



STUDENT VISA

VISA INFO: VISA APPOINTMENT BOOKING-OPENING HOURS-PROCESSING TIME:

<http://www.exteriores.gob.es/Embajadas/SINGAPUR/en/Embajada/ServiciosConsulares/Pages/Visas.aspx>

Kindly check all visa types on the left hand side of the website as well as the forms. Submit original and copies sorted as follows:

1.-) Schengen National Visa application form: completed, dated and signed **AND ONE PHOTOGRAPH** glued to application (recent (2,5cm x 3,5cm), clearly showing the face, the forehead hairline; white background)

3.-) Passport (Original and Photocopy of the identity pages). The passport must be valid for a minimum of three months from the date of completion of their stay in the Schengen territory, with at least two blank pages available.

4.-) Singaporean IC (Original and Photocopy): employment card/ dependant pass/ student pass/ PR card (and re-entry permit).

5.-) Letter of acceptance from the Spanish Education Institution (original) addressed to this Embassy: letter of acceptance of the applicant as a full-time student from the Spanish University/ School, which indicates the name of the school/institution, complete address, phone, e-mail and registration number of the school/institution with the Ministry of Education and Science of Spain, payments of fees for study, the duration of the program (start and end) and hours of study per week (minimum 20h/week).

6.-) Letter of your School/University/College in Singapore stating the programme you will be doing, duration, place, etc.

7.-) PROOF OF FINANCIAL MEANS: for the period of study in Spain. Proof can be any one of the following:

- University Charter School or Curriculum assuming full financial responsibility for the accommodation and meals.
- The latest 3 months bank statements from the student's bank account with a minimum account balance of €550 per month of stay in Spain.
- Proof of award of grant, loan or other financial aid at least €550 per month for room and board.
- **Letter of sponsorship of parents** assuming full financial responsibility for an amount of at least €550 per month of stay in Spain for their son/daughter. **This letter must be accompanied by:**
 1. The latest 3 months bank statements / passbook (savings accounts, current account, bank deposits, etc. showing transactions may be accepted) from the parent's bank account with a minimum account balance of €550 per month of stay in Spain. Singaporean bank accounts in either SGD; EUR; or USD will be accepted. The name of the account holder has to be stated in every document. (Original and Photocopy)
 2. Photocopy of passport and IC of both parents.
 3. Birth certificate of the student legalized; NOTE: see final note about authentication of certificates.
 4. *Parental authorization form* signed before the consular officer. **NOTE:** see final note about authentication of certificates.

Suggested reading: "Hereby I, (name of parent) I am responsible for the costs of accommodation and meals for my (child name ...) for a minimum of € 550 a month for its stay in Spain from .. DATE.. to .. DATE, and any emergency that might arise. I hereby enclose a true copy of my bank statements for the latest three months, my passport/ID and my child's birth certificate.... etc .."

8.-) International Health Insurance: The policy must cover, for the complete duration of the stay, at least medical expenses and hospitalization, medical evacuation to the applicant's country of origin and repatriation of mortal remains to the applicant's country of origin. The minimum coverage must be at least 30,000 euro per each of the above mentioned concepts. (Bring copy of the POLICY COVERAGE).

9.-) FOR PERIOD LONGER THAN 180 DAYS:

9. - 1) Medical certificate:

This certificate must be on letterhead and signed in handwriting by a doctor (MD). The official seal of the health centre will not be accepted in lieu of a signature of the physician. The validity of this certificate is 3 months from the date of issue. You can find a sample of the medical certificate in our website. The doctor may also use this sample as a guide to write their own certificate. **Remember that it must specifically mention the WHO International Health Regulation (2005)**

9. - 2) Criminal record of the past five years: This certificate must be issued by the police authorities of the countries where the applicant has resided for the past five years. The certificate shall be three months from the date of issue. If the country is not Singapore the certificate must be legalized by the Spanish Consulate in that country. **NOTE:** see final note about authentication of certificates. Criminal record certificate will be presented only in the case of children over 14 years.

10.-) Applicants under 18:

1. They have to come to apply with the parents
2. **Parental authorization form** (download from website or ask at the Consular Section):
 - When parents in Singapore: parental authorization form must be signed by both parents before the Consular officer upon application for the minor
 - When any parent or both outside Singapore: parental authorization form must be signed and legalized before the corresponding Embassy/Consulate of Spain in the 3rd country. **NOTE:** see final note about authentication of certificates
3. Photocopy of passport and IC of both parents.
4. Birth certificate legalized. **NOTE:** see final note about authentication of certificates.

11.-) Spouses who accompany the principal applicant must do their application by submitting:

1. A separate application accompanied by all documents listed above
2. **Marriage Certificate legalized.** **NOTE:** see final note about authentication of certificates
3. Photocopy of passport and IC of main applicant
4. If the spouse is being sponsored by the main applicant: **Letter of sponsorship** assuming full financial responsibility for the spouse's stay in Spain plus copy of the documents for financial guarantee.

12.-) The children accompanying the principal applicant must do their application by submitting:

1. A separate application accompanied by all documents listed above
2. **Birth Certificate legalized.** **NOTE:** see final note about authentication of certificates
3. Photocopy of passport and IC of both parents
4. **Letter of sponsorship** assuming full financial responsibility for the child's stay in Spain plus copy of the documents for financial guarantee.

NOTE: ADDITIONAL INFORMATION ON PROCEDURES FOR AUTHENTICATION OF DOCUMENTS: see reverse side.

CORREO ELECTRÓNICO: emb.singapur@maec.es
WEBSITE: <http://www.maec.es/embajadas/singapur/en/home>

7 Temasek Boulevard, #39-00
Suntec City Tower One
038987 Singapore
Tel: +65 6725 9220
Fax: +65 6333 3025



LEGALIZED/AUTHENTICATED OFFICIAL DOCUMENTS (BIRTH / MARRIAGE CERTIFICATES/CRIMINAL RECORDS CERT)

• If the issuing country is member of The Hague Apostille Convention, the certificate must have the APOSTILLE SEAL produced by the central authority of the issuing country. You can find more information about it here:
<https://www.hcch.net/en/instruments/conventions/status-table/?cid=41>

• If the issuing country is NOT a member of The Hague Apostille Convention:

- Singapore issued certificates: the certificate must be legalized by the Singapore Academy of Law (SAL)

- 3rd countries issued certificates: a DOUBLE LEGALISATION procedure is required (1st by the issuing country and 2nd by the Embassy/Consulate of Spain in that issuing country)

• BIRTH / MARRIAGE CERTIFICATES issued by countries members of the CONVENTION ON THE ISSUE OF MULTILINGUAL EXTRACTS FROM CIVIL-STATUS RECORDS signed at Vienna on 8 September 1976, do not need APOSTILLE NOR LEGALISATION. You can check here the list of countries which are parties of the Convention on Multilingual Certificates
http://www.ciec1.org/SITECIEC/PAGE_Accueil/fCgAAPAORB9DeIVyWkFOVIJwAwA?WD_ACTION=_MENU&ID=A23

• **TRANSLATION:** OFFICIAL DOCUMENTS produced in any language different from English/French/Spanish, must be TRANSLATED either to Spanish or English and the translation duly legalized by the by Embassy/Consulate of Spain in that issuing country.

- A non-refundable fee is required to process the file. FEE: 97.20 SGD. CASH ONLY. EXACT CHANGE IF POSSIBLE. The fee will not be refunded in case of refusal. All applications must be submitted in the Embassy of Spain by the applicant in PERSON.
 - The Embassy has full authority to evaluate, deny and request more documents than those submitted by the applicant.
 - Processing Time: 10 working days approximately once all the information and documents are complete.
 - Mind that you can be requested for a personal interview to clarify some aspects of your application/travel.
- Opening hours for application:** Monday to Thursday 9:30 to 12:00- **For collection:** Monday to Friday 12 to 13 h.