

MANDATORY PRECHECK by email before applying for a visa

A US citizen does not need a visa to visit the Schengen area countries as long as the stay does not extend beyond 90 days and the US passport is valid three months beyond the date of return in the USA. For staying more than 90 days, an application for a residence permit will be necessary and depend upon the final purpose of the stay.

IMPORTANT:

Your **PASSPORT** must be **valid for at least 3 months after your return to the US** (from the date of your RETURN from the Schengen States) it must contain 2 blank pages, and must have been issued within the previous 10 years.

Your **US IMMIGRATION STATUS** must be **valid**,
ACCEPTED US IMMIGRATION Documents: A valid U.S. permanent residence card ("green card") or a valid US visa with valid I-94 and/or valid I-20 or I-797, or an Advance Parole document or Valid Employment Card

If you need to apply for a Schengen visa, you must request an appointment by email only; PLEASE SEND AN EMAIL TO sanfrancisco.cg@mae.etat.lu

WITH THE FOLLOWING INFORMATION

- **Last Name:**
- **First Name:**
- **Citizenship:**
- **City and State of residence:**
- **Purpose of travel:**
- **Detailed itinerary with dates:**
- **Were granted a Schengen Visa after May of 2014? yes or no?**
- **Copy of the two main pages of your national passport**
- **Copy of the proof valid US Immigration status**
- **Copy of your most current Schengen Visa (if you have a previous one)**

Please note that if you are in the USA on a visiting visa (B1/B2 visa), you will instead have to apply for a Schengen visa at the appropriate Schengen member country Embassy in your home country.

Visa applicants without an appointment will not be accepted!

Telephone calls are not accepted, please email your requests.

IMPORTANT: DO NOT DROP IN TO THE CONSULATE GENERAL IN SAN FRANCISCO OR BOOK A FLIGHT BEFORE YOU HAVE A CONFIRMED DATE AND TIME FOR YOUR APPOINTMENT

Please plan ahead as our processing times have changed for Schengen Visas (tourist / family / business): our internal visa calendar (not accessed by the public) is often booked anywhere from 4 to 8 weeks ahead of time; from the date of your appointment, you must then count 10 to 15 days to process the visa and / or decision.

For example only: If an applicant receives a confirmation that they will have an appointment either in person / or by mail 4 weeks from today's date; they will then need to count an extra 10 to 15 days for the decision of their case and return of their passport

For those who have NOT been fingerprinted by a Schengen country within the last 59 months:

you will need to come in person to be fingerprinted: the day of your appointment will consist of biometric fingerprinting and review of your application. *The decision / visa will be issued within 10 to 15 business days after your initial appointment* and your passport will be sent back to you at your own cost.

For those who have been fingerprinted by a Schengen country in the USA within the last 59 months:

you should be able to apply by mail IF WE FIND YOUR FINGERPRINTS IN THE SCHENGEN SYSTEM: ***though you will be applying by mail and do NOT need fingerprinting, we will need to schedule an appointment in order to schedule time to process your visa; the decision for the visa will be issued within 10 to 15 business days after your initial appointment*** and your passport will be sent back to you at your own cost.

VISA "RENEWALS" DO NOT EXIST: as every visa application requires a new process, we must schedule time in our calendar for EVERY VISA whether they are in person with fingerprinting or by mail (without new fingerprinting, using previously taken fingerprints from a Schengen partner or from us).