



# North American Language and Culture Assistants in Spain

## VISA APPLICATION INSTRUCTIONS

### CONSULATE GENERAL OF SPAIN IN SAN FRANCISCO

#### 1 – Who can apply for a visa at the Consulate General of Spain in San Francisco?

Residents with a permanent address in the following States or in the following Northern California Counties:  
Nevada – Oregon – Idaho – Wyoming – Washington – Montana – Alaska – Hawaii – Pacific Islands.

Northern California Counties of Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Inyo, Kings, Lake, Lassen, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Yolo, Yuba.

#### 2 – Language Assistants from the Ministry of Education Program can apply in two different ways.

- In person at the Consulate General of Spain in San Francisco. You must make an appointment and follow the instructions provided for *Language Assistant Visa* at:  
<http://www.exteriores.gob.es/Consulados/SANFRANCISCO/en/ConsularServices/Pages/Visas.aspx>
- By postal mail through the Education Office at the Consulate General of Spain in San Francisco. This option applies only to Language Assistants who have been offered a placement through the Ministry of Education of Spain: <http://www.mecd.gob.es/eeuu/convocatorias-programas/convocatorias-eeuu/auxiliares-conversacion-eeuu.html>

If you are a Language Assistant on this program you can follow the instructions on pages 2 to 5 and send your documents by postal mail to:

**Consulate General of Spain in San Francisco**  
**Education Office**  
**1405 Sutter Street**  
**San Francisco, CA 94109**

#### 3 – How do I know my application is being processed and my visa has been approved?

If you send your application through the Education Office, we will check that all the documents in the checklist are included; if anything is missing, we will email you from the Education Office to request the required documents. Once your file is complete, we will submit it to the Consulate Visa Department where the application will be registered. At that point, you will receive an email with your registration receipt which will include an identification ID number to track your application at <http://sutramiteconsular.maec.es>

Please use the above website and your ID number to check the state of your application as no information about it will be given through email. The Visa Department will only contact you if any additional information or documents are needed. When the application appears as “**RESUELTO**”, you can come to the Consulate General of Spain in San Francisco (9.00 to 1.00, Monday through Friday) and collect your passport.

#### 4 – How and where do I collect my passport when my visa has been approved?

You will need to collect your passport **in person at the Consulate General of Spain in San Francisco** once your application appears as “**RESUELTO**” as explained above.

Alternatively, you can ask for your passport to be sent to the Honorary Consulate of Spain in Anchorage (State of Alaska) or to the Honorary Consulate of Spain in Seattle (State of Washington); in either case, you will need to collect your passport **in person at the selected location**. Include a **written request** with your application if you wish to collect your passport at any of these alternative locations. You will also need to include a **prepaid stamped envelope** and keep its tracking number to check on your passport delivery at the Honorary Consulate.

#### 5 – How long does the visa process take?

It usually takes from 3 to 4 weeks from the moment your application is registered at the Consulate Visa Department. Please make sure you have all the required documents before you come to an appointment or you send your application by postal mail. You will be able to track your application online as explained above.



## Language and Culture Assistants Visa Application

Documents order	<b>DOCUMENTS INCLUDED IN THIS VISA APPLICATION</b> (We advise you to keep a copy of all the documents you send)	Make sure you ✓ all the boxes
1.	<b>This checklist</b> will be your first document and needs to be signed by you.	
2.	<b>Specific Power of Attorney</b> granted to the Education Consultant at the Education Office of San Francisco signed by you in front of a Notary Public. (See example on page 4).	
3.	National visa application form, <b>one original and one copy</b> (both of them with <b>passport photos</b> : white background, 2x2in, glued not stapled to applications): The application forms must be <b>filled out in print and signed</b> . (See link below this table).	
4.	<b>Original Passport and one copy</b> of the page with personal information. Valid passport for a minimum of 6 months after the intended date of departure to Spain, with at least one blank page to affix the visa. Your passport will remain at the Consulate during the process.	
5.	Provide <b>proof of residency</b> with a <b>copy of any</b> of the following: US Driver's license, US State ID, Voter's Registration Card, current Student ID.	
6.	<b>Original Acceptance Letter by the Regional Education Authorities.</b> ( <i>Carta de nombramiento</i> ) 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.	
7.	<b>Original Police Criminal Record Clearance</b> verified by <b>fingerprints</b> . (See additional information on page 3). It cannot be older than 3 months from the application date. The certificate must be issued from either: <b>a) State Department of Justice.</b> Original clearance letter form signed (from the States where you have lived during the past 5 years). It <b>must be legalized with the Apostille of the Hague Convention</b> from the corresponding <b>Secretary of the State.</b> <b>b) FBI Records,</b> issued by the <b>US Department of Justice – F.B.I.</b> It <b>must be legalized with the Apostille of the Hague Convention</b> from the <b>US Department of State in Washington DC.</b> You must also obtain a <b>police record from the countries where you have been living during the past 5 years.</b>	
8.	<b>Original Medical Certificate.</b> (It can be written in Spanish or in English. See examples on page 5). A doctor's recent statement ( <b>not older than 3 months in a doctor's or medical center's letterhead</b> ) indicating that you "have been examined and found free of any contagious diseases according to the <b>International Health Regulation 2005</b> ". <b><u>Must be signed by an M.D. or D.O.</u></b>	
9.	<b>Visa Fee \$160.00 Money order,</b> made payable to the Consulate General of Spain in San Francisco. Personal checks and credit cards are NOT accepted.	
10.	<b>Planned one way trip itinerary/printout:</b> We highly recommend you not to purchase your travel tickets until your visa has been approved. You will have to purchase the ticket to fly to Spain on a date not earlier than the approved date in your visa.	

National Visa Application Form:

<http://www.exteriores.gob.es/Consulados/SANFRANCISCO/en/ConsularServices/Documents/visas/SolicitudNacionalEN.pdf>

Print your name and surname:

Signature:



### **Very important information once you arrive in Spain**

- Within the first 30 days after your arrival in Spain you need to take your Visa to your nearest police station or immigration office (Oficina de Extranjería) and request your temporary resident alien ID card and number (NIE- Número de Identificación de Extranjero).

Do not let your visa expire or you will have to return to the USA and apply for a new one.

Please ask for assistance at your school or from your regional education officers in Spain. This NIE will cover the full stay in the country. APPLY FOR IT AS SOON AS YOU GET THERE. It may take a few weeks to get an appointment.

[https://www.policia.es/documentacion/oficinas/oficinas\\_extran.html](https://www.policia.es/documentacion/oficinas/oficinas_extran.html)

- Please make sure that you get your passport stamped by the Immigration Authorities upon arriving in Spain.

Authorized stay is printed in the visa ('del... al'). Note order of date in European format: day/month/year.

### **Additional information on Police Criminal Record Clearance**

- Please note that local police records are not accepted.
- For further information, please contact the FBI: phone (304) 625-378 or by mail to: Federal Bureau of Investigation Special Correspondence Unit. 1000 Custer Hollow Road, Clarksburg, WV 26306

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

- Those citizens who have lived in other countries have to present a certificate of good conduct (police clearance) issued by the police authorities of the countries where they have taken residence in the last 5 years.
- To get the legalization with the "Apostille of the Hague" contact the Secretary of State in the State where the document has been issued or the U.S. Secretary of State.

<https://travel.state.gov/content/travel/en/legal-considerations/judicial/authentication-of-documents/apostille-requirements.html>



**Power of attorney example**

SPECIFIC POWER OF ATTORNEY

I (full name) \_\_\_\_\_, born in \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_, in \_\_\_\_\_, U.S. citizen; with passport number \_\_\_\_\_, do hereby grant a limited and specific power of attorney to María de los Reyes Ferreras Menéndez, Education Consultant at the Education Office of San Francisco, as my attorney-in-fact.

My attorney-in-fact shall have full power and authority, on my behalf, to handle and submit my documents and materials for the Visa application as a Language and Culture Assistant in Spain for the academic year 2017-2018. The authority herein shall include such incidental acts as are reasonably required to carry out and perform the specific authorities granted herein.

This power of attorney is effective upon execution. This power of attorney may be revoked by me at any time. This power of attorney shall automatically be revoked upon my death.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_

Signature \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

SWORN TO AND SUBSCRIBED BEFORE ME on this \_\_\_\_ day of \_\_\_\_\_, 201\_\_,

by \_\_\_\_\_

\_\_\_\_\_  
**Notary Public**



## Medical certificate examples

Notes sent on prescription pad paper will not be accepted.

### Medical Certificate of Good Health

*This health certificate verifies that Mr./Ms. .... is free of drug addiction, mental illness and does not suffer from any disease that could cause serious repercussions to the public health according to the specifications of the international sanitary regulations of 2005. These contagious diseases include, but are not limited to smallpox, poliomyelitis by wild poliovirus, the human influenza caused by a new subtype of virus and the severe acute respiratory syndrome (SARS), cholera, pneumonic plague, yellow fever, viral hemorrhagic fevers (e.g.: Ebola, Lassa, Marburg), West Nile Virus and other illnesses of special importance nationally or regionally (e.g.: Dengue Fever, Rift Valley Fever and Meningococcal disease).*

*Mr./Ms. .... is a very healthy individual in all senses, she/he has no pre-existing medical conditions, and she/he is capable of travelling abroad.*

Place and date:

Signature:

Official Physician Stamp:

### Certificado Médico de Buena Salud

*Por el presente se certifica que el Sr./Sra. .... no padece ninguna drogodependencia, enfermedad mental o alguna de las enfermedades que suponen riesgo para la salud pública de conformidad con lo dispuesto en el Reglamento Sanitario Internacional de 2005. Estas enfermedades incluyen, entre otras, la viruela, poliomielitis por poliovirus, gripe humana causada por nuevos subtipos de virus, síndrome respiratorio agudo severo (SARS), cólera, neumonía, fiebre amarilla, las fiebres hemorrágicas virales (como el Ébola, Lassa, Marburgo, etc.), la fiebre del Nilo Occidental y otras enfermedades de ámbito nacional o regional (como el Dengue, fiebre del Valle del Rift, síndrome meningocócico, etc.)*

*El Sr./Sra. .... se encuentra en buen estado de salud general y presenta un historial médico libre de enfermedades, por lo que se estima apto para viajar al extranjero.*

Lugar y fecha:

Firma original del médico:

Sello oficial: