



STUDENT VISA

The visa process lasts roughly **4 weeks** from the moment that all documents are correctly submitted. Due to the volume of applications expected regularly in June, July and November, we recommend to schedule an appointment as soon as you have all the documents prepared. If your program lasts over 180 days, you will need a certificate of absence of police criminal records and a medical certificate. See details below. US citizens may enter Spain for study purposes for up to 90 days without a visa.

WHERE AND WHEN TO APPLY

- 1. The Consulate of Spain in San Francisco will consider applications for Visas BY APPOINTMENT ONLY, and one appointment per person. To schedule an appointment visit our website:**
<http://www.exteriores.gob.es/Consulados/SANFRANCISCO/en/ConsularServices/Pages/Visas.aspx>
- 2. You must apply at this Consulate if your permanent or temporary (for studies) address is located 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 and Wyoming. For more information please visit:
<http://www.exteriores.gob.es/Consulados/SANFRANCISCO/en/Consulate/Pages/Demarcacion.aspx>
- 3. Apply in person or by legal representative (only **parents** or **custodians**)** written, notarized authorization needed. In the latter case, the applicant must come in person to pick up the visa. Study Abroad Program Coordinators may request authorization by fax or email to act as legal representatives for a group of students.

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. Passport and ID, one original and one copy:** Valid passport for a minimum of 6 months after the indented 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** as a full-time student in Spain from the Spanish University/School or US program including: name, address, telephone and fax number, and registration number with the Ministry of Education of Spain, duration of the program (date of start & date that finishes), subjects of study and hours of study per week (20 minimum).
- 5. One way trip itinerary/printout:** We highly recommend 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. You can check the IPREM at: <http://www.iprem.com.es/>
 - Notarized letter of parents/custodians declaring full financial responsibility for room and board in the amount specified in the previous paragraph. Suggested wording: *"I hereby certify that I the (father, mother, other) of (...), will support her/him with a monthly allowance of \$... while she/he is in Spain and that I am financially responsible for any emergency that may arise"*.
7. **Public or private health Insurance** with a company authorized to operate in Spain.
 8. **Police Criminal Record clearance** [FOR STAYS OVER 180 DAYS] 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 present a police record from the countries where you have been living during the past 5 years.
 9. **Medical Certificate** [FOR STAYS OVER 180 DAYS] A doctor's recent statement (not older than 3 months in 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.
 10. **Self-addressed USPS envelope**: Your passport may be returned in person or by mail. If you chose the former, you must provide a pre-paid self-addressed express mail envelope of 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.
 11. **Minors** (under 18 years of age): Notarized, written authorization of parents/custodians to travel to Spain.
 12. **Evidence of Immigration Status in the US** [Non-US passport holders only]: Provide a Permanent Resident Card or a US Visa with I-20
- Be advised that additional requirements might be requested.

VISA FEES

- 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.
- The processing fee will not be returned even if the visa is not granted or cancelled.

VERY IMPORTANT

- To **check the status** of your application, visit: <http://sutramiteconsular.maec.es> and enter the code that we will provide in your interview. No information will be given by telephone or email.
- **For programs over 180 days**, you must obtain a visa in the first place. 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 studies. In order to apply for a Student Residence 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.
- Authorized stay is printed in the visa ('del... al'). Note the order of date is in European format: day/month/year.
- Information about acquiring the Apostille of the Hague Convention in the US, please visit:
http://travel.state.gov/law/judicial/judicial_2545.html