



### BLS INTERNATIONAL - LONDON · CHECKLIST FOR BUSINESS VISA

- 1. **Official visa application form** (all sections completed and signed)
- 2. **One photograph** (recent, passport size, colour, white background)
- 3. **Valid ordinary passport** (original and 1 photocopy of biographical data page)
- 4. **Proof of residence in the UK.** Printed proof of immigration status + share code from:  
[View and prove your immigration status: get a share code - GOV.UK \(www.gov.uk\)](https://www.gov.uk/view-and-prove-your-immigration-status-get-a-share-code)
- 5. **Letter of invitation from the company in Spain, stating:** duration and purpose of the trip (in Spanish).
- 6. **No objection letter:**
  - For employees: no objection letter from employer dated and signed, stating qualification, salary and start date of employment in the UK.
  - For self-employed workers: copy of trade license, accountant letter and last year proof of paying taxes
- 7. **Proof of sufficient financial guarantees:** £96 per day of stay and person, with a minimum of £860 per person regardless of the intended duration of the stay. ( 3 month, updated bank statement, notarised sponsorship letter...)
- 8. **Round-trip ticket booking** (airfare, train, bus or cruise).
- 9. **Proof of accommodation** (hotel booking, property lease, “carta de invitacio” issued by Spanish police or a private invitation statement signed at the Spanish Consulate).
- 10. **Overseas insurance policy** valid for Schengen area with a minimum coverage of 30.000 €, including repatriation.

Visas for EU/EEA family members are free, but BLS may charge a service fee.

Applicant's name	
Signature	
Date	

BLS Officer's name	
Signature	
Date	