

## EMBASSY OF SPAIN IN AMMAN - SCHENGEN VISAS

Persons wishing to apply to Schengen visas (to Spain) should go to the Visa Application Centre (VAC) – BLS International  
 Address: Housing bank complex, 1<sup>st</sup> floor, near Ministry of Interior circle. Phone number: +962 65626066  
 Website: <http://jordan.blsspainvisa.com>

SN	BASIC REQUIREMENTS	Yes	No
1	Completely filled and signed <b>application form</b> .		
2	<b>Valid passport</b> and copy. Copy of <b>all pages containing stamps</b> , including previous visas in expired/cancelled passports.		
3	One passport size <b>photograph</b> (white background. Avoid white or bright clothes. Photo must be taken within the last three months).		
4	An <b>insurance policy</b> for the duration of the trip (with QR code or original stamp). In case where there are two entries, the coverage should be from the date of entry of the first trip till the exit from the Schengen Area in the second trip. For multiple entry visa, insurance policy should be submitted for the first entry only. In this case, the applicant must sign a statement confirming being informed of the need to be in possession of an insurance policy whenever in the Schengen Area. The policy coverage value should be of at least 30,000 Euro (see list of companies accredited).		
5	Proof of sufficient <b>financial means</b> . Original bank statements in English for the last <b>3 months</b> . In the absence of bank account, proof of other assets has to be provided, like salary slips. Alternatively, applicants can submit bank statements of the person who is paying for the trip, along with a signed sponsorship letter with a copy of sponsor's ID.		
6	<b>Work certificate/ Proof of enrolment in school/university:</b>  -Employees: Certificate of employment, specifying the date of recruitment, position in the company, salary level, leave permission and contact details of employer.  -Company owners: Original of the commercial registry and the company's annual license to operate.  -Pupils/students: Proof of enrolment in school/university.		
7	<b>Family booklet:</b> - "daftar eileh" or "عائلة دفتر" in Jordan. - "bataqa Asyria" or "بطاقة اسرية" in Syria. It should be translated into English or Spanish.		
8	<b>Minors:</b> If the minor travels without one or two of his/her legal guardians: consent of the parental authority or legal guardian not accompanying the minor shall be provided. The consent should be issued by a <b>competent body such as police authority or relevant court</b> . It should be translated into English or Spanish.		
9	<b>Proof of accommodation:</b> -hotel reservation, or proof of sufficient means to cover accommodation, or  -confirmation of private accommodation, stating that the costs will be covered by the host by means of an official national form (to be obtained on any Spanish police station in Spain), or  -proof of rental or ownership of property.		
10	A <b>round trip booking</b> or sufficient means to buy a ticket. Travel dates should be at least 15 days after the application date.		
11	For <b>non-Jordanian applicants with residence</b> in Jordan: Proof of legal residence in Jordan, valid at least 30 days after the intended departure from the territory of the Member States or permission to re-enter Jordan.		
12	Payment of JD 62.000 fee per visa, in advance. This amount is non-refundable, even in the case of refusal of the visa. Children aged 6- 12 the fee is JD 31.000. Children under 6 years old are exempted.		
13	All uniform Schengen visa applicants should submit applications at the Visa Application Center. There is a service charge of JD 13.100 per application over and above the visa fees payable by all applicants in advance, non refundable.		

### Supporting documents to be submitted depending on travel purpose

1	<b>Tourism: detailed travel plan for the whole trip</b> with either reservation of accommodation and transport or proof of sufficient means to cover the travel and accommodation costs.		
2	<b>Visiting family or friends:</b> Confirmation of private accommodation, stating that the costs will be covered by the host by means of an official national form ( <b>to be obtained on any Spanish police station in Spain</b> ). Invitation should include copy of ID of the inviting person.		
3	<b>Business purposes:</b> Official invitation letter from the inviting company /individual (stamped and signed) containing detailed information concerning: <ul style="list-style-type: none"> <li>- Address and contacts of the company;</li> <li>- Nature of the business;</li> <li>- Name and position of the signing person;</li> <li>- Purpose and duration of stay;</li> <li>- Person or entity who will bear the travel and living costs;</li> <li>- Specification if the person needs to travel regularly.</li> </ul> <p>Same is applicable for Portugal.</p>		
4	<b>For medical treatment:</b> a. Confirmation of appointment from host medical institution. Official letter required containing the following information: <ul style="list-style-type: none"> <li>- date and location of the appointment;</li> <li>- type and duration of treatment to be provided.</li> </ul> b. Official document/certificate from a Jordanian medical institution proving the medical record that justifies the need for treatment abroad. c. Financial guarantee: Confirmation of prepayment for the medical treatment or any other proof of financial arrangements made.		
5	<b>Airport transit (not for Jordanian nationals)</b> <ul style="list-style-type: none"> <li>a. Valid visa for the country of next or final destination;</li> <li>b. Proof of the intention of carrying out the onward journey: copy of continuation ticket or reservation, and plausible explanation of routing.</li> </ul>		
<b>Notes</b>			
1	Applicants may be called for interviews to assert purpose of travel and other relevant information. Applicants may be asked to present <b>any other document</b> that the Embassy might deem appropriate.		
2	<b>APPEALS:</b> According to Schengen regulations, refused applicants may appeal the decision after signing the rejection notice. If no answer is received within 30 days, the application is considered to be refused. A second appeal may be lodged before the Spanish courts ( <i>Tribunal Superior de Justicia de Madrid</i> ).		

Applicant's name and signature:

Date

SO. VAC. Remarks:

SO. VAC. name and signature:

Date:

### PROCEDURE

A.	Gather the documents
B.	Ask for an appointment to apply.

	<p>Tel. +962 65626066 from 9 am. to 3 pm. (Sunday-Thursday) except on public holidays or,  Visit the website: <a href="http://jordan.blsspainvisa.com">http://jordan.blsspainvisa.com</a> (<b>Schedule an appointment</b>), or,  Email: <a href="mailto:info.amm@blshelpline.com">info.amm@blshelpline.com</a>  Appointments are given for one or two days later</p>
C.	An application is resolved in 15 days. No applications will be accepted if the travel dates are set before this 15 days period. In case additional documents are requested or an interview is set, the period to resolve the application could reach up to 60 days.
D.	Approximately two weeks later, track your application at the outsourcing office of BLS International ( <a href="http://jordan.blsspainvisa.com">http://jordan.blsspainvisa.com</a> ), or enquire in person at the Embassy about the status of your visa.
E.	If visa application has been approved, passport shall be received from the VAC, from 3 to 5 pm, except on public holidays. Please note that, except justified urgencies, <b>you will not have your passport in your possession during the process of the visa application.</b>
F.	For other enquiries please send an email to the Embassy: <a href="mailto:emb.amman.vis@maec.es">emb.amman.vis@maec.es</a>