

SHORT-STAY (90 DAYS OR LESS) SCHENGEN VISA

Carefully read through this list of requisites. Keep in mind that dossiers missing one or more of these requirements will lead to the delay or denial of your application.

1. You must book an appointment through the email: emb.guatemala.vis@maec.es **The appointment date for this visa cannot be scheduled more than 180 days before the expected date of entry into Spanish territory.** However, due to the fact that the period between June and December is high visa season, the applicant should enter the Embassy's website with several months in advance to choose the date and time of their appointment, without forgetting that it must be scheduled within the said 90-day period.
2. A recent passport photograph (35mmx45mm), 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. The photograph must be glued to the official visa form on the corresponding section.**
3. A filled out Schengen Visa form detailing all the necessary information, in legible handwriting and signed by the petitioner.
4. 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).
5. 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.**
6. 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.**
7. PROOF OF SUFFICIENT FINANCIAL MEANS. To accredit for the minimum daily amount of 113.00 euros per person, with a minimum amount of 1020.00 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 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.**
 - **Birth certificate with Apostille** for minors.
 - **Marriage certificate with Apostille** for spouse.
8. 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.**

9. 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.**
10. Photocopy of air ticket **reservation** or round trip flight itinerary detailing:
 - Full name of the traveler
 - Traveling destinations
 - Connecting flights or technical stops
 - Flight number
 - Date of departure / entry
 - Time of departure / entry
 - Air Line

BUYING THE TICKET BEFORE OBTAINING THE VISA IS NOT RECOMMENDED.

11. Hotel reservations or 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.
12. If the petitioner is traveling with a minor, they must provide a recently issued birth certificate. **It must come with the corresponding Apostille.**
13. Payment for the visa fee.

GENERAL CONSIDERATIONS

1. The dossier submission must be scheduled through an appointment. **Please book your appointment with enough time. The between June and December is high visa season.** We recommend that you book your appointment before June or, at least, reserve it three (3) months before the start date of your studies. Otherwise, the appointment will be assigned depending on availability.
2. **The petitioner must travel to Guatemala City for their visa appointment, your fingerprints will be scanned on the day of your appointment (delivery of the file).** The process will take at least two days.
3. **The dossier submission is personal and all requirements on this list are necessary.** Incomplete files will not be received.
4. The Consular Section may request the applicant to come back for an interview if it is deemed necessary in order to check the validity, consistency and accuracy of the statements and documents submitted. The Consular Section may also require additional documentation.
5. The dossier must be submitted in the order listed in this document. **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. Please avoid submitting your dossier in envelopes, folders or bags and without divers. All documents you submit will not be given back to you. Please make sure you keep a photocopy of any document you deem important before handing in your dossier.