STUDENT VISA

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 appointment as soon as you have all the required documents and not before 90 days prior to the beginning of your studies in Spain. October, November and December appointments fill out fast, please plan a head, there are only a limited amount of appointment for each semester and sometimes we cannot accommodate everybody. US citizens may enter Spain as a student for up to 90 days without a visa.

WHERE AND WHEN TO APPLY

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.

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.
2. Study Abroad Program Coordinators may request authorization to act as legal representatives for group of students of 10 students or more.

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, 6, 7, 8, 9 and 11)

BRING A COPY OF THIS INSTRUCTIONS THE DAY OF YOUR APPOINTMENT

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 LICENCE ISSUED BY A STATE INSIDE OUR JURIDICITION (plus 1 photocopy of both): 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 Acceptance Letter (In Spanish or with Spanish translation). From the Spanish University/School as a full-time student indicating: name, address, contact person, telephone and email of the school, full payment of tuition, dates of the program, subjects of study and hours of study per week (20 hours minimum).
5. For the visa validity, you must fill out numbers 21 (date of intended entry into Spain) and 28 on application form. The intended date of entry in Spain should not be over 10 days from the beginning of the studies. All the Student visas will be issued to start aprox. 10 days prior to the first day of studies. We highly recommend you not to purchase your travel tickets until your visa has been approved.
6. Evidence of funds: Provide either of the following:
   • Statement from the University/School or US program assuming full financial responsibility for room and board (commonly included in the ‘Letter of acceptance’).
   • Proof of financial aid or scholarship of at least 100% IPREM, or prepaid accommodation (signed lease). You can check the IPREM at: http://www.iprem.com.es/
   • Notarized letter of parents/custodians, assuming full financial responsibility for room and board of the specified amount (or its equivalent in USD). Suggested wording: ‘I hereby certify that I the (father, mother, other) of (...) will support her/him with a monthly allowance of $ ...../month (or its equivalent in USD) while she/he is in Spain and that I am financially responsible for any emergency that may arise.
7. Non Deductible proof of health insurance with international coverage from a private health insurance for the intended period of stay in Spain. The insurance company must operate in Spain and must cover full medical costs and repatriation resulting from accident or sudden illness or death.
8. 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 in the past 5 years.

9. 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:

10. If you are in the US and 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 to you by mail. We only accept one envelope per visa applicant. Attach disclaimer form below.

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

- Return applicant's passport (only to students remaining in the US) 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, or if the Consulate has doubts that the applicant is not physically present in the US, we will send the applicant a written confirmation email using the email address applicant gave to obtain the appointment, so the applicant can come in person to pick up the visa and passport (no appointment need it)

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. Minors (under 18 years of age): Must submit:

- Notarized written authorization of both parents/custodians to travel abroad, legalized with Apostille (check number 8 above for information). 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.
- 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.
- 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.

12. 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.

- Be advised that additional requirements might be requested.

SPOUSE AND MINOR CHILDREN

The spouse must submit the same documents as the Student 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 fist dependent and € 266/month (or its equivalent in USD) per each child. The minor children must submit the same documents as the Student visa applicant, together with birth certificate (original issued in the last 12 months + photocopy), except Criminal History Information/Police Background Check. 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 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

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