

OVERVIEW

Warning! You can only apply 3 months before your departure date. Please check your jurisdiction before applying in New York

You can apply for a Schengen short-stay visa when the purpose of the trip is tourism; visiting relatives and friends; cultural; or sports within the Schengen Area.

Only Short Stay Visa (Schengen Visa) applications accepted - Type C, up to 90 days of stay

It will be issued by the Embassy or Consulate of the country of your main destination (port of entry), the one where you will spend the longest period of time

US citizens who wish to stay in Spain for tourist or business purposes for up to 90 days do not need a visa without prejudice to meet the entry requirements specified by custom authorities.

To apply for a Short Stay/Schengen visa every applicant must appear in person. Applicants must have permanent residency status in the USA (alien resident "Green Card" or US valid visa, **B1/B2 visa holders cannot apply**)

This Consulate General has jurisdiction only over the following states: **New York, New Jersey, Connecticut, Pennsylvania and Delaware.** The visa will be affixed to your passport, at this Consular Office, before your departure and must be presented at the Schengen border officials at the port of entry. **You can not request the visa in Spain or through the mail.**

CHECKLIST

1. One Schengen **application form** (Total of 4 pages) duly filled out and signed on the last page.
 - * Please use form only from BLS or Consulate of Spain website
2. **Passport** valid for a minimum of three months after the expected visa stay with at least two blank pages available. Passports older than 10 years will not be accepted
3. One passport size **photograph** in color, 2 x 2 inches (51 x 51 mm) in size, printed on matte or glossy photo quality paper, taken within the last 6 months to reflect your current appearance and in front of a plain white or off-white background
4. Non-USA citizens: Alien **Residence Card** (Green Card) or residence visa valid in the US (B1/B2 tourist visa holders cannot apply)
5. **Proof of travel:** Confirmed reservation of your airline ticket (round-trip) with booking reference number.
 - a. If you plan to travel by car, you will need to provide copy of driving licence (if someone else is driving – a letter from them and copy of their passport), car insurance and V5 document (Car registration documentation) or car rental documentation
 - b. You will also be required to provide full documentation showing means of crossing the borders other than by air or land (e.g. ferry tickets or Eurotunnel tickets).
6. **Proof of stay** (dates must be same as travel dates):
 - a. A detailed hotel reservation for the duration of stay OR
 - b. The **ORIGINAL Invitation Letter** from a family member or friend issued by the "Policía Nacional" in Spain **AND** a notarized letter from inviting person taking responsibility of ensuring return of applicant to the United States
 - d. If you are part of a tour or a cruise, include a letter from your travel agent stating a complete itinerary of cities and hotels.
 - e. If booking name is different from applicants name and not accompanying applicant, a letter must be provided by booking name
7. **Proof of financial status:** Latest major credit card statement **AND** last three bank statements of checking or savings account
 - * Must have an average over the last 3 months of a minimum of \$100 per day with duration of stay
 - * Marriage certificate required for married couples who do not have a joint account and either is sponsoring the travel
 - * In case of Financial Support from immediate family - Spouse / Step family, kindly provide their 3 months bank statements + document proving relationship for eg. Birth certificate/Marriage Certificate/Tax documents which show relationship
8. **Travel Medical Insurance** document for Spain with a minimum coverage of €30,000 euros or its equivalent in USD which includes **"Repatriation coverage"** and **"Zero deductible"** Must specify travel duration with start & end date. [An insurance card not accepted]
9. **Proof of employment**
 - a. If you work: letter from employer stating your job title, length of time employed and annual salary **AND/OR** last 3 months pay stubs
 - b. If you do not work and are economically dependent, a notarized letter from the person (family member or close relatives) you economically depend on assuming full financial responsibility of your travel and stay plus copy of the valid passport and three last bank statements of that person alongwith proof of relationship
 - c. If you are self-employed, a "Good Standing Certificate" issued by the Secretary of State OR the license of your business or company
 - d. Proof of paid taxes
 - * For professional or business trips you must submit an invitation from a company or organization based in Spain to participate in a meeting, convention, fair or congress, etc.
10. **For Minors** If the applicant is under 18 years:
 - A notarized authorization letter to apply for a visa from both parents or custodians is required. Application form signed by both the parents. Passport copy of the parent(s) with their signature, attested before the notary public. Birth Certificate
 - If you are student, a letter from your school or college /F1 and a copy of Student ID
 - * If a minor is travelling alone:
 - Letter from the tutor/person living in Spain assuming responsibility of the minor during their stay. Letter must be notarized by a Spanish notary in Spain + Copy of their passport + A Notarized letter from both parents granting permission to the minor travelling alone and acknowledging the above person will care for the minor child during their travel in Spain

SPECIFIC REQUIREMENTS

- * Payments by Cash/Debit card only
- * Additional documents may apply
- * All documents must be in English or Spanish - Certified translation required if in other language
- * All currency must be in USD or Euros only - Certified translation required if in other language