



LANGUAGE ASSISTANT VISA

- Language Assistants or *Auxiliares de Conversación* must obtain a long stay student visa prior to departure to Spain.
- The visa process takes approximately **4 weeks** from the date of appointment at the Consulate provided that all the required documents are submitted. Due to the high demand for Consular Services, we recommend that all visa applicants schedule an appointment as soon as they have all the required documents. We cannot accept incomplete applications.

WHERE AND WHEN TO APPLY

- **The Consulate of Spain in San Francisco will consider applications for Visas by appointment only, and with one appointment per person. To schedule an appointment, visit our [website](#).** Please note that you can **only** apply for your visa 90 days before your departure to Spain.
- Apply at this Consulate if you study or your permanent address is in: **Alaska, California** (excluding the counties of San Luis Obispo, Kern, San Bernardino, Santa Bárbara, Ventura, Los Angeles, Orange, Riverside, San Diego, and Imperial which are under the jurisdiction of the Consulate of Spain in Los Angeles), **Hawaii, Idaho, Guam, Montana, Nevada, Oregon, Washington or Wyoming**. For other States, check our website for the [corresponding Consulate](#).
- You must apply in person. If your legal representative submits the application on your behalf (**parents or legal guardians** only), you must additionally submit a written, duly signed, and notarized letter of authorization. The applicant must come in person to pick up the visa.

WHAT TO SUBMIT

The Consulate General of Spain in San Francisco has full authority to evaluate and request documents in addition to those initially submitted by the applicant. Submitting these documents does not guarantee automatic issuance of the visa. Under no circumstances will documents submitted during the visa application be returned to the applicant. We kindly advise you to always keep a copy for your own records.

Please submit the following documents:

1. **National visa application form, one original and one copy:** The application form must be completed either by hand 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. **Passport and ID, originals and one copy of each:** Your passport must be valid for at least the full duration of your stay in Spain and must contain at least two blank pages to affix the visa. Your passport will remain at the Consulate during the process. Please also provide proof of residency with a copy of one of the following: US Driver's license, US State ID, Voter Registration Card, current Student ID. Your ID card will be returned to you.
3. **Two passport sized photos:** Recent photograph, on a white background, 2x2in, one per application form.
4. **Acceptance letter from the corresponding Regional Education Authority:** This letter must provide information about the school you have been appointed to (address, phone number, email address). It must also contain information about your monthly grant, the duration of your program and the insurance policy.
5. **Police Criminal Record certificate:** Must contain **fingerpr**int search verification. Dated no older than three months before the application date. The certificate must be issued from either:
 - a) **State Department of Justice.** Original clearance letter form signed (from the States where you have lived during the past five years). It **must be legalized with the Apostille of The Hague Convention** from the corresponding **Secretary of the State**.
 - b) **FBI Records**, issued by the **US Department of Justice – F.B.I.** It **must be legalized with the Apostille of The Hague Convention** from the **US Department of State in Washington DC**.



You must also present a police record from any countries where you have lived for more than six months during the past five years, with the corresponding Apostille of The Hague and a certified translation into Spanish or English where applicable.

6. **Medical Certificate:** A recent doctor's statement, dated no older than three months before the application date, on the doctor or medical center's letterhead, duly signed and stamped, indicating that *'the student has been examined and found free of any contagious diseases according to the International Health Regulation 2005'*. Must be signed by an M.D. An example of this letter can be found [here](#).
7. **Proof of intended flight itinerary:** Please provide an email confirmation or website screenshot print out of your intended flight itinerary either direct from the airline or from a flight comparison website clearly showing your intended date of departure and route. We highly recommend not purchasing your flight tickets until your visa has been approved.

Please be advised that you might be requested to submit additional documents

VISA FEES

- Language Assistant visas are charged at the same rate as student visas.
- Please visit our website to check the most recent [visa fees](#)
- The Consulate can only accept visa payments in cash or money orders made payable to: "Consulate General of Spain in San Francisco". No personal checks or credit cards will be accepted.
- The visa processing fee will not be returned even if the visa is denied or cancelled

IMPORTANT INFORMATION

- To **check the status** of your visa application, please visit: <http://sutramiteconsular.maec.es> and enter the code that will be provided to you on a printed receipt during your interview. No information will be given by telephone or email. When checking this page, "**resuelto**" means that your visa is ready to be picked from the Consulate in person.
- If your studies have a duration exceeding six months you have to request an identity card *Tarjeta de Identidad Extranjero* within a month of entering Spain 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 color, white background

- For information about acquiring the Apostille of The Hague Convention in the US, please visit: <https://travel.state.gov/content/travel/en/legal/travel-legal-considerations/international-judicial-assistance/authentications-and-apostilles/apostille-requirements.html>

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