

## **FBI Background Check Guidelines Gap Year & High School Abroad Programs in Spain (Academic Year Programs)**

Spanish Consulates now require an FBI background check as part of the application for a student visa required to study in Spain on this program. At this time, the requirement is in place for all visas for programs six-months or longer. FBI background checks can take up to 12 weeks to be processed, depending on the volume of requests received. Because of the time constraint, CIEE requires that Gap Year and High School Abroad year-long applicants begin this process as part of the CIEE application. CIEE will review and accept applications before the results are returned, but proof that you applied for the background check is essential to be considered. CIEE can only accept applicants who we are sure can complete the visa process in a timely manner. Requesting an FBI check now is essential to that end. Applicants are responsible for the approximate \$18 FBI processing fee and all other fees associated with the FBI background check, such as fingerprints or mailing.

### **How to apply for FBI background check**

The link below provides instructions for requesting an FBI background check. The FBI application is straightforward. In the section that asks “reason for request”, please write “To apply for a visa for an academic study abroad program”.

[http://www.fbi.gov/about-us/cjis/background-checks/background\\_checks](http://www.fbi.gov/about-us/cjis/background-checks/background_checks)

### **What happens next**

If the FBI finds no record, you will receive a “no record” response. If you do have a criminal history record on file, you will receive your Identification Record, or “rap sheet.”

The FBI background check must be translated into Spanish. Note that the FBI report cannot be older than 3 months.

The FBI background check must be stamped with the "[Apostille of The Hague](#)". You should contact the Secretary of State in the state the document has been issued.

<http://www.sos.ca.gov/business/notary/authentication.htm>

### **Summary**

- In order to apply for a year-long visa to study in Spain, you must submit an FBI background check.
- The results of the background check must be translated into Spanish and apostilled. This process can take up to four months and must be completed prior to applying for a Spanish student visa. You are responsible for the costs associated with this process.
- Start now! You can begin this process while you are completing your Gap Year or High School Abroad application. Submit proof that you have applied for the FBI background check along with your CIEE application.