Center. Consular fee is not paid (not including service charge of BLS visa center) in the following cases:

- a) Holders of official passports providing verbal note confirming official or working purpose of visit;
- b) Spouses, children and relatives of direct ascending line of the European Union citizen, traveling with him or joining him (please, refer to the separate document named "Visa for the purpose of family reunification with a citizen of the EU" on the website of the Embassy);
- c) Children younger than 6 years.

## **7.- Proof of sufficient funds for proposed travel**

Validity of employment and bank certificates mentioned below is 30 days.

7.a. On general terms the applicant must submit the following documents:

1. Certificate from bank with indication of cash balance and bank statement indicating the movement of funds on the current account over the past 3 months.

*If the applicant is a citizen of the Republic of Kazakhstan, it is sufficient to provide only a certificate from the bank with an indication of the balance of funds on the accounts.*

The account balance must be at least 810 euros per person, provided that the trip lasts from 1 to 9 days. If the trip exceeds 9 days, then the calculation of the amount - 90 euro per day per person.

2. One of the following documents:

- a) Certificate of employment indicating the position and salary, bearing employer's signature and stamp of the organization on official letterhead.
- b) If the applicant is an individual entrepreneur - a certificate of state registration of individual entrepreneur issued by the competent state body.
- c) If the applicant is a pensioner - pension book.
- d) If the applicant is a student - a certificate from educational establishment with indication of duration of studies and subject studied.

**7.b.** In case of adult applicants who do not have their own financial means, whose husband / wife or parent sponsors their trip, the following documents must be provided:

1. Certificate from the bank of spouse or parent with an indication of cash balance on the account on the moment of visa request and bank statement showing the movement of funds on the account for the last 3 months. If the applicant is a citizen of the Republic of Kazakhstan, it is sufficient to provide a certificate from the bank with indication of the balance of funds on the accounts. (**See the section 7.a. about calculation of funds**)

2. Birth or marriage certificate of applicant - original and copy.

*If the applicant is a citizen of the Republic of Kazakhstan, the Embassy may allow third party (sponsor) to bear financial expenses for the applicant's journey. In this case, the applicant must submit:*

1. *Confirmation of availability of funds from a third party by means of the documents mentioned in the paragraph 7.a. ("On general terms").*
2. *A notarized declaration of a third party with obligation to cover travel expenses. The statement must specify the relationship between sponsor and applicant.*

**8. Additional confirmation of relation with the country of residence.** The applicant may reinforce his/her request for visa by enclosing any documents he/she considers appropriate to confirm his/her intention to return to their country of permanent residence before the expiry of visa. For example, a certificate of ownership of immovable property in their country of residence, certificate of their family status (spouses, children, family members in care of), etc. If the applicant is a citizen of the Republic of Kazakhstan, these documents can only be provided upon additional request of the Embassy after visa application had already been submitted.

**9. Insurance policy** for the entire period of staying in the Schengen area, with the coverage of not less than 30 000 euro (which also includes repatriation).

If the applicant plans to visit the countries, located inside the Schengen area, but which are not a part of Schengen territory (Andorra, Monaco), these countries must also be indicated in the insurance policy.

**10. - Two-way booked tickets.**

**11. - Travel of minor children:**

If a minor child travels with both parents, the following documents must be provided:

1. Birth certificate of a minor child;
2. A copy of passports of both parents;
3. Reservation of two-way tickets of parents;
4. If parents already have a valid Schengen visa - original of this visa to be provided.
5. If you request multiple-entry visa: notarial authorization from each of the parents allowing minor child to enter the territory of the Schengen area, accompanied by the other parent\*

If a minor child is traveling with only one parent, the following documents must be provided:

1. Birth certificate of a minor child;
2. A copy of ID proof of both parents;
3. Round trip air ticket reservation of the parent who accompanies the child;
4. One of the following documents:
  - a) Notarized consent from the other parent allowing minor child to enter the Schengen area;**Error! Bookmark not defined.**
  - b) If the father's name is endorsed to the birth certificate of the child (according to mother), certificate from the Registry Office, confirming the given circumstances is to be provided;
  - c) If one of the parents has died – death certificate;
  - d) If the other parent is deprived of parental rights in respect of a minor child – the court decision which came into force confirming this fact.
5. If the parent who accompanies the child already has a valid Schengen visa for travel: original passport with the visa mentioned.

If a minor child is traveling without both parents, the following documents must be provided:

1. The birth certificate of a minor child;
2. A copy of ID proof of both parents or legal guardian;
3. Round-trip ticket reservation of the person who will be responsible for the child during his staying in Spain;
4. A copy of ID of the person who will be responsible for a child in Spain;
5. One of the following documents:
  - a) Notarized permission to travel to the Schengen area from both parents**Error! Bookmark not defined.** with the indication of all data of the person who will be responsible for the child during his staying in Spain;
  - b) If the father's name is endorsed to the birth certificate of the child (according to mother), certificate from the Registry Office, confirming the given circumstances is to be provided;
  - c) If one of the parents has died – death certificate;
  - d) If the other parent is deprived of parental rights in respect of a minor child – the court decision which came into force confirming this fact.

6. If a person who will be responsible for a child in Spain, is not a citizen of the EU or Schengen countries: an original residence card or original passport with a visa valid for the trip.

\*Note: all notarized permissions must bear complete personal data of parents (or guardian) and minor child, including the entire period of validity of the permission.

## ADDITIONAL REQUIREMENTS DEPENDING ON PURPOSE OF TRAVEL

### A. TOURISM

If you plan to stay in hotel (-s) or lease accommodation from company (one or more), you need to provide appropriate reservations with the indication of all contact details of the landlord or travel agency responsible for reservation. If you cannot provide the original document, a copy can be accepted, provided that the company will confirm the reservation by sending a scanned copy from their corporate e-mail to email IDs of BLS Visa Centers in Nur-Sultan [info.tse@blshelpline.com](mailto:info.tse@blshelpline.com) or Almaty [info.ala@blshelpline.com](mailto:info.ala@blshelpline.com).

If you rent lodgment from a private owner through the internet service (Airbnb, etc.), you must provide:

1. A copy of the reservation, received online with indication of the cost of rent.
2. Original bank certificate confirming payment of the rent + a copy of the passport of certificate's owner.

If you rent lodgment from a private owner without using Internet service, you must provide:

1. A copy of the lease agreement, signed by both parties;
2. A copy of ID card or passport of the property owner.
3. Certificate from the Real Estate Register (Nota Simple). \*\*

If applicant plans to stay in his own (or his/her spouse's or parent's) property, he/she must provide:

1. Certificate from the Real Estate Register (Nota Simple). \*\*
2. Certificate of confirmation of the applicant's relationship with the related real estate owner.

*If the applicant is a citizen of the Republic of Kazakhstan, property of another relative or friend of the applicant can also be accepted as a proof of accommodation. In this case, you must provide:*

1. A notarized declaration from the owner of property, which allows the applicant to use this property.
2. Certificate from the Real Estate Register (Nota Simple). \*\*

3. A copy of passport of property owner.

**\*\*** Applicant can submit original certificate or certificate received online through the website <http://www.registradores.org/>, containing verification code. Certificate must be issued not earlier than 3 months before submission date.

## **B. BUSINESS TRIP, CULTURAL OR SPORTS EVENTS**

Applicant going to Spain on business trip or to take part in cultural or sports activities must submit:

1. Invitation in Spanish or English with stamp and signature of the representative of the Spanish company, federation or institution, which must contain at least the following details:
  - 1) The purpose of the trip and its duration; in the case of multiple-entry request, it is necessary to explain in detail the specific reasons for which the applicant will be required to visit Spain on a regular basis;
  - 2) Name and Last Name, Nationality, position, contact details and number of identity document (DNI) or alien identification card (Tarjeta de Identificación del Extranjero) of the person who signed the invitation;
  - 3) Name and Last Name, Nationality, position and passport number of the invited person.

If you cannot provide the original document, a copy can be submitted, provided that the inviting company or institution will confirm the invitation by sending a scanned copy from their corporate e-mail address to BLS Visa Center in Nur-Sultan [info.tse@blshelpline.com](mailto:info.tse@blshelpline.com) or Almaty [info.ala@blshelpline.com](mailto:info.ala@blshelpline.com).

2. Confirmation of availability of accommodation during the intended trip. This can be confirmed by one of the following ways:
  - a) The inviting party can mention about accommodation in the invitation: hotel or another lodgment, reserved for the invited person with contact details of residence place;
  - b) By any way of accommodation confirmation for tourist trips (please, refer to the previous section «A. TOURISM»).

## **C. VISITING FAMILY OR FRIENDS**

To visit relatives or friends living in Spain, you must provide the following:

1. A copy of the identity card (DNI) or alien identification card (Tarjeta de Identificación del Extranjero) of inviting person.
2. One of the following documents:
  - a) Original letter of invitation issued by police station in Spain or by Office for Foreigners at

the place of residence of inviting person.

- b) The original statement, issued by the inviting person at the notary's house in Spain, whereby he/she expresses his/her intention to provide the applicant with accommodation at his/her residence place with the indication of dates; The application must be accompanied by proof that the inviting person is the owner of real estate (certificate from the Real Estate Register - Nota Simple \*).

If the inviting person is a Spanish citizen who is physically present in Kazakhstan, Kyrgyzstan and Tajikistan, he/she can sign the invitation in person at the Embassy. For this, he/she needs to make a prior appointment sending request to [emb.astana@maec.es](mailto:emb.astana@maec.es) and in any case provide a lease of real estate, where invited person will be accommodated during his/her staying in Spain, or evidence that he/she is the owner (certificate from the Real Estate Register – Nota Simple \*\*).

#### **D. VISIT FOR MEDICAL REASONS**

For trips to Spain for medical reasons applicants need to provide proof of sufficient financial means for treatment. The bank certificate or statement on the movement of funds on the account (please, see paragraph 7 of the “General Requirements”) need to confirm the availability of sufficient financial resources not only for the trip to Spain, but also for medical treatment.

In addition, you must provide:

1. Letter - confirmation from medical center in Spain, where applicant will have a treatment, properly stamped and signed by doctor or person in charge of this center, with indication of at least the following details:
  - 1) The applicant's medical diagnosis and screening or treatment that he/she needs;
  - 2) Expected duration of treatment or medical examination.
  - 3) The cost of the proposed health care with indication of payment amount, if any.
2. Confirmation of the place of residence during staying in Spain. This can be confirmed by one of the following ways:
  - a) Directly in the letter of invitation from medical center, if applicant is supposed to be hospitalized;
  - b) By any way of accommodation confirmation for tourist trips (please, see the previous section «A. TOURISM»).

#### **E. TRANSIT**

In case of transit through the territory of Spain to a third country outside the Schengen area, applicants need to provide:

1. Booking of tickets for entire itinerary
2. Visa or any other entry permit issued by third country of main destination.

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## **INFORMATION ON PROCEDURES**

Processing time stipulated by Schengen visa code is 15 days, which in exceptional cases can be extended up to 60 days.

In Kazakhstan, applications for a Schengen visa for travelling to Spain are submitted only at BLS visa centers in Nur-Sultan and Almaty. You must request a preliminary online booking on the website <https://kz.blsspainvisa.com>. Delivery of passports with visa or refusal is also carried out exclusively at the above mentioned visa centers.

**BLS website for Spain in Kazakhstan:** <https://kz.blsspainvisa.com>

### **BLS Visa Application Center in Nur-Sultan:**

Business Center «MARDEN»

Str. Beybitshilik 14, 4th floor, office 404, Nur-Sultan.

E-mail: [info.tse@blshelpline.com](mailto:info.tse@blshelpline.com)

Schedule for submission of visa applications: Monday to Friday, from 9:00 to 13:30.

Schedule for consultation and passport collection: Monday to Friday, from 15:00 to 17:00.

### **BLS Visa Application Center in Almaty:**

Business Center "Nurly Tau"

Etc. Al-Farabi, 19, unit 2B, 4th floor, office 404 Almaty.

E-mail: [info.ala@blshelpline.com](mailto:info.ala@blshelpline.com)

Schedule for submission of visa applications: Monday to Friday, from 9:00 to 13:30.

Schedule for consultation and passport collection: Monday to Friday, from 15:00 to 17:00.

Additional information can be found on the website <https://kz.blsspainvisa.com>. You can also contact the call-center at +7 (7172) 646000 (Monday to Friday from 9.00 to 17.00).

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## **USING A VISA FOR STAYING IN THE SCHENGEN AREA**

We remind you that at the moment of crossing the external borders of the Schengen area, border control can check the availability of documents confirming the purpose and intended travel conditions as well as availability of sufficient funds for the trip, and to return to the country of origin or transit to a third country. If you do not have these documents, border control may

refuse you entry, even though you possess a valid visa.

This also applies to holders of multiple-entry visas. Therefore, it is recommended to be in possession of documents proving the conditions of staying (in particular, the purpose of travel, finance, accommodation and insurance) for each trip to Spain.

The holders of multiple entry visa should also keep in mind that regardless of the validity of the visa, they are not allowed to stay in the Schengen area for more than 90 days per 180-day period.

In conformity with the Spanish legislature, a visa to stay in the Schengen area does not allow to carry out any labor activity in Spain.

Dear applicants when applying for a visa, all the documents mentioned above are placed in a separate file for each applicant in the following order:

1. Passport
2. Visa Application Form
3. 2 copies of passport and Schengen visas
4. Proof of accommodation on the territory of Schengen countries
5. Certificate of employment
6. Bank statement
7. All additional documents (certificate of marriage, birth, divorce, etc.)
8. Insurance policy
9. Tickets

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If you have any doubt that the documents are prepared in accordance with the requirements of the Embassy, please approach the visa application center during working hours bringing a set of documents for better assessment of each particular situation.