



MINISTERIO DE ASUNTOS EXTERIORES Y
COOPERACIÓN

CONSULATE GENERAL OF SPAIN EN CHICAGO

180 N. Michigan Ave. Suite 1500
Chicago, IL. 60601
Tel. (312) 782-4588 Fax: (312) 782-1635
cog.chicago.vis@maec.es
<http://www.exteriores.gob.es/consulados/chicago>

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NORTH AMERICAN LANGUAGE AND CULTURE ASSISTANT VISA

This visa will allow you to participate in the **North American Language and Culture Assistant** program sponsored by the **Ministry of Education of Spain**.

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 **2-5 weeks**, depending of the work load and available staff.

We recommend you schedule a free of charge appointment as soon as you have all the required documents *and not before 90 days prior to the beginning of your work/studies in Spain*. **October, November and 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.**

WHERE AND WHEN TO APPLY

The applicant must be physically in the US to apply and pick up the visa. The visa cannot be sent by mail to Spain.

The Consulate of Spain in Chicago will consider applications in person for Visas BY APPOINTMENT ONLY. One appointment per person (double appointments will be erased). To schedule an appointment click in the following link: <https://app.timetrade.com/tc/login.do?url=spainconsulchicago>

1. Apply in person at this Consulate, if you study or your permanent address in your ID shows that you live in: **Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota and Wisconsin.**

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 in Spanish or translated into Spanish by a certified translator. *(# 6 and 7)

1. **National visa application form:** application form signed and filled in, in legible print.
2. **Original Passport and ID** (plus 1 photocopy of both): Valid passport for a minimum of 1 year, with at least one blank page to affix the visa. Your passport may remain at the Consulate. Please, provide proof of residency by means of a copy of US Driver's license or US State ID or Voter's Registration Card or current Student ID.
3. **One recent passport sized photo:** (White Background, 2x2") glued to the form.
4. **Copy of the Acceptance Letter by the Regional Education Authorities:** This letter must provide information on the school you have been appointed to (address, phone number, contact email). It must also contain information about your grant, the duration of your program and the insurance policy.
5. **For the visa validity, you must fill out numbers 21 and 28** on application form. *We highly recommend you not to purchase your travel tickets until your visa has been approved.*
6. **FBI Records [FOR STAYS OVER 180 DAYS]:** 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.
Police Record with Apostille from countries where you have lived during at least 6 months in the past 5 years.
7. **Medical Certificate [FOR STAYS OVER 180 DAYS]:** A recent doctor's statement (not older than 3 months in doctor's or medical center's letterhead) it's mandatory to include in writing the following sentence: "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". Must be signed by a M.D. Follow our template:

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

8. 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.
- 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))

9. **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.

SPOUSE AND MINOR CHILDREN

The **spouse** must submit the same documents as the Language and Cultural visa applicant; together with a marriage certificate (original issued in the last 6 months + photocopy) and: **Proof of adequate financial resources:** Bank statements of the previous year, investments, annuities and any other source of income totalling a minimum of € 403.38/month (or its equivalent in USD) per fist dependent and € 268.92/month (or its equivalent in USD) per each child.

The **minor children** must submit the same documents as the Language and Cultural visa applicant; together with birth certificate (original issued in the last 12 months + photocopy), except the **Criminal History Information/Police Background Check.**

For spouse and minor children: Proof of health insurance with full coverage in Spain, necessarily including Repatriation Coverage

Marriage and/or Birth certificates legalized with the Apostille of the Hague Convention from the corresponding **Secretary of the State and translated into Spanish** by a certified translator.

VISA FEES

- Please visit our website to check the most recent visa **fees**.
- **WE ONLY ACCEPT MONEY ORDERS. NO CASH, PERSONAL CHECKS OR 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 programs 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