



WASHINGTON, DC

# Visa Requirements EL SALVADOR

## Required Documents Checklist

**ALL TRAVELERS must include the following documents in your package to G3:**

- Your original valid signed passport. It must have two blank visa pages facing each other and more than six months before expiry.
- Non-US citizens must provide a copy of their Alien Registration Card (A.R.C.) or U.S. Visa and original I-94.
- One completed and signed visa application form (see attached).
- Two passport-style (2"x2") photographs taken within the last 6 months, on photo paper and with a plain white background.
- Copy of flight itinerary.

**BUSINESS and FLIGHT CREW TRAVELERS must also include:**

- A business letter from their U.S. company. This letter must explain the purpose of the trip and provide a financial guarantee. It must be on original letterhead and signed by a representative of the company other than the applicant. A sample is attached.
- A letter of invitation from the organization to be visited in El Salvador. Faxed or scanned copies are acceptable (sample attached).

### NOTES:

U.S. Citizens can visit El Salvador for up to 30 days without a visa. A visitor card may be purchased upon arrival for \$10.

\*Multiple entry visas are issued only at the discretion of the consulate, and may not be available to all nationalities. A single entry visa may be issued instead of a multiple entry.

Send all required documents and the completed Traveler Information form to G3 using a service with tracking such as FedEx or UPS.

## Applicable Fees

### Embassy Fees for Visa Processing

Visa Type	3 Business Days	7 Business Days	10 Business Days
Single Entry	\$70.00	\$50.00	\$30.00
Multiple Entry*	\$100.00	\$80.00	\$60.00

### G3 Processing Fees

Visa Type	3 Business Days	7 Business Days	10 Business Days
Tourist	\$90.00	\$65.00	\$55.00
Business	\$100.00	\$70.00	\$60.00
Flight Crew	\$100.00	\$70.00	\$60.00



**SOLICITUD DE VISA PARA INGRESAR A/VISA APPLICATION FORM TO ENTER  
EL SALVADOR, GUATEMALA, HONDURAS, NICARAGUA  
VCA-4**

Fotografía  
Reciente /  
Recent Photograph

Por favor escriba en letra de molde y claramente, completando sus datos tal como aparecen en su pasaporte.  
Please write clearly in print letters, with the information as it appears in your passport.

**A. DATOS GENERALES/GENERAL DATA**

1. Apellidos/ Last Name:	Nombre/ Given Name:
2. Nacionalidad / Nationality:	3. Sexo/ Sex: F: <input type="checkbox"/> M: <input type="checkbox"/>
4. Lugar y fecha de Nacimiento / Place and date of birth:	
5. Domicilio Particular / Address:	
6. Número de Teléfono particular/ private hone number:	7. Correo Electrónico / e-mail:
8. Tipo de Pasaporte/ Type of Passport: <input type="checkbox"/> Ordinario/ Ordinary; <input type="checkbox"/> Oficial/Servicio / Official ; <input type="checkbox"/> Diplomático/ Diplomat	
9. Número de Pasaporte/ passport:	
10. Lugar y fecha de Expedición: / Date and place of Issue:	
11. Fecha de Vencimiento / Expiration date:	
12. Profesión/Ocupación Actual / Profession/Occupation:	
13. Nombre y Nacionalidad de su cónyuge: / Name and Nationality of Spouse:	
14. Para Menores: Nombre y Nacionalidad de padres: For Minors: Name and Nationality of Parents:	a) Madre/Mother: b) Padre/Father:

**B. DATOS DEL VIAJE/TRIP DATA**

1. Actividad o razón del Viaje/ Activity or reason for trip: a) Turismo/Tourism: <input type="checkbox"/> ; b) Negocios/Business: <input type="checkbox"/> ; c) Oficial/Official: <input type="checkbox"/> d) Transito/Transit: <input type="checkbox"/> ; e) Conferencia/Congreso / Conferences/Congress : <input type="checkbox"/> ; f) Estudios/Investigación / Study/Research: <input type="checkbox"/> ; g) Otro (especifique)/ Other (please specify) <input type="checkbox"/>	
2. Países que tiene previsto visitar en este viaje: / Countries you expect to visit on this trip: a) El Salvador: <input type="checkbox"/> b) Guatemala: <input type="checkbox"/> c) Honduras: <input type="checkbox"/> d) Nicaragua: <input type="checkbox"/>	
3. Especifique el país y puerto de entrada al CA-4: / Specify country and port of entry to the CA-4 region:	
4. Fecha prevista de Ingreso/ Date of arrival in CA-4: / /	5. Tiempo de estadía previsto en el CA-4:/ Estimated length of stay in CA-4:
6. Como financia su viaje?/ how do you finance your trip? a) Propios/ own funds: <input type="checkbox"/> b) Familiares/ family funds: <input type="checkbox"/> c) Trabajo/ Business <input type="checkbox"/> ; Gobierno/ Government <input type="checkbox"/> ; Otro (especifique) / other (specify)	
7. Visa que Solicita: / Type of Visa requested: a) Una Entrada/ Single Entry: <input type="checkbox"/> b) Múltiple/ Multiple entry: <input type="checkbox"/> c) 2 entradas (transito)/ 2 entry (transit) <input type="checkbox"/>	
8. En caso de transito, indicar país de destino final y detalles de visa (número, tipo y fecha de expiración) del país de destino:  In case of transit, indicate destination country and visa details for destination country (number, type and expiration date):	
9. Lugar de estadía en el CA-4: Place and address where you will stay in the CA-4 region:	
10. ACOMPAÑANTES / people traveling with you: Nombres / names: Parentesco / relationship: No. de pasaportes/ passport #:	

**C. OTROS DATOS Y DOCUMENTOS QUE SE APORTAN/OTHER DATA AND INSTRUMENTS SUBMITTED**

1. Nombre y Dirección de su lugar de trabajo o estudio: / Name and Address of place of employment/study:	
2. Teléfono de Trabajo / Business phone:	
3. REFERENCIAS PERSONALES, ESTUDIO O DE NEGOCIOS EN EL CA-4 (VERIFICABLES, FAVOR SER ESPECIFICOS) Personal, School or business references in the CA-4 (must be verifiable, please be specific) Nombre y Cargo /Name and position: Teléfono/ phone Nr. : Nombre de la Empresa / Name of business contact: Dirección/ Address of Business contact:	
4. Ha solicitado anteriormente visa de ingreso a un país del CA-4: Have you requested a Visa to a CA-4 Country Before: <input type="checkbox"/> SI/yes <input type="checkbox"/> NO/ no Donde/ where:	
5. Cuando / when:	Le fue otorgada? / Was it granted?: <input type="checkbox"/> SI / yes <input type="checkbox"/> NO / no
6. Posee carné de residente permanente extranjero válido: Do you have a valid permanent residency card? <input type="checkbox"/> SI /yes <input type="checkbox"/> NO/ no	7. De que país / from what country:

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<p>8. Tiene visas Vigentes de otros países? : Do you have other valid visas? <input type="checkbox"/> SI /yes <input type="checkbox"/> NO/ no</p>	<p>9. De que país(es) / from what country (ies):</p>								
<p>8. Otros documentos: (anexar cualquiera de los siguientes documentos, según sea el caso y consignarlo en este formulario) / Other documents: (please attach any of the following documents as needed)</p> <table style="width: 100%;"><tr><td style="width: 40%;">a) Constancia de trabajo/ Work References: <input type="checkbox"/></td><td style="width: 60%;">Observaciones/Comments (uso oficial/ official use only)</td></tr><tr><td>b) Carta de invitación / Invitation letter: <input type="checkbox"/></td><td></td></tr><tr><td>c) Carta de recomendación / Recommendation letter: <input type="checkbox"/></td><td></td></tr><tr><td>d) Constancia de residencia legal/ Proof of legal residency: <input type="checkbox"/></td><td></td></tr></table>		a) Constancia de trabajo/ Work References: <input type="checkbox"/>	Observaciones/Comments (uso oficial/ official use only)	b) Carta de invitación / Invitation letter: <input type="checkbox"/>		c) Carta de recomendación / Recommendation letter: <input type="checkbox"/>		d) Constancia de residencia legal/ Proof of legal residency: <input type="checkbox"/>	
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c) Carta de recomendación / Recommendation letter: <input type="checkbox"/>									
d) Constancia de residencia legal/ Proof of legal residency: <input type="checkbox"/>									
<p>9. Referencias bancarias, salariales, otro tipo de ingreso u otras (Especificar ingresos y presentar respaldos): Bank/Salary references, other income source or other (Specify other income sources and submit evidence):</p>									
<p>10. Ha visitado antes alguno de los países para los cuales esta visa es valida? / Have you ever visited any of the countries for which this visa is valid?</p> <table style="width: 100%;"><tr><td style="width: 40%;">Lugar(Ciudad, Estado País) /Place (City, State &amp; Country)</td><td style="width: 20%;">Fecha: / date:</td><td style="width: 40%;">Tiempo de estadía (días): / Duration of Stay (days):</td></tr></table>		Lugar(Ciudad, Estado País) /Place (City, State & Country)	Fecha: / date:	Tiempo de estadía (días): / Duration of Stay (days):					
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**OBSERVACIONES**

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SELLO Y FIRMA DEL FUNCIONARIO CONSULAR QUE AUTORIZÓ LA VISA

# Sample Business Letter from U.S. Company

\*\*\*\*\*Please print your business letter on company stationery\*\*\*\*\*

June 1, 2011

Consulate General of (*Country you are traveling to*)

Consular Section

Dear Visa Officer,

Jeremy Simmons (*Insert your name*), Vice President (*Insert your position*), International Public Policy, East Coast Promotions, Inc. (*Insert the name of your company*) is planning a business trip to (*Country you are traveling to*) on Monday, August 3 through August 17 (*Dates of your trip*). During this trip he has scheduled meetings to discuss the sale and distribution of our products.

His agenda is to meet and discuss business with Mr. Hank Hartford (*Insert Name of Contact*) at:

Overseas Company Name  
Street Address  
City, Country Zip code  
Telephone number

*(It is important to indicate which company and individual you are going to visit.)*

East Coast Promotions, Inc. (*Insert Company Name*) will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in (*Country you are traveling to*).

He requests that you issue a (*insert type and duration of visa*) visa. I appreciate your attention to this matter.

Sincerely,

Barry G. Hart (*Please have someone other than the applicant sign this letter.*)  
Senior Vice President  
East Coast Promotions, Inc.

# Sample Business Letter For Flight Crew

\*\*\*\*\*Please print your business letter on company stationery\*\*\*\*\*

June 15, 2011

Consulate General of (*Country you are traveling to*)  
Consular Section

To Whom It May Concern:

Please be advised that the below listed individuals are applying for **Flight Crew** visas. Financial responsibility for all expenses incurred by these individuals during their stay in (*country*) is the complete and total responsibility of (*name of your flight department*)

Pilots: Primary Captain(s):  
Backup(s):

First Officer Primary:  
Backup:

Flight Attendant Primary:

**Date of Arrival #1:** July 13, 2009 Date of Arrival #2 (*if applicable*)

Airport of Arrival: *City*

Aircraft/Flight: N506AB

**Date of Departure #1:** July 20, 2009 Date of Departure #2 (*if applicable*)

Airport of Departure: *City*

Aircraft/Flight: N506AB

Reason for Travel: Transporting executives

We appreciate all efforts and courtesies you may extend to us in order that they may receive their visas as soon as possible. We thank you for your attention to this matter. If you have any questions, please feel free to give me a call directly at (*contact number*).

Best Regards,

(*Signature here, must be signed by someone other than the applicants*)

Title

# Sample Business Invitation Letter from Overseas Company

\*\*\*\*\*Please print your business letter on company stationery\*\*\*\*\*

June 1, 2011

Consulate General of (*Country you are traveling to*)

Consular Section

Dear Visa Officer,

We are cordially inviting Jeremy Simmons (*Insert your name*), Vice President (*Insert your position*), International Public Policy, East Coast Promotions, Inc. (*Insert the name of your company*) to visit (*Country you are traveling to*) on Monday, August 3 through August 17 (*Dates of your trip*). During this trip he will meet with our company to discuss the sale and distribution of our products.

His agenda is to meet and discuss business with Mr. Hank Hartford (*Insert Name of Contact*) at:

Company Name

Street Address

City, Country Zip code

Telephone number

***(It is important to indicate which company and individual you are going to visit.)***

East Coast Promotions, Inc. (*Insert Company Name*) will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in (*Country you are traveling to*).

We request that you issue a (*insert type and duration of visa*) visa. I appreciate your attention to this matter.

Sincerely,

John P. Smith

Executive Officer

Overseas Company, Inc.