



Please follow these complete set of instructions until the end, to make your appointment successfully.

We recommend doing the following:

1. Please review the list of documents required for the type of visa you wish to request.
2. To avoid prolonging the processing times for your visa application, please have the required documentation ready, at the time of submitting the application.
3. To request an appointment, please send an email to the following email address:  
cog.chicago.cit@maec.es.
4. Trips/Activities less than 90 days = make a Schengen visas appointments *only* (applicants coming with the wrong appointment won't be accepted)
5. Trips/Activities for over 91 days or more = make a National visa appointment *only*(applicants coming with the wrong appointment won't be accepted)

In your email, please include a clear image (scanned or photographed) of your original passport (the information on it must be legible) and an image of your US Driver's License. If you do not have it, please send your US State ID.

In the body of the text, you must include the following information

- Passport number:
- Contact email:
- Phone number:
- Name, Last Name in capitals
- Type of visa you wish to apply for.

If you are an applicant for a Student visa, please see our [website](#).

Please note that the total size limit of the attached documents should be only 1MB.

## **PROCEDURE**

After providing all the mandatory documents and information, you will receive an email with your appointment. It is not necessary confirmation.

We give appointments in order of arrival of email and the appointment given will be the next available.

There is no possibility of choose the date and time.

Once you receive the confirmation email, if you cannot show up at the date, you must cancel the appointment and request a new one by email.