



**GENERAL DOCUMENTATION FOR THE BUSINESS VISA STAY**

<b>01</b>	Visa Application Form duly completed and signed personally by the applicant.
<b>02</b>	01 Photo of recent identity in color on white background
<b>03</b>	Original passport valid for at least 3 months after the expiration of the requested visa. And photocopy of the entire latter. Passport must have at least 2 pages free and have been issued for less than 10 years.
<b>04</b>	Travel insurance of a duration equal to that of the visa requested, Valid for all the countries of the Schengen area, Covering medical and repatriation costs in the event of an accident or illness (minimum coverage: €30,000)
<b>05</b>	Proof of the purpose of the trip: <ul style="list-style-type: none"> <li><b>a. Business Trip :</b> Invitation letter of a company from the main destination Schengen country</li> <li><b>b.</b> Indicating the reason for the visit and dates, Accompanied by documents supporting the business relationship (Contracts, Invoices, Correspondence, Proofs of import etc.).</li> </ul>
<b>06</b>	<ul style="list-style-type: none"> <li>• Ticket Reservation</li> </ul>
<b>07</b>	Proof of lodging during the stay: <ul style="list-style-type: none"> <li>• Confirmation of hosting by the inviting company, or</li> <li>• Hotel Reservation, or</li> <li>• Certificate of private accommodation mentioning the assumption of costs by the host, or</li> <li>• Proof of sufficient means to cover accommodation costs.</li> </ul>
<b>08</b>	Proof of livelihoods during the stay (s) in the Schengen area: <ul style="list-style-type: none"> <li>• Cost support by the inviting entity or the original entity, or</li> <li>• Taking charge of expenses by a private person ( With proof of the resources of the host or guarantor), or</li> <li>• Statement of a bank account in Algeria or In Spain for the last three months, or</li> <li>• Other proof of the financial resources available during the stay ( International Credit Card, Traveller's Cheques, etc.).</li> </ul>
<b>09</b>	Evidence of the stability of the socio-economic situation ( To assess the applicant's willingness to leave the Schengen area before the expiry of the visa requested ): <ol style="list-style-type: none"> <li>8.1. <b>Employees:</b> Certificate of employment or recent work contract + Salary slips for the last three months + Certificate of affiliation to the CNAS or, Employer's explanatory letter;</li> <li>8.2. <b>Traders:</b> Proof of registration in the commercial register + Certificate of affiliation to the CASNOS + Form C20 mentioning turnover and balance sheet + Bank statements for the last three months;</li> <li>8.3 <b>Liberal Professions:</b> Installation decision / Business Card + Last Annual income statement;</li> <li>8.4 <b>Farmers:</b> Farm operator Attestation + Farmer Card + Last annual income Statement;</li> <li>8.5 <b>Retirees:</b> Certificate of collection of a pension;</li> <li>8.6 <b>Officials:</b> Appointment order or Function statement and last salary report;</li> <li>8.7 <b>Students or minors:</b> Evidence of the social or professional situation of the parents and where appropriate, School Certificate or Student card. If the minor travels alone or with only one of the two parents: Consent of parental authority or legal guardian.</li> <li>8.8 <b>Spouse and children :</b> (Minors or not): Marital status card proving kinship and care.</li> <li>8.9 <b>Applicants without occupation:</b> Evidence of an adequate socio-economic situation (For example marriage certificate, Family Booklet, Documents confirming ownership of real estate).</li> </ol>
<b>10</b>	<b>Non-Algerian Nationals :</b> Algerian Residence permit Valid at least three months after the expiration of the visa requested or, In case of expiration, Accompanied by a letter from the applicant confirming that he requested the renewal of his residence permit but that it has not yet been issued