



## "AU PAIR" VISA

### WHAT TO SUBMIT

1. **Two National Visa Application form**, completed and signed.

[http://www.exteriores.gob.es/Consulados/MIAMI/es/InformacionParaExtranjeros/Documents/National\\_Visa\\_Application.pdf](http://www.exteriores.gob.es/Consulados/MIAMI/es/InformacionParaExtranjeros/Documents/National_Visa_Application.pdf)

2. **Two recent photos in color** (US passport size), with a uniform and clear background, preferably white. Photos with a dark background or in which objects or people are seen behind the head will not be accepted.

3. **Passport or recognized travel document** valid for at least the length of stay requested.

4. **Immigration status in US** (not applicable for US citizens): Green Card, valid US student visa, work permit (stamp on the passport) or parole.

5. **Driver's license and/or Student Card** to prove their legal residence in our jurisdiction

6. **Certificate of admission** issued in Spain by any authorized university or school, **verifying enrollment as a full-time student**, leading to obtaining a degree or certificate. The certificate must detail: Name of the program, duration (start and end dates), address, phone number, name of the person in charge of the program (the certificate of admission must be presented in **Spanish**).

7. **Proof of public or private health insurance** from an insurer recognized and authorized to operate in Spain. The insurance must cover all risks normally covered for nationals and must be maintained for the entire duration of the authorization.

It must cover at least all the preventive, diagnostic, treatment and rehabilitation assistance activities that are carried out in health centers or socio-health centers, as well as urgent health transport.

The costs must be covered in half by the host family

8. **Medical certificate:** A recent doctor's statement, dated no more than three months before the application date, with the doctor or medical center's letterhead, duly signed, stamped and translated into Spanish by a sworn/certified translator stating:

*"This medical certificate certifies that Mr. / Ms. (...) Does not suffer from any diseases that may have serious implications for public health in accordance with the provisions of the International Health Regulations 2005".*

**9. Au Pair placement Agreement.** A letter of Agreement entered into between the two parties must state the Rights and obligation of the "au pair" person and the host family respectively. It should contain:

- a) Duration of the placement agreement, with a maximum of one year
- b) Participation in services or chores, no more than 5 hours a day
- c) 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.
- d) The address which the placed "au pair" will share with the host family, and enjoy a certain degree of independence
- e) The "pocket money" concept amount that the au pair will receive monthly
- f) The circumstances that would allow both parties to terminate the contract by giving a two weeks notice.

**10. Justification of the economic means** necessary to cover the expenses of stay and return to your country.

You must provide one of the following documents:

- a) Proof of financial assistance of at least \$ 350 per month of stay for lodging and maintenance.
- b) Notarized letter from parents or guardians, assuming full financial responsibility for accommodation and living expenses of at least \$ 350 per month of stay. Suggested text: "I hereby certify that I (father, mother, other, etc.) of (...) will cover your stay in Spain with \$ 350 per month and that I am responsible for the expenses caused by any emergency." Together with the bank statements of the parents and the birth certificate of the visa applicant.
- c) Personal bank statements with at least \$ 350 dollars per month of stay.

For the purpose of guaranteeing this support, the amounts used or to be used to cover, if applicable, the cost of the studies will not be computed.

**11. Consular fee.** Payment must be made by MONEY ORDER (not refundable). We do not accept any other type of payments.to: "**CONSULATE GENERAL OF SPAIN**". Student visa fee for US citizens is \$160.

<http://www.exteriores.gob.es/Consulados/MIAMI/en/InformacionParaExtranjeros/Pages/Visa%20Requiere/Visas-Fees.aspx>

**12. In the case of underage students**

- **Original birth certificate** of the minor **translated into Spanish** and legalized with the **Apostille certification**. If the country is not part of the Hague Convention the document must be legalized by the Ministry of Foreign Affairs and then by the Spanish Consulate in that country.
- **Travel authorization** signed by both parents and certified copies of their personal identifications

The parent's travel authorization may be made:

- before a Notary, legalized or apostilled and officially translated into Spanish if it is written in a language other than Spanish or English;

- If either parent does not reside in Florida, Georgia or South Carolina, it can be done before the Consulate of Spain corresponding to their place of residence

In the case of minor children of divorced parents, they must also submit **the final divorce decree and Judge's sentence containing the custody** provisions of the minor granting custody to the parent who is processing the visa application, legalized or apostilled and officially translated into Spanish if it is written in a language other than Spanish or English.

### 13. When the length of stay exceeds six months:

- **Certificate of criminal record dated no more than three months** before the application date, stating that applicant does not have criminal record in countries where it has resided for the past five years. Not apply for students under 18 years old.

In the US you can request the one issued by the US Department of Justice- Federal Bureau of Investigation (FBI) or the one issued by the Department of Law Enforcement of your State of residence. **We do not accept local police criminal certificates:**

#### **INFO FBI** BACKGROUND CHECK DEPARTMENT OF STATE

<https://www.fbi.gov/services/cjis/identity-history-summary-checks>

#### **INFO FLORIDA** DEPARTMENT OF LAW ENFORCEMENT

<https://www.fdle.state.fl.us/Criminal-History-Records/Obtaining-Criminal-History-Information.aspx>

#### **INFO GEORGIA** BACKGROUND CHECK

<https://gbi.georgia.gov/services/obtaining-criminal-history-record-information-frequently-asked-questions>

You can obtain a copy of your Georgia criminal record from most sheriff's offices or police departments. Contact your local law enforcement agency for specific requirements for obtaining a copy of your Georgia criminal record. A local police certificate will be accepted as long as it indicates that the search was conducted at the state level, not just at the local or county level

#### **INFO SOUTH CAROLINA** BACKGROUND CHECK

<https://catch.sled.sc.gov/>

The criminal record, either the FBI or The Department of Law Enforcement, must be legalized with the **Apostille certification** and **translated into Spanish by a sworn/certified translator**. (Submit originals of criminal certificate, apostille and translation into Spanish, along with copies of all the documents).

Translations: **AMERICAN TRANSLATORS ASSOCIATION:** <https://www.atanet.org/>

#### **INFO DEPARTMENT OF STATE** APOSTILLE

<https://travel.state.gov/content/travel/en/records-and-authentications/authenticate-your-document/apostille-requirements.html>

#### **INFO FLORIDA** APOSTILLE

<https://dos.myflorida.com/sunbiz/other-services/apostille-notarial-certification/>

#### **INFO GEORGIA** APOSTILLE

[https://sos.ga.gov/index.php/Elections/great\\_seal](https://sos.ga.gov/index.php/Elections/great_seal)

#### **INFO SOUTH CAROLINA** APOSTILLA

<https://sos.sc.gov/services-and-filings/apostilles>

If the applicant has spent six months or more during the last five years in another country/State, he/she must submit the police records from that country/State, legalized with the Apostille Certification and translated into Spanish. If the country is not part of the Hague Convention the document must be legalized by the Ministry of Foreign Affairs and then by the Spanish Consulate in that country.

#### **IMPORTANT INFORMATION**

In the event of granting the visa, the applicant must collect it within two months of notification. Collection not made within that period shall mean that the person concerned has waived the visa granted and the filling of the proceedings will occur.

Once the visa has been collected, the applicant must enter the Spanish territory during the period of validity of the visa. Upon entry and within the first thirty days, applicant must apply for a Foreigner Identity Card or TIE at the corresponding "**Comisaría General de Extranjería y Documentación**" in the city where the classes are taken. The TIE will be valid for as long as the student is enrolled in the program in Spain. In the case of minors, this procedure may be carried out by a representative.

If the duration of the studies does not exceed six months, the visa will be sufficient to document the stay.