



Embajada de España

Schengen Visa requirements

1. A recent passport photograph (40mmx30mm), printed in color, and with a white background. The petitioner must be looking directly at the camera and their face needs to be clearly visible (no eyewear or hats can be worn and the hair must be pulled back or swept behind the ears). Photographs taken in poor lighting, with visible alterations from the flash effect (red eyes), printed in low resolution or taken more than six months before the visa appointment will not be accepted.
2. A filled out Schengen Visa form detailing all the necessary information, in legible handwriting and signed by the petitioner. The photograph must be glued to the official visa form in the corresponding box.
3. The petitioner's current passport must be valid, meaning that the departing flight must be set at least six months prior to the date of expiry printed on the passport, and there should be at least three blank pages in the document to allow for customs seals. The petitioner must bring their original passport and one photocopy of the data sheet (the page that has their photograph and personal information).
4. A proof of employment letter issued by the petitioner's current employer detailing the number of years they've worked for the company and their monthly or annual salary. The letter must also contain an express authorization of leave/Holiday, detailing the dates of the trip. **Original document and one photocopy.**
5. If the petitioner's attending a convention, congress, expo or fair, they must provide an official invitation, entry card or document detailing the type of relation (commercial, industrial, etc.), type of event, duration, and purpose, issued to their name by the organizing institution. **Original document and one photocopy.**
6. PROOF OF SUFFICIENT FINANCIAL MEANS. To accredit for the minimum daily amount of 73.59 euros per person, with a minimum amount of 662.32 euros or its equivalent in foreign currency, the petitioner must provide a letter of payment, bank statements (from the last three months, signed and sealed by the issuing bank), or savings book accompanied by an official letter from the bank certifying the detailed information. Online bank statements will not be accepted. **Original document and one photocopy.**

The only family members allowed to cover the costs of the petitioner's trip are their parents or their spouse, and they must prove proof of sufficient financial means through:

- Affidavit where the family member states their willingness and capacity to financially support the petitioner by covering all expenses related, but not limited to: lodgment, sustenance, transportation, and general means of



Embajada de España

- livelihood. The familial bond must be detailed in the affidavit. **It must come with the corresponding Apostille.**
- Proof of monthly income detailing its origin. **Original document and one photocopy.**
 - Bank statements (from the last three months, signed and sealed by the issuing bank), or savings book accompanied by an official letter from the bank. Online bank statements will not be accepted. **Original document and one photocopy.**
7. A letter of intent detailing the purpose of the trip and including all relevant details (dates, locations, reservations, etc.) as well as a guarantee of return (spouse, kids, property, stable work). **Original document and one photocopy.**
8. A valid health insurance policy with international coverage that covers all medical assistance and hospital care expenses during the entirety of the petitioner's trip, as well as repatriation costs if necessary. This insurance policy must be binding for all of countries that comprise the Schengen Area and has to have a minimum coverage of 30,000 euros. **Original document and one photocopy.**
9. Round trip airline reservation, hotel reservation and detailed itinerary.
10. If the petitioner has friend or relative in Spain who is a legal resident, said person must request an invitation letter to the corresponding legal authorities in Spain and send the original, physical document to the petitioner to have it signed and sealed by the diplomatic authority in the Spanish Embassy in Guatemala.
11. If the petitioner is traveling with a minor, they must provide a recently issued birth certificate. **It must come with the corresponding Apostille**

General considerations:

- The petitioner must set an appointment with the Embassy in Guatemala City to present the aforementioned requirements. Appointments are set Monday through Friday from 9-13hrs.
- The petitioner must travel to Guatemala City for their visa appointment; the process will take at least 24 hours.
- All documents provided must come translated into Spanish.
- If for any reason the petitioner is unable to provide original documentation, all photocopies must be certified or legalized.
- The cost for the Schengen Visa is Q. 520.25; the payment must be in cash and in the exact amount.