

CHECK IF YOU QUALIFY TO APPLY AT THE BLS SPAIN VISA APPLICATION CENTER IN HOUSTON:

- Only permanent residents of Alabama, Arkansas, Louisiana, Mississippi, Tennessee, New Mexico , Oklahoma and Texas have jurisdiction to apply with the Consulate of Spain in Houston.
- Citizens of certain countries do NOT require a visa to travel as tourist (for a stay that does not exceed 3 months within a period of 6 months). Check the list of countries to determine if you need a visa [Exceptions also apply to holders of Biometric Passports from certain countries]
- You can only apply 6 months before your flight departure date to the Schengen area.
- The Schengen visa will be issued by the Embassy or Consulate of the country of your main destination, the one where you will spend the longest time. Port of entry applies only when the time spent in the various Schengen countries are equal.
- Non-refundable fees, payable with only Debit Card / Cash payments (No Money Order).
- We provide express courier service for speedy return of your passport once decision is received from the Consulate (Please do not buy Pre-paid envelopes)

CHECKLIST (YOU MUST BRING ORIGINAL OF THE FOLLOWING DOCUMENTS):

	<u>SHENGEN VISA APPLICATION FORM: CLICK HERE</u>
	Each applicant must complete and sign an official application form and a photocopy, filling in each of its sections.
	If the applicant is a minor, one of their parents must sign the application.
	*Incomplete application forms can affect the visa decision
	PHOTOGRAPH
	A recent, passport-size, it must have a white background.
	The face should be clear and visible
	The size of the photo should be 2x2 inches(5x5 cm).
	PROOF OF JURISDICTION
	Proof of residency in one of the States under our jurisdiction(Alabama, Arkansas, Louisiana, Mississippi, New Mexico, Oklahoma, Tennessee and Texas): <u>US Driver's license, US State ID or current Student ID.</u>
	VALID PASSPORT
	Ordinary passport or travel document issued in the last 10 years (Original and Copy)

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	Must have at least two empty pages
	Valid for three months after the exit from the Schengen area
	Diplomats traveling on work must apply directly at the Consulate
	US Passport holders traveling on tourism do not need a visa for short stay of up to 90 days.
	VALID RESIDENCE PROOF
	Permanent Residence Card / Green Card (Original and Copy)
	Valid Residence Visa Stamp
	Employment Authorization Document with Advanced Parole
	Refugee Travel Document
	Visa must be valid for re-entry into the US if returning to the US. The residence permit or visa must be valid at least 3 months from the date schedule to leave the Schengen Space.
	*Holders of a B1/B2 visa must apply for a Schengen Visa in their country of origin or permanent residence.
	COVER LETTER:
	Cover Letter stating Applicant details, Purpose of travel, Dates of travel
	family members, friends or business associates travelling for the same purpose.
	Please mention any special circumstances or requests to the Consulate
	PROOF OF TRAVEL: FLIGHTS, CAR RENTAL, EURO RAIL, FERRY, BUS TICKETS
	*Please, be aware that the dates cannot be changed once the visa application has been submitted.
	Confirmed reservation of your airline ticket (USA round-trip including all destinations with entry and exit within the Schengen area). Just a flight reservation is required with a booking ID/reference number, flight number and applicant name. It is highly recommended not to buy the tickets until you get your visa.
	You will also be required to provide full documentation showing means of crossing the country borders by air or land e.g. flights, bus, ferry tickets or Euro tunnel tickets.
	If not returning to the US, applicant must provide detailed justification and proof of leaving the Schengen area with the cover letter.
	PROOF OF STAY:
	*Please, be aware that the dates cannot be changed once the visa application has been submitted.
	Accommodation dates must be the same as flight/travel dates
	A detailed hotel reservation for the duration of your stay and the name of the applicant.
	Official letter of invitation, (ORIGINAL and copy), from a family member or friend through the National Police in Spain.
	If you are taking part in a tour or cruise, include a letter from your travel agent stating a complete itinerary of cities and hotels with payment receipt. (all dates must be visible) [Screenshots not accepted]

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	TRAVEL MEDICAL INSURANCE:
	Issued by insurance company as per the EU guidelines
	Must specify start and end date, must be valid for complete duration of stay in the Schengen area.
	Minimum coverage of 30,000 Euros or its equivalent 50,000 USD in Medical Assistants, Emergency room and Repatriation of Mortal Remains.
	Visa letter from Insurance company/complete breakdown of coverage must be listed
	Applicants name clearly mentioned on the Insurance coverage – [An insurance card will not be accepted as proof of coverage]
	Zero deductible
	ORIGINAL SIGNED VERIFICATION OF EMPLOYMENT LETTER:
	Indicating <u>type of job, length of time employed and annual salary.</u>
	Drivers must download Employee profile from the app (Uber provides an employment letter).
	Self-employed individuals must provide most recent year income tax return(s), Last Three corporate bank statement, professional license if applicable and certificate of incorporation. If you work independently, provide a notarized letter explaining the type of work you do.
	If you are self-employed or a dependent, you must submit your latest Income Tax Return.
	For retired: Letter from the Social Security Administration confirming the monthly retirement income.
	Students must provide proof of enrollment for eg. F1 copy, school ID card, transcripts.
	Business travelers must bring a letter from their US Company indicating purpose and length of stay and a letter of invitation from the Spanish company or entity confirming commercial affiliation, assuming living expenses.
	You should also provide an invitation letter from the Spanish company or, in case that you are attending a conference, the conference registration.
	BANK STATEMENTS OF THE <u>LAST THREE MONTHS:</u>
	Make sure that your name appears on the bank statements.
	Applicants must demonstrate sufficient means of economic funds available.
	The minimum amount is €108 per person per day of your stay, with a minimum of €972 or its legal equivalent in foreign currency.
	If current statement is older than one week, submit a bank letter reflecting current balance - a letter from the bank showing your current balance must be submitted
	Ending balance must be in USD or Euros only. If it is another currency or language, a bank letter stating average account balance of the last 3 months in USD/Euros is required.

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	SPONSORSHIP PROCESS:
	Sponsorship process is necessary when one of the spouses does not appear in the bank account. If both appear, only a relationship certificate is required (Marriage Certificate or stable civil partnership)
	In case of Financial Support from immediate family (Parents, Children, Siblings, Grandparents, Spouse), kindly provide documents proving relationship for eg. Birth/Marriage certificate/Tax documents or any govt - government issued document (English/Spanish only), passport copy of sponsor & Notarized letter assuming full financial responsibility. Proof of employment: sponsor's company letter, 3 last bank statements.
	If Financial sponsor is outside the US, they must provide a bank letter on a letterhead with the average balance in the last 3 months in USD or Euros only. [No other currency will be accepted]
	Second-degree relatives may sponsor (proof of lease can be provided with both names), however, the decision is at the Consulate's discretion
	MINORS/UNDER 18 YEARS TRAVELING WITH ONLY ONE PARENT/STEP-PARENT/TUTOR/ADULT:
	Application for minors must be made by parents or legal guardian with proper legal documentation
	Application form signed by both parents
	Birth certificate
	Legal custody document, Divorce Decree
	Notarized Parental Authorization letter signed by parent not traveling giving permission to travel with the other parent or tutor or adult. Details like name and address of the authorized person to be provided. If one of the parents does not reside in the US, it can be done before the Consulate of Spain corresponding to their place of residence.
	Notarized letter from Step Parent/Tutor/Authorized Adult assuming full responsibility of minor and stating they have No Objection if their criminal/Sexual background check is conducted by any officials.
	Marriage certificate in case of Step Parent traveling with the minor to be submitted.
	Passport copy/Government issued photo ID of parents and authorized person.

- * Additional documents may apply
- * All documents must be in English or Spanish only – Certified translation is needed if in other languages
- * All currency must be in USD or Euros only
- * Screenshots will not be accepted for any documents
- * Payments by cash or debit card only - Money order not accepted
- * Express Courier service provided at low cost - Prepaid Courier envelope not accepted

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