



CONSULATE GENERAL OF SPAIN
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SCHENGEN VISAS

Visa exemption

Visa-free entry not exceeding 3 months in any 6-month period from the date of first entry in Spain and other Schengen countries for holders of a Hong Kong SAR, Macao SAR and BN(O) passports valid at least for 6 months. **IMPORTANT!** You may be asked by border control officers to provide information or supporting documents concerning your financial means, the length of your stay and the purpose of your visit. Before you travel to Spain, check the Entry Requirements to Spain at our [website](#).

Holders of Hong Kong Document of Identity (HKDI)¹ and Macao Travel Document¹ need to apply for a visa.

Types of Schengen Visa

a) Uniform Schengen Visa, b) Schengen Visa with Limited Territorial Validity and c) Airport Transit Visa

Uniform Schengen Visa

A uniform Schengen visa issued by a Schengen country allows free travel within the Schengen Area. The Schengen countries are: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland. The maximum period of stay allowed is 3 months in any six-month period from the date of first entry in the territory of the Member States, with one, two or multiple entries.

A visa does not give you an automatic right to enter the Schengen Area. You may be asked by border control officers to provide information or supporting documents concerning your financial means, the length of your stay and the purpose of your visit. **Please check the Entry Requirements to Spain** at our [website](#).

Schengen Visa with Limited Territorial Validity (LTV)

This type of Schengen visa is valid for the territory of one or more Schengen countries but not all Member States and is issued on the Hong Kong Document of Identity and on the Macao Travel Document.

Airport Transit Visa (ATV)

Citizens of the following countries need this kind of visa to transit through the international transit areas of the Spanish airports: Afghanistan, Angola, Bangladesh, Democratic Republic of the Congo, Cuba, Djibouti, Eritrea, Ethiopia, Ghana, Guinea, Guinea-Bissau, India, Iran, Iraq, Ivory Coast, Liberia, Mali, Nigeria, Pakistan, Sierra Leone, Somalia, Sri Lanka and Togo. However, there are exemptions to this rule, as instance, diplomatic passport holders. If you are a citizen of any of these countries, you are recommended to contact this Consulate.

Where should I apply for a Visa?

Only Hong Kong/Macao residents can apply for a visa at this Consulate General of Spain in Hong Kong.

- If you intend to visit only one Schengen country, you must apply at the Consulate of that particular country.
- If you intend to visit several Schengen countries, you must apply at the Consulate of the country which is your main destination in terms of length or purpose of stay.
- If you visit more than one Schengen country and the main destination cannot be determined, you must apply at the Consulate of the country which is your first point of entry.
- If you do not need a visa for the Schengen country which is your main destination or first point of entry, please note that you may require a visa for other Schengen countries that you intend to visit during your trip.

Visa Application

Please complete the application form in Spanish or English and present it along with the required documents. The application must be signed and submitted **in person**. All documents must be presented **in Spanish or English**. Documents in Chinese or other languages will also be accepted as long as they are **officially translated** into Spanish or English. Applicants might be invited for **an interview** concerning the visa application. **Working hours:** Applications from 9:30 to 12:00. Visa collection from 14:30 to 15:30, Monday to Friday excluding bank holidays

Processing Time and Fees

In general, this visa will be ready within 3 to 5 working days (HKDI, Macao Travel Document, People's Republic of China, India, or Thailand passports). In case the application needs to be sent for decision to the authorities in Spain (Philippines, Indonesia or Pakistan passports) processing will take around 2 to 3 weeks, but could be extended up to a maximum of 30 calendar days. Exceptionally, when additional

¹ The visa issued on the HKDI and the Macao Travel Document does not allow travelling to Poland.

documentation is needed in specific cases, the period may be extended up to a maximum of 60 calendar days. Meanwhile, passport is given back to the applicant. Visa applications shall be lodged no more than 3 months before the start of the intended visit.

The current fee for a Schengen visa ranges over **600 to 700 HK\$** and must be settled **in cash** upon application. Fees are **non-refundable**, regardless of the decision taken about your visa application. Visa fee is around **400HKD for children from the age of 6 years and below the age of 12. The visa fee shall be waived for:** a) Children under 6 years, b) School pupils, students, postgraduate students and accompanying teachers who undertake stays for the purpose of study or educational training c) Researchers from third countries travelling for the purpose of carrying out scientific research as defined in Recommendation No 2005/761/EC of the European Parliament and of the Council of 28 September 2005 to facilitate the issue by the Member States of uniform short-stay visas for researchers from third countries travelling within the Community for the purpose of carrying out scientific research d) Representatives of non-profit organisations aged 25 years or less participating in seminars, conferences, sports, cultural or educational events organised by non-profit organisations, and e) Holders of diplomatic and service passports (*subject to reciprocity*)

GENERAL REQUIREMENTS FOR A SCHENGEN VISA²

(Original documents must be provided plus one photocopy of items 3-12. Please note that the Consulate General reserves the right to request additional documents).

1. **Two application forms** duly filled in and signed by the applicant.
2. **Two recent colour photos**, 26-35mm width and 32-45mm height, with white background.
3. **Passport** of the applicant, which must be valid for at least three months after the intended date of departure from the territory of the Member States. It shall contain at least 2 blank pages and shall have been issued within the previous 10 years.
4. Hong Kong / Macao ID.
5. **Travel insurance policy**, covering the cost of repatriation on medical grounds, urgent medical treatment and/or urgent hospital treatment. The insurance must be valid throughout all of the Schengen countries and must cover the whole duration of the stay. The minimum cover is 300,000HK\$. Please include the details of insurance policy so that we can check the insurance fulfils our requirements.
6. **Confirmed return flight booking or return flight ticket³.**

Specific Requirements for a Tourist Visa or to attend a Conference

7. **Financial proof** such as last 3 months bank statements or bank book where it appears the salary. Whether applicant cannot provide his/her own financial proof and presents his/her spouse's, applicant must submit the marriage certificate. In case that such certificate has not been issued by Hong Kong or Macao Authorities, it should be legalised through diplomatic legalization or the Apostille of the Hague and translated into Spanish or English.
8. **Invitation Letter** from the person who is inviting you or **Hotel reservation** for the whole duration of the trip in Schengen Space. The **Invitation Letter** must be issued in Spain at the Police Station (*Comisaria de Policia Nacional*) or at the Foreigners Office (*Oficina de Extranjeros*).
9. a) **A letter from your employer/University confirming your leave**, your position in the company/ what are you studying, how long have you been working for the company and when the contract expires/which academic year will you finish your studies, and
b) **Student identification card**, if applicable.
10. **Minors** need not to be at the Consulate when their parents submit the visa application. Application must include a written consent signed by both parents with their phone numbers; otherwise application will not be accepted. Applicant must also provide the **minor's birth certificate**. If this certificate has not been issued in Hong Kong or Macao **it must be legalised** and translated into Spanish or English.
11. **An Invitation letter** from the Conference organization, written in Spanish sent by fax to this Consulate General (fax number: +852 2877 2407), if applicable.
12. Proof of having paid the **conference fee**, if applicable.

Specific Requirements for a Business Visa

7. **Invitation letter** written in Spanish from the Company in Spain, addressed and sent by fax to this Consulate General (fax number: +852 2877 2407) or scanned and sent by e-mail to espcghk@netvigator.com.
 8. Local company **guarantee letter**.
- Both 7. and 8. letters have to state the following:
- Full address, telephone and fax numbers and email of the company and the signer's name and position in the company.
 - Purpose and intended duration of stay + detailed program.
 - Mentioning who takes care of the costs of travel and living.

² Please note that submission of all documents does not involve that the visa will be automatically granted.

³ In case the application needs to be sent for decision to the authorities in Spain a **travel itinerary** will be enough. If visa is approved you will be requested to present **confirmed flight booking** or the **return flight ticket**.