

REQUIREMENTS FOR A STUDENT VISA

1. Visa applications by mail (USPS - United States Postal Services).
VISA OFFICE - CONSULATE OF SPAIN IN WASHINGTON DC
2375 NSYLVANIA AVENUE NW WASHINGTON DC 20037
2. **1 National Visa Application** form filled out and signed.
3. **Passport.** The passport must be valid for at least six months with at least one blank page to affix the visa. If you are **not a US citizen** you must show proof of legal residency in the US (Green Card or proper visa) **B1/B2 holders do not qualify to apply for a visa in this Consulate Office.**
4. Student ID or Driver License from our jurisdiction: Maryland, Virginia, West Virginia, North Carolina or Washington DC.
5. If the student is a minor you need the following documents:
 - Letter from the school with the information of this person, It may be the mother or father of the family the student is going to live with. We need a notarized copy of their passport or national ID. Once the legal tutor has been assigned, we need a certificate from the Ministry of Justice stating that this person does not have any sexual misconduct record in the "Datos del Registro Central de Delincuentes Sexuales".
 - Letter from both parents authorizing the minor to travel and study in Spain. This letter must be notarized. This letter needs to show the study center, the period of the stay and the person of legal age with whom they will live.
6. 1 recent **passport photo** size with a white background.
7. **Original Letter of Acceptance** from the University or school verifying enrolment as a full time student (at least 20 hours per week) in an official university or school in Spain. **THIS LETTER MUST ALSO** state that the student has medical insurance coverage while the student is in Spain. If there is no insurance information on this letter, the student **will need a letter from their insurance company** verifying that he/she is covered internationally. **We do not accept insurance cards.**
8. **Proof of Financial Means** during your stay: please provide **one** of the following:
 - Letter from the University or School in Spain or in the USA assuming full financial responsibility during your stay (this is often included into the acceptance letter).
 - Proof of financial aid or scholarship for a minimum of \$1,000.00 per month for tuition, room, board and personal expenses.
 - If financial responsibility is not assumed by the program, notarized letter from your parents or legal guardians assuming full financial responsibility for at least \$1,000.00 per month for the student expenses.
9. **Self-addressed and Pre-Paid US "Express-Mail"** envelope from the Post Office to have your passport returned by mail. We do NOT accept any other type of courier or messenger service (No FEDEX – No UPS). Tracking of mailed items is the sole responsibility of the applicant. (MANDATORY)
10. **We will only accept complete applications.** YOU MUST bring the **ORIGINAL DOCUMENTS and ONE COPY** of each requirement including copy of your passport, page with the picture and your personal information.
11. **FEES- CASH OR MONEY ORDER WE DO NOT ACCEPT PERSONAL CHECKS OR CREDIT CARDS.**
US citizens- \$160.00 non-refundable
NON US citizens — \$73 non-refundable

For those students staying more than 6 months, please provide the following:

- a. **Police Record** (Criminal Background) original and 1 copy issued by either the State police or Federal police (FBI) where the student has lived for the past six months. This document **must be notarized with the Hague Apostille.**
- b. **Medical Certificate** original and 1 copy: Doctor's statement on a doctor or medical letterhead, indicating that the student has been examined and found in good physical and mental health to travel abroad and he/she is free of contagious diseases and drug addiction.