



CONSULATE GENERAL OF SPAIN EN CHICAGO

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MINISTERIO DE ASUNTOS EXTERIORES Y COOPERACIÓN

Last update July 23rd, 2020

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.
- Services or housework will be only complimentary to the main purpose
- The au pair will not receive a salary for services.

The applicant must be between 17 and 30 years of age.

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 12)

1. **2 National visa application forms:** 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 JURISDICTION:** 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 needs to have a full coverage private medical insurance, with no deductible and full coverage repatriation. Half of the private insurance premiums will be covered by the host family.
6. **Minors (under 18 years of age):** Must submit:

Appointment: Application at the Consulate. At least one parent with ID matching the name on the birth certificate needs to be present with the minor the day of the appointment, if the parents are not in the US, the tutor, duly represented by a notary authorization from parents must be present; The notarized authorizations from parents along with the photocopies of both parents passports and the Birth certificate of the minor must be legalized with the Apostille of the Hague convention in the US, and if parents are not in the US, they must do it at the Consulate of Spain abroad.

Authorization to travel from both parents: Notarized written authorization of both parents/custodians to travel abroad, legalized with Apostille. In the parent's authorization, parents must expressly state the period of time that the minor is authorized and: the name, last name, DNI or NIE numbers and address of the responsible people of the child in Spain.

Legalization of documents: Notarized copy of parent passports. Original and copy of 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 to apply in his/her behalf.

Responsibilities of tutor in Spain: Express authorization of the person who represents/coexists with the child during the child's stay in Spain, to carry out the necessary consultation in the Registry of Crimes of a Sexual Nature, unless it is proved that the responsible person is a relative or staff from an Educational Institution in Spain.

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>

The template must be signed and filled out by the doctor, with doctor's stamp; without the stamp, the template is not valid. So if your doctor doesn't have a stamp, in order to be accepted, the doctor must write the information from the template to a letter with a letterhead of the hospital or doctor's office, so it can be accepted at the Consulate

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.**

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.

- 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. (It must be translated into Spanish by a certified translator). You don't need it from Spain.

- 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



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STUDENT VISA FOR AU PAIRS WITH LENGTH OF CLASSES LASTING FROM 91 UP TO 180 DAYS (CODE SSU)

REQUIREMENTS CHECKLIST

Before proceeding, it is mandatory to read and understand the 2 previous instructions pages

- You must present this completed checklist the day of your appointment.
- The check mark's numbers of this checklist are not in order, they just follow the order in which article is posted in the visa instructions.

- #1. 2 Completed and signed APPLICATION FORMS (including #21 and #28)
- #2. Original PASSPORT and VALID DRIVER LICENSE + 1 copy of both
- #3. Recent PROFESSIONAL PASSPORT PHOTO (white background 2x2")
- #4. Copy of the ACCEPTANCE LETTER (in Spanish or translated into Spanish). (For complete information about the acceptance letter check #4 on the instructions)
- #5. Proof of Health insurance: the Applicant need to have a full coverage private medical insurance, with no deductible and full coverage repatriation.
- #6. IF UNDER 18 y/o Notarized, written authorization of parents/custodians to travel abroad and required document posted in #6
- #7. PROVE OF MEAN OF SUPPORT. (Complete information on #7 in the instructions).
- #8. Au pair contract, notarized in Spain by a Public notary (in Spanish) . (Complete information on #8 in the instructions).
- #9. MEDICAL CERTIFICATE + photocopy (Complete information on #9 in the instructions).
- #10. EXPRESS MAIL envelope with DISCLAIMER (ONLY if Au Pair is in the US, and passport with visa is sent to Au Pair). Au Pairs must enter border of Europe/Spain with visa.
- #11. EVIDENCE of IMMIGRATION STATUS, FOR NON US CITIZENS (Green card or US Visa copy, with correspondent form Example: form I-20 for F1 visas or others)+copy.
- VISA FEE (Money order only). US CITIZENS \$160 OTHER NATIONALITIES CHECK FEE PAGE.



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**STUDENT VISA FOR ADULT AU PAIRS (OVER 18 y/o) WITH LENGHT OF
CLASSES LASTING FROM 181 DAYS IN FORWARD
(CODE SLU)**

REQUIREMENTS CHECKLIST

Before proceeding, it is mandatory to read and understand the 2 previous instructions pages

- You must present this completed checklist the day of your appointment.
- The check mark´s numbers of this checklist are not in order, they just follow the order in which article is posted in the visa instructions.

- #1. 2 Completed and signed APPLICATION FORMS (including #21 and #28)
- #2. Original PASSPORT and VALID DRIVER LICENSE + 1 copy of both
- #3. Recent PROFESSIONAL PASSPORT PHOTO (white background 2x2")
- #4. Copy of the ACCEPTANCE LETTER (in Spanish or translated into Spanish). (For complete information about the acceptance letter check #4 on the instructions)
- #5. Proof of Health insurance: the Applicant need to have a full coverage private medical insurance, with no deductible and full coverage repatriation.
- #7. PROVE OF MEAN OF SUPPORT. (Complete information on #7 in the instructions).
- #8. Au Pair contract, notarized in Spain by a Public notary (in Spanish). (Complete information on #8 in the instructions).
- #9 MEDICAL CERTIFICATE + photocopy (Complete information on #9 in the instructions).
- #10. EXPRESS MAIL envelope with DISCLAIMER (ONLY if Au Pair is in the US, and passport with visa is sent to Au Pair). Au Pairs must enter border of Europe/Spain with visa.
- #11. EVIDENCE of IMMIGRATION STATUS, FOR NON US CITIZENS (Green card or US Visa copy, with correspondent form Example: form I-20 for F1 visas or others)+copy.
- #12 FBI records with Apostille. Originals and copies with translation (Complete information on #12 in the instructions).
- VISA FEE (Money order only). US CITIZENS \$160 OTHER NATIONALITIES CHECK FEE PAGE.