



## CONSULATE GENERAL OF SPAIN EN CHICAGO

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## MINISTERIO DE ASUNTOS EXTERIORES Y COOPERACIÓN

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### AU PAIR VISA

In order to apply for an Au Pair visa, you must make a Student Visa appointment. Student visa applicant must be physically in the US to apply and pick up the visa. The visa cannot be sent by mail to Spain by any means.

An applicant will be considered an "au pair" when there is not a working but a collaborative relation with the family characterized by the following:

- The "au pair" will have the same address of the family with whom she/he will live.
- These services or housework will be only complimentary to the main purpose
- The au pair will not receive a salary for these services.

**The applicant must be between 17 and 30 years of age.** Application for minor children must be done in person and by your parent(s)/legal guardian(s) bringing original and copy of parent's driver license, birth certificate of the minor (issued in the last 12 months) with the Apostille Certification and a notarized permission to travel. Official dissolution of marriage documents and the custody agreement, concerning the children of divorced parents, presented the day of the appointment.

The visa process takes **2 - 4 weeks** from the day the application is completed with no missing documents. During the high visa season (April to December) the process could take **3-4 weeks**, depending of the work load and available staff. We recommend you schedule a free of charge student visa appointment as soon as you have all the required documents and not before 90 days prior to the beginning of your Au Pair activity in Spain. **October to December appointments fill out fast, please plan ahead, there are only a limited amount of appointment for each semester and sometimes we cannot accommodate everybody.**

### DOCUMENTS TO SUBMIT TOGETHER WITH THE APPLICATION

**ALL DOCUMENTS TO BE SUBMITTED IN ORIGINAL FORM + 1 COPY** (the Consulate might keep the photocopy after seeing the original)

All the mandatory\* requirements must be translated into Spanish by a certified translator. \*(#4, 5, 6, 7, 8, 9 and 11)

1. **National visa application form:** The application form must be completed either by hand (in capital letters) or word processed, and duly signed. Make your copy once you have filled out the application form. Please use the international date format DD/MM/YYYY
2. **Original PASSPORT and STUDENT ID OR DRIVERS LICENSE ISSUED BY A STATE INSIDE OUR JURDICTION:** Valid passport for a minimum of 1 year, with at least two continuous blank pages to affix the visa. Your passport will remain at the Consulate during the process. Please provide proof of residency by means of a copy of US Driver's license or US State ID or a recent valid Student ID.
3. **One recent passport sized photo:** (White Background, 2x2") glued to the form.
4. **Copy of the official letter of admission as a student of Spanish from a School in Spain.**  
*The letter of admission has to be issued in Spain and addressed to this Consulate in Spanish. It has to verify the enrolment to an accredited school; the course should lead to obtain a certificate or degree. This letter must mention: name and duration of the program. The duration of the program and the au pair activity must be around the same time. The student must be registered full time and successfully complete the program.*
5. **Proof of Health insurance:** the Applicant need to have a full coverage private medical insurance. Half of the private insurance premiums will be covered by the host family.
6. **Minors (under 18 years of age):** Notarized, written authorization of parents/custodians to travel abroad. Original minor's Birth Certificate (issued in the last 12 months). The certificate should match both parents' names. At least one parent with ID matching the name on the birth certificate needs to be present with the minor; the other absent parent must give notarized authorization to present parent.
7. **Proof of means of support.** The applicant needs to have secured the financial means to cover living expenses and to return home. (Present one of the requirements below):
  - Copy of your bank account in the US or
  - Notarized letter of parents/custodians, assuming full financial responsibility to cover living expenses and to return home for at least €537,84/month (or its equivalent in USD). Suggested wording: "I hereby certify that I, the (father, mother, other), of (full name), will support her/him with a monthly allowance of €537,84 (or its equivalent in USD) while she/he is in Spain and that I am financially responsible for any emergency."
8. **AuPair Contract** signed by the family and AuPair and legitimated "legitimación" by a Notary in Spain (in Spanish) or a **Notarized statement** from the host family stating the conditions mentioned below. *The statement must be signed by the host family before a notary public in Spain.* It should contain (In Spanish):
  1. Duration of the placement agreement, with a maximum of one year.
  2. Participation in services or chores, no more than 5 hours a day.
  3. Provision of one full day off per week. At least one of the days off each month will be a Sunday and the au pair must be given the best facilities to participate in religious activities.
  4. The address which the placed "au pair" will share with the host family, and enjoy a certain degree of independence.
  5. Commitment of the host family to allow the person sufficient time to attend language courses and to improve their cultural and professional knowledge.
  6. The pocket money concept "amount that the au pair will receive monthly".
  7. The agreement must allow both parties to terminate the contract by giving a two weeks notice.

9. **Medical Certificate** A recent doctor's statement (not older than 3 months in doctor's or medical center's letterhead) indicating that *the applicant (identified by Passport's First and Last name) has been examined and found free of any contagious diseases according to the International Health Regulation 2005*. Signed by a M.D. Follow our template:

<http://www.exteriores.gob.es/Consulados/CHICAGO/es/ServiciosConsulares/Serviciosconsularenchicago/Documents/documentosvisados/medicalcertificate.pdf>

10. If you are not picking up your passport and visa in person, you should include an **Express Mail envelope self-addressed and with prepaid stamps** from the **US Postal Service (only)**, so your passport and visa can be returned by mail. **We only accept one envelope per visa applicant.**

Once the visa is approved, the Consulate will do one of the following:

- Return applicant's passport inside the Express Mail envelope. Applicant can check the status of the shipment by tracking the envelope at [www.usps.com](http://www.usps.com).
- If the applicant didn't provide an envelope, we will send the applicant a written confirmation email using the email address applicant gave to obtain the appointment.

**THE CONSULATE DOES NOT TRACK MAIL, OR ANSWER EMAILS ASKING FOR VISA STATUS**

**(DOWNLOAD AND FILL OUT THE DISCLAIMER FORM HERE (MUST BE PRESENTED WITH APPLICATION))**

11. **Evidence of Immigration Status in the US, for non US passport holders only:** Please provide a Permanent Resident Card or a US Visa with I-20.

- Please, be advised that additional requirements may be requested.

#### IF DURATION OF THE STAY IS LONGER THAN 180 DAYS

If the duration of stay in Spain is longer than 180 days, add the following documents:

12. **FOR APPLICANTS OVER 18. Recent Conviction Information Request Form.** Must be verified by **fingerprints**. The certificate must be issued in the last 3 months, from:

**FBI Records**, issued by the **US Department of Justice – F.B.I. Legalized with the Apostille of the Hague Convention** by the **US Department of State in Washington DC.**

Local Police background check will not be accepted.

You must also get a **NATIONAL POLICE BACKGROUND CHECK WITH THE APOSTILLE** from the countries where you have lived during the last 5 years.

- Translated into Spanish by a certified translator.

#### VISA FEES

- Please visit our website to check the most recent visa **fees**.
- The Au pair visa fees will be the same as a **Student Visa**.
- **WE ONLY ACCEPT MONEY ORDERS. ( NO CASH, NO PERSONAL CHECKS, NO CREDIT CARDS)**.
- The processing fee will not be returned even if the visa is not granted or cancelled.

#### IMPORTANT NOTICE AFTER ARRIVAL IN SPAIN: Please read carefully

**For stays over 180 days:**

Once your visa is approved, your visa will be issued for 90 days with multiple entries. Once in Spain and no later than 30 days after applicant's arrival in Spain, you have to request an identity card Tarjeta de Identidad Extranjero (TIE) at Oficina de Extranjería or Comisaría de Policía of the province where the authorization has been processed.

The applicant will need to display the passport with the visa and **entry stamp** as well as the following documents:

- Official form (EX-17) card application available in:  
<http://extranjeros.empleo.gob.es/es/ModelosSolicitudes/index.html>
- Proof of fee payment
- A recent photograph in colour, white background

Documents that might be submitted when applying for your TIE:

- Original Medical Certificate
- Original Criminal History Information/Police Background Check