



## SCHENGEN VISA

- Schengen visas are issued by the Consulates of the following countries, permitting the holder to travel freely to and around: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland.
- There is no legal right to a visa.
- Any subsequent changes in the purpose or the date of the visit are not permitted, your visa may be denied.
- Schengen visas take approximately two weeks to be approved.

## WHERE AND WHEN TO APPLY

- **The Consulate of Spain in San Francisco will consider applications for Visas by appointment only, and with one appointment per person. To schedule an appointment visit our [website](#).**
- You must come to the Consulate in person to submit your application. Please note that you can **only** apply for your visa 90 days before your departure to Spain.
- **The Consulate cannot accept mailed in visa applications, nor can visas be returned to the visa applicant by mail.**
- Visas must be picked up in person by the visa applicant from the Consulate Monday-Friday, 12pm-1.30pm
- If you intended to visit only **one** Schengen country, you must apply at the Consulate of country in question.
- If you intend to visit **more than one** Schengen country, you must apply for a visa at the Consulate of the country which is your **main destination** (where you are spending the highest number of days). If you are part of a cruise, please take note that every port will count as one day.
- If you intend to visit several Schengen countries but do not have a main destination (same amount of days in more than one country); you should apply for a visa at the Consulate of the country which is your **first point of entry in the Schengen area**.
- If you do not need a visa for the Schengen country which is your main destination or first point of entry, please note that you may require a visa for other Schengen countries. You should then apply at the Consulate of the first Schengen country which does require you to have a visa.
- **Apply at this Consulate** if your **permanent address** is in: **Alaska**, Northern **California** (excluding the counties San Luis Obispo, Kern, San Bernardino, Santa Bárbara, Ventura, Los Angeles, Orange, Riverside, San Diego, and Imperial which belong to the jurisdiction of the Consulate of Spain in Los Angeles), **Hawaii**, **Idaho**, **Montana**, **Nevada**, **Oregon**, **Washington**, or **Wyoming**. For other States, please check our website for the [corresponding Consulate](#).

## WHAT TO SUBMIT

The Consulate General of Spain in San Francisco has full authority to evaluate and request documents in addition to those initially submitted by the applicant. Submitting these documents does not guarantee automatic issuance of the visa. Under no circumstances will documents submitted during the visa application be returned to the applicant. We kindly advise you to always keep a copy for your own records.

### Please submit the following documents:

1. **Passport:** Original and one photocopy of the photo page. Your passport must be valid a minimum of three months after the expected date of return to the United States and must contain at least two blank pages to affix the visa.
2. **Schengen visa application form:** Please fill out the application form completely. Make a **photocopy** of the application form after you have filled it out.
3. **US Permanent Residence card** or a **valid US long-term visa:** Original and one photocopy. All non-US citizens who need a visa to enter the Schengen Area must have a US visa or a Permanent Residence Card **with a minimum of three (3) months validity after returning** from the Schengen Area. If your visa has expired, please have it renewed before applying. Holders of B-1/B-2 visas **cannot** apply in the United States; they must apply in their country of residence or country of origin. Applicants holding F1 student visas must also submit original and copy of their I-20.
4. **Two recent passport-size photographs:** White Background, 2x2in, one per application form.
5. **Proof of accommodation:** One of the following:
  - **Original Local Police invitation letter** from a family member or friend who resides in Spain
  - **Detailed hotel reservation** with the complete address and contact phone number for all Schengen countries



where you will be staying. If you are part of a tour or cruise, include a letter from your travel agent stating a complete itinerary of cities and hotels.

6. Your **latest credit card statement** or proof a minimum of US \$660 dollars plus \$75 per day of stay in Spain over nine days in traveller's checks, make sure your name appears.
7. Your **latest bank statement** either a mailed or online statement. Make sure your name appears.
8. **Signed verification of employment letter** indicating type of job, length of time employed and annual salary. If you are going on business, this letter should also indicate the purpose of your trip and who will cover your expenses. Fax, copies or PDFs will not be accepted. If you are a self-employed or a dependent, you must submit your latest Income Tax Return.
9. **Proof of intended roundtrip flight itinerary**: Please provide an email confirmation or website screenshot print out of your intended flight itinerary either direct from the airline or from a flight comparison website clearly showing you intended date of departure and route. We highly recommend not purchasing your flight tickets until your visa has been approved.
10. Proof of **Health and/or Travel accident insurance** in the Schengen area or worldwide stating that you are 100% for the full duration of your stay with no copays, coinsurance, or deductibles for a minimum coverage of 30.000€ (or its equivalent in USD) for medical emergencies and repatriation services.
11. Applicants who are under 18 years of age must submit a notarized authorization letter from their parents or legal guardians granting parental permission to travel.

**Please be advised that you might be requested to submit additional documents**

#### SPOUSES / DEPENDENT CHILDREN OF AN EU CITIZEN

- Schengen visas are issued free of charge to spouses and children of European Union citizens.
- **Spouse**: Must submit documents 1, 2, 3, and 4 from the list above in addition to a verified original copy and a photocopy of the marriage certificate registered in the country of the spouse (duly translated into English) with their spouse's EU passport.
- **Dependent children (under 18)**: Must submit documents 1, 2, 3, and 4 from the list above in addition to a verified original copy and a photocopy of their birth certificate.

#### TRANSIT VISA

If you are stopping in Spain in transit or double transit, you only need to submit the documents referred to in points: 1, 2, 3, 4, 5, 6, 9, and the corresponding [visa fees](#).

#### VISA FEES

- Please visit our website to check the most recent [visa fees](#)
- The Consulate can only accept visa payments in cash (exact change) or money orders made payable to: "Consulate General of Spain in San Francisco". No personal checks or credit cards will be accepted.
- The visa processing fee will not be returned even if the visa is denied or cancelled

#### IMPORTANT INFORMATION

- To **check the status** of your visa application, please visit: <http://sutramiteconsular.maec.es> and enter the code that will be provided to you on a printed receipt during in your interview. No information will be given by telephone or email. When checking this page, "**resuelto**" means that your visa is ready to be picked up. To pick up your visa, please come **in person** Monday – Friday between 12pm and 1:30pm. You do not need an appointment to pick up your visa.
- The Consulate cannot accept visa applications earlier than 3 months prior to departure.
- Visas requests are submitted to Europe for approval. Therefore, it may take **5 DAYS TO 2 WEEKS** to process.
- **US citizens** and citizens of the following countries holding an ordinary passport valid for a minimum of 3 months, who wish to visit in Spain for personal tourism or business purposes for **up to 90 days within a 180 day period do not need to obtain a visa prior to travel**. Albania\*, Andorra , Antigua and Barbuda, Argentina , Australia, Bahamas , Barbados , Bosnia Herzegovina\*, Brazil, Brunei , Canada, Chile , Colombia , Costa Rica , Dominica , El Salvador, F.Y.R Macedonia\*, Georgia, Grenada , Guatemala , Holy See, Honduras, Israel , Japan, Kiribati, Malaysia , Marshall Islands , Mauritius, Mexico , Micronesia , Moldova\*, Monaco , Montenegro\*, Nauru\*, New Zealand, Nicaragua , Palau, Panama, Paraguay , Peru, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines\*, Samoa\*, San Marino , Serbia\*, Seychelles, Singapore, Solomon Islands, South Korea, Timor Este, Tonga, Trinidad and Tobago , Tuvalu , Ukraine\*, United Arab Emirates, United States of America, Uruguay, Vanuatu, Venezuela
- \*Indicates that some restrictions apply to visa waiver. Please check prior to travel.
- The following European Union countries are **NOT** Schengen states, you should check visa requirements prior to travel: Bulgaria, Croatia, Cyprus, Ireland, Romania, and United Kingdom

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