



LANGUAGE ASSISTANT VISA

Please note that these instructions do not apply to applicants participating through the program sponsored by the **Ministry of Education** of Spain (North American Language and Cultural Assistant Program). Information about the Ministry of Education Program is available at: <http://www.mecd.gob.es/eeuu/convocatorias-programas/convocatorias-eeuu/auxiliares-conversacion-eeuu.html>

Applicants from other Language Assistant programs (CIEE, Fulbright Program, PAC, etc.), please follow the instructions below.

The visa process takes around **4 weeks** from the day all documents are presented. Due to the volume of applications received regularly on June, July and November, we recommend to schedule an appointment as soon all the documents are prepared.

WHERE AND WHEN TO APPLY

1. Apply **IN PERSON** if your permanent address is in Northern 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). The Consulate General of Spain will consider in-person applications **BY APPOINTMENT ONLY**. To schedule an appointment please contact [VFS](#)
2. Apply **BY MAIL** if your permanent address is in Alaska, Hawaii, Idaho, Guam, Montana, Nevada, Oregon, Washington or Wyoming. Please send all the complete documentation to the [Office of Education](#)
3. For more information on EEUU consular jurisdiction, go to our website:
<http://www.exteriores.gob.es/Consulados/SANFRANCISCO/en/Consulate/Pages/Demarcacion.aspx>

WHAT TO SUBMIT

The consular administration has full authority to evaluate and request more documents than those initially presented by the applicant. Submitting the aforementioned documents does NOT guarantee automatic issuance of visa. The documents accepted in order to process the visa will not be returned.

Documents to be presented:

1. **National visa application form, one original and one copy:** The application forms must be signed and filled out in print. Make your copy once finished
2. **Original Passport and ID, one original and one copy:** 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 may remain at the Consulate during the process. Provide proof of residency with a copy of either the following: US Driver's license, US State ID, Voter's Registration Card, current Student ID.
3. **Two passport sized photos:** (White Background, 2x2in) One per application form.
4. **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. **Police Criminal Record clearance** 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 clearance letter form signed (from the States where you have lived during the past 5 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 obtain a police record from the countries where you have been living during the past 5 years.

6. **Medical Certificate:** A doctor's recent statement (not older than 3 months in a doctor's or medical center's letterhead) 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 a M.D.
 7. **Planned one way trip itinerary/printout:** We highly recommend you not to purchase your travel tickets until your visa has been approved.
 8. **Self-addressed USPS envelope:** Your passport may be returned by mail. Bring a pre-paid self-addressed express mail envelope from the US Postal Service with **\$19.99** in stamps. Not metered stamps. No other courier service is accepted. If you wish to pick-up your visa in person, you can do so, from 1pm to 2pm.
- Be advised that additional requirements might be requested.

VISA FEES

- The Language and Culture Assistants visa fees will be the same as a **Student Visa**.
- Please visit our website to check the most recent **visa fees**:
<http://www.exteriores.gob.es/Consulados/SANFRANCISCO/es/ServiciosConsulares/ServiciosenSanFrancisco/Paginas/Tasas-Consulares.aspx>
- We only accept cash (exact change) or money order. No personal check, no credit cards.
- Applications sent via the Office of Education must pay by money order only.
- The processing fee will not be returned even if the visa is not granted or is cancelled.

VERY IMPORTANT

- Within a month upon arrival in Spain, you must also request from the Spanish Police (Policía Nacional) a Student Resident Card ID valid for the completion of the program.
- In order to apply for a Student Resident Card ID, you must provide the original Medical Certificate and the original Police Criminal Record. These documents will be returned to you once they have been checked by the Consulate.
- 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.
- Information about acquiring an Apostille of the Hague Convention in the US, please visit:
http://travel.state.gov/law/judicial/judicial_2545.html