



SCHENGEN VISA

A Schengen visa issued by a consulate of the following countries allows the holder to travel freely in all of these countries: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland.

- There is no legal right to a visa.
- A later change to the purpose or the date of the visit is not admissible.

WHERE TO APPLY

The Consulate of Spain in San Francisco will consider applications for all kind of visas BY APPOINTMENT and IN PERSON ONLY. Schedule one appointment per person. To schedule an appointment visit our Website. No visa will be processed by mail.

1. If you intended to visit **one** Schengen country, you must apply at the Consulate of that particular country.
2. If you intend to visit **several** Schengen countries, you must apply for a visa at the Consulate of the country, which is your **main destination (where you are spending most days)**. If you are part of a cruise, please take note that every port will count as one day.
3. If you intend to visit several Schengen countries but do not have a main destination (same amount of days); you should apply for a visa at the Consulate of the country which is your **first point of entry**.
4. 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.
5. **Apply at this Consulate** if your **permanent address** is in: Alaska, 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, Wyoming.

WHAT TO SUBMIT

The consular administration has full authority to evaluate, and request more documents than those submitted by the applicant. The latter is hereby informed that submitting the aforementioned documents does NOT guarantee automatic issuance of the visa. The documents accepted to process the visa will not be returned.

ORIGINAL and ONE PHOTOCOPY of each of the following items must be presented

1. **Passport or Official Travel Document** issued in the past 10 years and valid for a minimum of three months, counting from the expected date of return to the United States. Please, make sure your passport has two blank pages to affix the visa.
2. **Original application for Schengen visa**. Please fill out the application form completely. Make **1 photocopies** of the application form after you have filled it out.
3. **US Resident Alien card** or a **valid US long-term visa**. 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. **Original Local Police invitation** from a family member or friend who resides in Spain or a detailed **hotel reservation** with the complete address for all Schengen countries. 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 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** (it can be a mailed or online statement. Make sure your name appears).



8. **Original signed verification of employment letter** indicating type of job, length of time employed and annual salary. If you are going on business, the 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. **Planned itinerary/printout of a roundtrip airline ticket**: We highly recommend you not purchasing travel tickets until your visa has been approved.
 10. Proof of **Health/Travel accident insurance** in the Schengen area or worldwide stating that you are covered a 100% with no deductible or co-pays for 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.
 12. Your passport maybe returned by mail. Bring a pre-paid self-addressed **Express Mail** envelope of the **US Postal Service** with \$22.95 in stamps. Not metered stamp. No other courier service is accepted. If you wish to pick-up your visa in person, you can do so from 1:00pm to 2:00pm
- Be advised that additional requirements might be requested.
 - In some cases you must submit your latest Income Tax Return.

VISA FEES

- Please visit our website to check the most recent [visa fees](#)
- We only accept cash (exact change) or money order. The processing fee will not be returned even if the visa is not granted or cancelled.
- A Schengen visa is issued free of charge for the spouse and children of European Union nationals. The spouse should present original and copies of the marriage certificate registered in the country of the spouse (duly translated into English) and the EU citizen's passport. Minor children should present a birth certificate.

TRANSIT VISA

If you need to stop in Spain in transit or double transit, you must only submit those documents referred to in points: 1, 2, 3, 4, 5, 6, 9, 12 and the [visa fees](#)

VERY IMPORTANT

- We **DO NOT** accept visa applications sooner than 3 months prior to the departure date.
- Visas are requested to Europe. Therefore, it may take **5 DAYS TO 2 WEEKS** to process.
- To **check the status of your visa**, visit: <http://sutramiteconsular.maec.es> with your personal code given at your interview. No information will be given by telephone or email.
- **US citizens** with ordinary passports valid for a minimum of 3 months, who wish to visit in Spain for tourist or business purposes for **up to 90 days in a semester DO NOT NEED A VISA**.
- Citizens of the **following countries**, with an ordinary passport valid for a minimum of 3 months, who wish to visit in Spain for tourist or business purposes **for up to 90 days in a semester DO NOT NEED A VISA**: ANDORRA, ANTIGUA AND BARBUDA, ARGENTINA, AUSTRALIA, BARBADOS, BRAZIL, BRUNEI, CANADA, SOUTH KOREA, COSTA RICA, CHILE, EL SALVADOR, GUATEMALA, HOLLY SEE, HONDURAS, ICELAND, ISRAEL, JAPAN, MALAYSIA, MEXICO, MONACO, NICARAGUA, NORWAY, NEW ZEALAND, PANAMA, PARAGUAY, REPUBLIC OF CROATIA, SAN MARINO, SEYCHELLES, SINGAPORE, SWITZERLAND, UNITED STATES, URUGUAY, VENEZUELA, SPECIAL ADMINISTRATIVE REGION OF HONK KONG (SAR), MACAO (EAR), and citizens of THE EUROPEAN UNION.