



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>

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 **4 weeks** from the day the application and all documents are submitted, plus **10 days** for mail delivery.

Due to the number of applications received by this Consulate, we recommend you schedule an appointment as soon as you have all the required documents.

WHERE AND WHEN TO APPLY

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

1. Apply at this Consulate, if you study or your permanent address is in: **Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota and Wisconsin**.
2. Apply in person or by legal representative with a written notarized authorization. In that case, the applicant **must come in person** to pick up the visa.

DOCUMENTS TO SUBMIT TOGETHER WITH THE APPLICATION

All documents to be submitted in original form + 1 copy.

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. **Criminal History Information/Police Background Check (Programs over 180 days)**. Must be verified by **fingerprints**. It cannot be older than 3 months from the application date. The certificate must be issued from either:
 - a) **State Department of Justice**. Original Conviction Information Request Form (from all the States where applicant has lived during the past 5 years). **Legalized with the Apostille of the Hague Convention** by the corresponding **Secretary of the State**.
 - b) **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 police record from the countries where you have lived during the last 5 years.

For the Apostille of The Hague Convention in the US, please visit:

<http://travel.state.gov/content/travel/english/legal-considerations/judicial/authentication-of-documents/notarial-and-authentication-apostille.html>

7. **Medical Certificate** A recent doctor's statement (not older than 3 months in doctor's or medical center's letterhead) it must indicate 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.

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

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 € 399/month (or its equivalent in USD) per first dependent and € 266/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](#).
- The North American Language and Culture Assistants visa fees will be the same as a **Student Visa**.
- We only accept money orders. No personal check, 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

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, applicant must request a Student Card (Tarjeta de Estudiante) at the Subdelegación del Gobierno (Oficina de Extranjeros), which will allow to stay in the country for the duration of your solicited time, as well as travel in and out of the country.

- Documents to be submitted when applying for a Student Card:
 - Original Medical Certificate
 - Original Criminal History Information/Police Background Check.