

Spanish Visa Application Guidelines 2013 Teach in Spain

**This information is
VERY IMPORTANT.**
Read these guidelines carefully!
American citizens (who do not have
dual EU citizenship) may not
participate on the CIEE Teach in
Spain program without the correct
student visa, obtained pre-
departure.

This document is intended as a guide. All Teach in Spain participants enter Spain on Student Visas which are later converted to Working Permits. The point of this document is to help you navigate the visa process. Unfortunately, CIEE cannot apply for a visa on your behalf. Spanish Student Visas require the visa applicant apply on his/her own behalf and often require an in-person appearance to drop off and/or pick up the visa application/visa. Consular requirements change frequently and the Spanish consulates across the United States do NOT share all the same requirements/procedures, so it is your responsibility to double check the following information and take charge of your own visa acquisition. We hope this document can help. – CIEE, Teach in Spain

- These guidelines are specific to Americans applying for a student visa at a Spanish Consulate in the USA.
- If you are a US permanent resident please contact your Spanish Consulate directly to confirm application procedures and processing time.
- If you are Canadian, please contact the Embassy of Spain in Ottawa for instructions.

★ PLEASE NOTE: Most Spanish Consulates are now requiring applicants to go in person to submit their visa application. Some Consulates make applicants go to the Consulate twice - once to drop off their application and once to pick it up. These are strict rules and you must follow the instructions of the Consulate having jurisdiction over your permanent address or, in many cases, your school address, regardless of the inconvenience and expense of traveling. **CIEE cannot help you obtain a student visa beyond giving you the following guidelines and providing you with the required letters.**

IMPORTANT! Your visa application will require a **State-Level Background check**. In 2011, the Spanish embassy stopped requiring FBI background checks as part of the visa process. In 2013, consulates will be requiring State Level background checks. At most consulates, the background check will need an Apostille of the Hague. Please refer to the consulate table, and also double check with your consulate.

DO I NEED A VISA?

A student visa is mandatory for all participants on the CIEE Teach in Spain program. This is a requirement created and enforced by the Spanish government through the Ministry of Foreign Affairs. Each participant is responsible for obtaining his or her own visa and for any costs related to obtaining the visa. The following guidelines are accurate to the best of our knowledge. Requirements, however, are subject to change without notice. **Always use the instructions provided by the Spanish Consulate you are using; if they differ from our guidelines, use the Spanish Consulate's instructions.**

The application for a student visa is made at the Spanish Consulate having jurisdiction over your place of permanent residence (or school address in many cases). See the end of this document for a list of Consulates and their jurisdictions. You must request a visa application upon being accepted to CIEE's program. **Do not leave this until the last minute!** Visa applications are available through the consulates' websites. Consulates have cut-off periods after which they will not accept visa applications.

CIEE is not responsible for any problems you may encounter in obtaining a visa, nor can CIEE intervene on your behalf with the Consulate. Spanish Consulates are quite strict and you must follow their instructions **exactly**.

Please note that the visa is processed in the U.S. prior to departure. A student visa cannot be acquired in Spain, nor can a student visa be sent to Spain. The visa is affixed in your passport by the Spanish Consulate before departure from the U.S., and must be presented to border officials upon entry into Spain.

TYPES OF STUDENT VISAS

There are currently two types of visas that allow for study in Spain – the Under 180-day visa (called the short-stay visa) and the Over 180-day Visa (also called the long-stay visa). **TEACH IN SPAIN participants MUST apply for the Student Long Stay visa.**

★ ***This is the one you want:*** **Long Stay - Student:** All Teach in Spain participants should apply for a Long Stay Student visa. Since your stay in Spain will be longer than 180 days (as you will indicate on the National Visa Application Form), the Consulate will automatically give you a 90-day visa. **Within 30 days of entry into Spain**, you will need to apply for your *permiso de estancia*. Details on this process will be discussed during orientation.

Due to the demand for student visas, it is important to allow enough time for the Spanish Consulate to process a visa application. Start this process immediately, as normal visa processing time is between 4 to 7 weeks. **Many Consulates will not accept applications less than 60 days before departure or more than 120 days before departure.**

THE VISA APPLICATION PROCESS & GENERAL REQUIREMENTS

Please note that some Consulates **will not accept applications more than three or four months in advance** and that, in many cases, **Consulates refuse to accept applications submitted less than four to eight weeks prior to the student's departure date.** In general, please be sure to apply early, and take into account that visa processing times get longer as holiday periods approach.

Although there are certain exceptions, a personal appearance is required to submit a student visa application. **You must check the requirements of the Consulate you are using as you may need to make an appointment to submit your visa application. It may take more than a month to get an appointment at the Consulate, so we recommend that you call or email for an appointment as soon as possible**, even if you don't yet have all the necessary documentation. Two letters will be sent to you from CIEE & the Junta in early July (see below). In some cases, a **notarized legal representative** may turn in or pick up the application or visa. Often, such a representative can only be a parent or legal guardian with a notarized letter signed by the applicant. For more information, contact your Consulate.

Specific visa application procedures vary from Consulate to Consulate, so for up-to-date and accurate instructions, it is **IMPERITIVE** that you **check directly with the Consulate having jurisdiction over your place of residence**. You must follow the instructions the Consulate provides with the application you request (or their website instructions).

The following documents are **usually** required for the student visa application. Refer to the guidelines provided for more detailed information; remember that you are responsible to check with the Consulate to make sure nothing has changed. Please note that the Consulates require **originals** of all documents. In addition to the original documentation, you'll likely have to turn in photocopies of everything submitted (see the guidelines). You should also make a copy of everything for your own records.

- **Visa Application Form: “Application for a National Visa”:** One to three original copies are normally required. You must download the application form on the Consulate’s website, or you may request the application by mail directly from the Spanish Consulate that has jurisdiction over your permanent place of residence. If you are writing a letter to request the application form by mail, state that you are Language and Culture Assistant placed in the Autonomous Region of Andalucía. Include a self-addressed return envelope with postage. **Request an application or download one online immediately upon acceptance into the CIEE Teach in Spain program.**
- **Passport valid for a minimum of 6 months beyond end date of program:** Make sure your passport is signed. Also, please note that the original passport is left with the Consulate while the application is being processed. This **MUST** be the same passport that you sent CIEE a copy of.
- **Original letters** addressed to the Consulate confirming participation as a Language and Culture assistant with the CIEE Teach in Spain program or Student Intern in the Training Express Program. You will also receive a letter of appointment from the Junta de Andalucía/Training Express. **These letters will be sent to you by CIEE in late June/early July.**
- **Proof of health insurance** coverage during your stay in Spain. This will be contained in the letter that CIEE will send you. As a precaution you should also print out the insurance information from your My CIEE checklist.
- **Two to four official passport photos** glued on each copy of the application. Do not staple them. Digital photos, senior pictures cut down to size or photocopies of other pictures are not acceptable. These must be official passport photos with a white background. Make sure to write your name on the back of each photo.
- **Proof of Financial Means:** You must submit a letter from the Junta de Andalucía stating that you will be in Spain on a student visa on an appointment as a Language and Culture Assistant receiving a monthly grant of approximately 700 euros to cover living expenses. **This letter will be sent to you from CIEE in late June/early July.**
- **\$160 Handling Charge:** Technically, US citizens are not charged a fee for a student visa. A “handling charge” of \$160 is, however, is collected by the Consulate. This handling charge is set at the same rate as the processing fee charged to Spanish students applying for a US student visa. Money Order is the **only** accepted form of payment, and all Money Orders should be made out to the Consulate General of Spain. If you are not a US citizen, there may be a different fee.
- **Medical Certificate:** You will have to supply an original medical certificate typed on doctor’s stationary/letterhead verifying that the applicant has been examined and found in good physical and mental health to travel and study abroad. The certificate should also state that the applicant is free from all contagious diseases, including: yellow fever, cholera, and the plague and/or any other diseases specified in the Consulate’s instructions. The certificate must also certify that the applicant is free of drug addictions and mental illness. These items must be specified and the letter must be signed and stamped by a medical doctor. **This is not the same thing as the CIEE Physician Medical Report Form.**
- **Police Record:** You must bring a police record or a “certificate of good conduct” issued by the state where you have spent a period of 6 months or more during the last five years. Check with the Consulate to see if they need certificates from one place or all places, as this is subject to change. Sometimes these **background checks may take 8-10 weeks**, so please plan accordingly. Most Consulates now require that these certificates be stamped with the **Apostille of the Hague**, which can be acquired at the office of the local Secretary of State and carries a fee of \$6.00. Learn more about apostilles at http://travel.state.gov/law/judicial/judicial_2545.html

http://hcch.e-vision.nl/index_en.php?act=authorities.details&aid=353

- **Driver's License or Student ID:** Some Consulates require you to show or turn in a photocopy of your U.S. Driver's License or Student ID. At least one of these forms of identification **MUST** be from within the Consulate's jurisdiction.
- **Flight Itinerary:** You **may** have to supply a copy of your flight itinerary. Some Consulates require your actual airline tickets or proof of payment if it is an e-ticket. Check with the Consulate you are using.
- **Return Envelope:** Once your application is processed, the Consulate **may** return your passport to you via postal service, but others require students to go in person. For postal delivery (as indicated by the Consulates), you must provide a self-addressed **US Postal Service Express Mail Envelope** with the appropriate postage and a completed air bill. Other express delivery services and/or certified or registered mail are not accepted. Record the tracking number of the envelope. Tracking of mailed items is the responsibility of the applicant.

Be sure to keep a copy for your own records of everything you send to the Consulate, including a photocopy of your passport.

The following points are **essential** for the proper completion of the Spanish Student Visa application:

- **TRANSLATION:** Many consulates require that you get all official documents translated, check with you consulate to see which documents require Spanish translation (usually the medical certificate and police certificate).
- Once you have downloaded (or received by mail) the visa application, complete according to the instructions and sample form provided on the following pages **and** those sent to you by the Spanish Consulate (or provided on the Consulate's website).
- **The Visa Application form must be complete, correct, and signed where appropriate.** You must include all additional required documents and your passport must be signed.
- Use black or blue ink and print in block letters.
- Make sure you have included **all** of the necessary documents with your visa application.
- Make sure that your address is on everything; the application, the return envelope (if applicable), etc.
- If you are having a problem or have particular circumstances, it may be best to **fax or email** the Consulate with your question or concern (be sure to include your phone number and a return fax number). They often refuse to answer inquiries by phone.
- Your word choice is important: When applying for your visa or in speaking with the Consulate, **always make sure to identify yourself as a language and culture assistant** or for the professional program a **student intern**. While you will receive a student visa, some of the requirements are different than those who are simply studying abroad.

Most importantly, be patient, persistent and respectful when speaking with the Consulate. They receive many student visa applications each semester and are often understaffed.

Furthermore, there is no legal right to a visa.

SPANISH CONSULATE LOCATIONS AND GUIDELINES:

NOTE: If any of the below website links do not bring up a valid webpage, visit the MEC website at <http://www.maec.es/es/EYC/Paginas/embajadas-consulados.aspx> and visit your Consular site via the drop down option.

If your permanent address is in:	Contact the following Consulate:	Documents Required (as of January 2008)	Other Information:
<p style="text-align: center;">Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont</p> <p style="text-align: center;">This consulate requires a scheduled appointment.</p>	<p style="text-align: center;">Boston</p> <p>31 St. James Ave, Suite 905 Boston, MA 02116 Phone: (617) 536-2506/2527 Fax: (617) 536-8512 Email: cog.boston@mae.es Visa Website: http://www.exteriores.gob.es/Consulados/BOSTON/en/ServiciosConsulares/ConsularServicesBoston/Pages/Visas.aspx</p> <p>To make an appointment: https://app.timetrade.com/tc/ogin.do?url=cgsb</p>	<ul style="list-style-type: none"> -2 National Visa Application Forms (double sided) - 1 supplemental visa application (see Boston website) -2 Passport Photos -Passport -Driver's License or Student ID -Letter of Appointment - Proof of Health Insurance - Proof of Financial Means - State background check for all places you have lived in for 6+ months over the past 5 years, 2 copies, and 1 translation by legal translator, legalized with Apostille of the Hague from the secretary of state - Medical certificated on letter head and signed by a doctor stating: <i>"This medical certificate attests that Mr./Mrs. does not suffer from any illness that would pose a threat to public health according to the International Health Regulations of 2005."</i> -\$160 Money Order 	<ul style="list-style-type: none"> - Make an appointment via timetrade website, and submit/pick up visa application in person at consulate -Applications will be accepted from 4 months to 1 month before departure. - official translation required
<p style="text-align: center;">Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin</p> <p style="text-align: center;">This consulate requires a scheduled appointment.</p>	<p style="text-align: center;">Chicago</p> <p>180 North Michigan Avenue, Suite 1500 Chicago, IL 60601 Phone: (312) 782-4588/4589 Fax: (312) 782-1635 Email: conspainchicago@sbcglobal.net Visa Website: http://www.exteriores.gob.es/Consulados/CHICAGO/en/ServiciosConsulares/consularservicesinchicago/Longtermvisas/Pages/Student-Visas.aspx</p> <p>To make an appointment: https://app.timetrade.com/tc/ogin.do?url=spainconsulchicago</p>	<ul style="list-style-type: none"> -2 National Visa Application Forms -2 Passport Photos -Passport (original + 1 copy) - Driver's License (original + 1 copy) -Letter of Appointment -Proof of Financial Means -Proof of Health Insurance -State background check from ALL states/countries lived in during the past 5 years for 6+ months with the Apostille of the Hague -Medical certificate on letterhead and signed by a doctor stating: "The applicant has been examined and found in good physical and mental health to travel to study abroad and is free of contagious diseases susceptible of quarantine and drug addiction or any other illnesses which could lead to Public Health repercussions according to the International Sanitary Regulations". Legalized with Apostille of the Hague (original + 1 copy). -\$160 Money Order 	<ul style="list-style-type: none"> -Make an appointment via timetrade website, and appear in person at consulate at least once (if you apply in person to dropoff, you can bring self addressed USPS express envelope to get your visa returned to you (get a tracking # with the postage) - translation not required

<p>New Mexico, Oklahoma, Louisiana, Mississippi, Alabama, Tennessee, Arkansas and Texas (covers what was previously NOLA consulate)</p>	<p style="text-align: center;">Houston</p> <p>1800 Bering Drive, Suite 660 Houston, TX 77057 Phone: (713) 783-6200/6205/6214 Fax: (713) 783-6166 Email: cog.houston@maec.es, consulatespain@compcast.com</p> <p>Visa Website: http://www.exteriores.gob.es/Consulados/HOUSTON/en/InformacionParaExtranjeros/Pages/Visas.aspx</p> <p>*Use San Francisco's Requirements Page*</p>	<ul style="list-style-type: none"> -2 Original Application Forms -2 Passport Photos -Passport -Driver's License or Student ID -Letter of Appointment -Proof of Financial Means -Proof of Health Insurance -State level background check, verified with fingerprints, with the Apostille of the Hague -Medical certificate on letterhead and signed stating: "<i>This medical certificate attests that Mr./ Mrs. does not suffer from any illness that would pose a threat to public health according to the International Health Regulations of 2005</i>" -\$160 Money Order -Self-addressed stamped USPS Express Mail Envelope (to have the visa mailed to you) 	<ul style="list-style-type: none"> -This Consulate does not require an appointment and accepts applications in order of arrival from 9am-1pm Monday to Friday. -Applications will be accepted from 3 months to 1 month before departure. - The visa can be returned to you by mail if you bring a self addressed stamped USPS express mail envelope to your appointment
<p>Arizona, Colorado, and Utah; In California the counties of Imperial, Inyo, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, and Ventura</p> <p>This consulate requires a scheduled appointment.</p>	<p style="text-align: center;">Los Angeles</p> <p>5055 Wilshire Boulevard, Suite 960 Los Angeles, CA 90036 Phone: (323) 938-0158/0166 Fax: (323) 938-0112 Email: cog.losangeles@maec.es Visa Website: http://www.exteriores.gob.es/Consulados/LOSANGELES/en/InformacionParaExtranjeros/Pages/IF%20LA/Study-Visa.aspx</p> <p>To make an appointment: https://app.timetrade.com/tc/ogin.do?url=spanconsul</p>	<ul style="list-style-type: none"> -1 Original Application Form and 1 photocopy -2 Passport Photos -Passport (and copy) -Driver's License or Student ID (original and copy) -Letter of Appointment -Proof of Financial Means -Proof of Health Insurance -state level background check with the Apostille of the Hague (and copy) and translation -Medical certificate (and copy) on letterhead and signed stating: "<i>This medical certificate attests that Mr./ Mrs. does not suffer from any illness that would pose a threat to public health according to the International Health Regulations of 2005</i>" and translation -Plane ticket (one-way) -\$160 Money Order -Self-addressed stamped USPS Express Mail Envelope 	<ul style="list-style-type: none"> -Make an appointment via the timetrade website -Applications will be accepted from 4 months to 2 months before departure. - The visa can be returned to you by mail if you bring a self addressed stamped USPS express mail envelope to your appointment - official translation required

If your permanent address is in:	Contact the following Consulate:	Documents Required (as of January 2012)	Other Information:
<p>Florida, Georgia, South Carolina</p> <p>This consulate requires a scheduled appointment.</p>	<p>Miami 2655 Le Juene Road, Suite 203 Coral Gables, FL 33134 Phone: (305) 446-5511/5512/5513 446-5511/5512/5513 Fax: (305) 446-0585 Email: cogspain.miami@mail.mae.es</p> <p>Visa Website: http://www.exteriores.gob.es/Consulados/MIAMI/en/InformacionParaExtranjeros/Paginas/Visa%20Requirements/Student-Visa.aspx</p> <p>To make an appointment: https://www.vfsvisaservices.com/spain-global-appointment/english/USA/scheduleembappointment.html</p>	<ul style="list-style-type: none"> -2 Original Application Forms completed on a computer or typewriter and then signed. -2 Passport Photos -Passport -Driver's License and Student ID -Letter of Appointment -Proof of Financial Means -Proof of Health Insurance -Police Certificate with the Apostille of the Hague -Doctor's Statement -\$160 Money Order -1 copy of ALL the above items 	<ul style="list-style-type: none"> -Make an appointment via the Consulate's website. -Applications and visas must be turned in and picked up in person. -To get the Apostille of the Hague in Florida, call 850-245-6945. -Applications will be accepted up until 1 month before departure.
<p>Connecticut, Delaware, New Jersey, New York, and Pennsylvania</p> <p>This consulate requires a scheduled appointment.</p>	<p>New York 150 East 58th St, 30th Floor New York, NY 10155-0080 Phone: (212) 355-4080/4081/4082/4085 Fax: (212) 644-3751 Email: cog.nuevayork@mae.es</p> <p>Visa Website: http://www.exteriores.gob.es/Consulados/NUEVAYORK/en/SeviciosConsulares/Paginas/CSNewyork/Visas-New-York.aspx</p> <p>to make an appointment: https://app.timetrade.com/tc/login.do?url=cgsny</p>	<ul style="list-style-type: none"> -2 Original Application Forms -2 Passport Photos -Passport -Driver's License or Student ID -Letter of Appointment -Proof of Financial Means -Proof of Health Insurance -Police Certificate from ALL PLACES lived in during the past 5 years with the Apostille of the Hague (translated into Spanish) -Doctor's Statement (translated into Spanish) --\$160 Money Order -Self-addressed stamped USPS Express Mail Envelope -2 copies of ALL the above items 	<ul style="list-style-type: none"> -Applications must be requested and collected in person or by a notarized legal representative. - Make an appointment via the Consulate's website. -Applications will be accepted from 4 months to 7 weeks before departure.
<p>Alaska, California (except Southern counties –see Los Angeles), Hawaii, Idaho, Montana, Nevada, Oregon, Washington State, Wyoming, Pacific Islands territories of the USA</p> <p>This consulate requires a scheduled appointment.</p>	<p>San Francisco 1405 Sutter Street San Francisco, CA 94109 Phone: (415) 922-2995/2996 Fax: (415) 931-9706 Email: cog.sanfranc.vis@maec.es</p> <p>Visa Website: http://www.exteriores.gob.es/Consulados/SANFRANCISCO/en/ConsularServices/Paginas/Visas.aspx</p>	<ul style="list-style-type: none"> -3 Original Application Forms -3 Passport Photos -Passport (and copy) -Copy of Driver's License or Student ID -Letter of Appointment -Proof of Financial Means -Proof of Health Insurance -Police Certificate from ALL PLACES lived in during the past 5 years with the Apostille of the Hague -Doctor's Statement that states 	<ul style="list-style-type: none"> -Applications must be requested in person or by a notarized legal representative (only parents or custodians) with a written notarized authorization letter for them to apply in your behalf. -applications may be returned by mail. Bring a self-addressed USPS envelope with the appropriate flat rate stamp. -Applications may be submitted from 9-12 Monday to Friday -Applications will be accepted from 3 months to 2 months before

	<p>-Make an appointment via the Consulate's website:</p> <p>http://www.vfsglobal.com/Spain/usa/SanFrancisco/allaboutyourvisas.html</p>	<p>you have been "examined and found free of any contagious diseases according to the International Health Regulation 2005" (and copy)</p> <ul style="list-style-type: none"> -Proposed flight itinerary -\$160 Money Order - Self-addressed stamped USPS Express Mail Envelope -Printed confirmation of appointment 	<p>departure.</p>
<p>Maryland, North Carolina, Virginia, Washington D.C., and West Virginia</p>	<p>Washington, DC 2375 Pennsylvania Ave NW Washington, D.C. 20037 Phone: (202) 728-2330 Fax: (202) 728-2302 Email: cgspaindc@mail.mae.es</p> <p>Visa Website: http://www.exteriores.gob.es/Consulados/WASHINGTON/en/Consulado/Pages/Visas.aspx</p>	<ul style="list-style-type: none"> -Original Application Form -Passport Photo -Passport (and copy) -Driver's License or Student ID -Letter of Appointment -Proof of Financial Means -Proof of Health Insurance -Police Certificate from ALL PLACES lived in during the past 5 years with the Apostille of the Hague - Original medical certificate typed on doctor's stationary verifying that the applicant is free from any contagious diseases, this certificate must also certify that the applicant is free of drug addictions and mental illness. -\$160 Money Order -Self-addressed stamped USPS Express Mail Envelope -1 copy of ALL the above items 	<ul style="list-style-type: none"> -Applications must be submitted in person or by a notarized legal representative. In the case that a representative submits your application, you MUST go in person to pick up the visa. -Applications are accepted from 9am-1pm Monday to Thursday -Applications will be accepted from 3 months until 6 weeks before departure. <p>D.C. Consulate Office Hours: http://www.exteriores.gob.es/Consulados/WASHINGTON/en/Consulado/Pages/Horarios.aspx</p>