MINISTERIO
DE ASUNTOS EXTERIORES
Y DE COOPERACIÓN

EMBAJADA DE ESPAÑA
EN ACCRA

SSF

Deadline: _____

Further to your application for a **VISA FOR RELATIVES OF FOREIGN STUDENTS SCHOOLING IN SPAIN FOR LESS THAN 180 DAYS** we list below the documents that have been presented and those you are still to submit. You have a fifteen-day period to submit the outstanding documents; failure to do so before the deadline will result in your application being dismissed.

Surname: _____

Name _____

Represented by: _____

Relationship: _____

Reason for appointing a representative: _____

Signed by:

Date:

PASSPORT NUMBER

Sub mitted	Outstan ding	DOCUMENTS
		Applicant's passport valid for at least 12 months, with a minimum of one blank page.
		One photocopy of the data page of applicant's passport
		Two recent color passport photographs on white background
		Original and a photocopy of document that establishes proof of relationship with the student **Birth certificate in the case of children legalized and translated** **Marriage certificate in the case of couples legalized and translated**
		Original and photocopy of a Medical Insurance. Applicants shall prove that they are in possession of adequate and valid medical insurance to cover any expenses which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment or death, during their stay(s) on the territory of the Member States covering all Schengen countries for an amount of at least €30,000. Certificates issued by officially recognized insurance companies are accepted.
		Original and a photocopy of the confirmation of accommodation, and original and photocopy of proof of payment, if any.
		If the student is already in Spain original and photocopy of the Admission Letter issued by the educational institution concerned (University, School, etc.) translated into Spanish by an authorized translator. The letter should contain the following: - Name of the course. - Total duration of the course, stating both the starting and ending dates. - Total cost of the course stating and terms of payment and if accommodation fees are included.
		If the student is already in Spain Photocopy of the student card

		Proof of Income. Applicants shall present documents indicating that they possess sufficient means of subsistence both for the duration of the intended stay and for the return to his/her country of origin or residence. If the applicant is an employee: Original and photocopies of the Letter of Appointment, Leave Letter, Salary Slips of the last 6 months, Bank Statement of the last 6 months from the bank where your salary is paid in to, Bank Statements of other accounts, if any. If the applicant is a businessman/businesswoman: Original and photocopies of all original documents relating to the Company (Certificate of Registration, Tax Clearance Certificate, etc.), Bank Statements of the last 6 months (personal and business). If the applicant has a sponsor: An Affidavit signed by the sponsor. A sponsor's bank statements of the last 6 months. Only parents and siblings can be sponsors. The family ties between the applicant and the sponsor must be clearly demonstrated with Birth Certificates. **Enterprises cannot sponsor students**.

I have collected my passport and all my original documents submitted to the Embassy.

Accra,

Date: _____

Signature: _____

Updated 30th May 2022