

EMBASSY OF SPAIN IN HANOI

DOCUMENTS REQUIRED FOR A STUDY VISA APPLICATION FOR THE PLACEMENT AU-PAIR IN SPAIN

1. National visa application form, attached with a passport-type photo
2. **Passport** valid for at least one year.
3. **If the applicant is not a Vietnamese citizen**, he/she must provide documentation proving his/her residence in Vietnam (i.e. temporary or permanent residence card, study permit)
4. **Letter of self-introduction of the visa applicant:** letter in which the visa applicant describes briefly about his/her personal and academic profile, as well as the motivation of the visa application. **If the visa application has been prepared with the assistance of a study agency or a third party, it is necessary to indicate their contact details in this letter (agency's name; agency's representative; agency's contact person; mailing address; telephone and email address.)**
5. **Proof of admission and of payment of tuition fees: Letter of admission** in an authorized educational center in Spain, for the completion of a full-time program that leads to obtaining a degree or certificate of studies. Such letter must indicate the following points:
 - that the tuition fees have been paid or that the applicant is exempt from payment, unless the corresponding separate tuition payment receipt is provided;
 - type of course, start and end dates and, if applicable, the degree that the student will obtain upon completion, as well as the content of the Study Plan, specifying the subjects to be taken, school and vacation periods, class schedules and number and dates of exams;
 - the number of registered credits (it is necessary to register for at least 90% of the total of the credits)
6. **Proof of the status of Au Pair: The "Au Pairs" must present** the ORIGINAL, duly signed by both contracting parties, of the "Au Pair" Placement Agreement in the terms established in articles 6 to 9 and 11 of the [Agreement of the Council of Europe of November 24, 1969 on "Au Pair" placement](#). Specifically, such agreement must indicate:
 - the duration of the agreement, with a maximum of 1 year;
 - the participation in domestic services or tasks for a period of time not exceeding 5 hours per day;
 - the provision of at least one full day off per week, which must be on Sunday at least once a month, and the student must also be given facilities to participate in religious acts;
 - specification of the address in which the "Au Pair" will have to share the life of the host family, while enjoying a certain degree of independence;
 - monthly pocket money for the Au Pair
 - circumstances that allow the placement agreement to be terminated by either party with 2 weeks' notice.

7. Proof of the status of student:

- certificates of the degrees that are related to the studies
- Transcript of academic records
- and, when it exists, the student's identity card issued by the institution of current studies.
- If applicable, a cover letter in support of your application signed by the head of studies or director of your study center, specifying the courses you are currently studying and the need or relevance that, in relation to them or your future, they have the ones you are going to study in Spain

8. For cases of minors: Minors and the disabled must present:

- The minor's birth certificate;
- An authorization from both parents or accredited legal representative. Said authorization must expressly state the study centre, the planned period of stay for which the permit extends and the person in charge of the minor during his/her stay in Spain. If this person is not a relative or staff of the educational center in which the minor will study, an express authorization from said person must also be provided to carry out the consultation in the Register of crimes of a sexual nature. It is also mandatory to indicate expressly that such authorization is exclusive of any kind of adoption purposes. See at the end of this document a model of authorization granted before a Vietnamese Notary in case of a study visa for minors.
- the passports (or National Identity Documents in the case of Vietnamese citizens) of the parents or representatives (original + photocopy).

9. For stays longer than 6 months (for these purposes, the stay will be calculated one month in advance of the start of the activity and will extend fifteen days beyond the end of the activity): those over 18 years of age must present a criminal record certificate issued by the authorities of the country in which they have resided during the last 5 years, in which there must be no convictions for crimes provided for in Spanish law. If you have resided in several countries, you must present the corresponding certificates issued by each of them. For the purposes of determining the countries whose criminal record certificates must be presented, a declaration on the countries of residence of the visa applicant for the last 5 years must be provided.

10. Medical certificate, in which it is specified literally that the interested party does not suffer from any of the diseases that may have serious public health repercussions in accordance with the provisions of the International Health Regulations of 2005. Certificates that do not contain said literal mention will not be admitted ;

11. Proof of means of subsistence for maintenance during the stay (not required in the case mentioned in number 4.g) of the present Information Sheet): The availability of a minimum amount that allows the maintenance of the applicant during the duration of the studies must be proven (at least **100%/month** of the Multiple Effect Public Income Indicator – IPREM Indicator): **For exact information on the quantity established for each year's IPREM, you are kindly requested to visit the following website:** <https://www.exteriores.gob.es/DocumentosAuxiliaresSC/Vietnam/HANOI%20%28E%29/IPRE M.pdf>. The amounts used or to be used to defray the cost of studies will not be computed for the purposes of guaranteeing this support.

NOTES:

*** The "Au Pair" Placement Agreement will be sufficient to prove the sufficiency of means of subsistence if it meets the conditions set forth in the first paragraph. In the event that it does not cover said minimums, it must be completed with the rest of the means of accreditation provided for in this section.

*** Below is a list of documents to prove financial capacity, as an example:

- Commercial registration certificate
- Employment contract
- Detailed payroll for the last 3 months
- Bank statement for the last 3 months. Statements printed from the internet are not accepted.
- Indication of the affiliation number to the Social Security System of Vietnam
- Savings book
- Ownership of real estate (if applicable)

*** **Applicable to all cases**: a letter, duly signed by the visa applicant or by the sponsor (if any), with a brief description of their personal, financial and family situation (i.e. composition of family members, current financial dependents, stable and periodic sources of income, etc.). At the end of the present document, you can find an orientational outline on how to prepare this letter.

*** If your parents or legal representatives are your financial sponsors, you must also present also:

- Supporting documents of the family relationship or legal representation (i.e. birth certificate).
- Commitment of financial sponsorship signed before a notary (duly legalized) in which the parents or legal representatives declare to cover the expenses derived from the stay for studies of their child or legal representative in Spain, **with expression of the specific amount of money.**

*** In the event that the applicant is a beneficiary of scholarships, the document that accredits their award and, if applicable, the letter of acceptance thereof, will suffice.

*** In the event of participation in a student mobility program, the accreditation of the amount provided for in the first paragraph will be replaced by the fact that the mobility program contains provisions that guarantee that the support of the foreigner is ensured within it.

12. Air-ticket booking

13. **Public or private health insurance** (Travel insurance is not accepted): The coverage of the insurance plan must be valid for the whole study program and must allow you to go to the doctor both for check-ups, as well as for illnesses or emergencies. The medical insurance must not have a waiting period or co-payment or coverage limit, that is, it must cover 100% of medical, hospital and out-patient expenses. The insurance company must be authorized to operate in Spain. A list of insurance companies authorized to operate in Spain is available in the following link: <https://rrpp.dgsfp.mineco.es/>

The following list of insurance companies authorized to operate in Spain is not exclusive, nor does it constitute a recommendation by the Embassy of Spain.

UNIVERSITAS MUNDI	www.universitasmundi.es
ADESLAS	http://www.adeslas.com/
AEGON	https://www.aegon.es
ASEFA	https://www.asefasalud.es
ASISA	https://www.asisa.es
AXA	http://www.axa.es
BUPA	http://www.bupaglobal.com
CASER	https://www.caser.es
DKV	https://www.dkvseguros.com
FIATC	https://www.fiatc.es
MAPFRE	https://www.mapfre.es
NECTAR	https://www.nectar.es/
SANITAS	http://www.sanitas.es
SANTA LUCIA	http://www.santalucia.es
VIATAL SEGUROS	http://vitalseguro.com

IMPORTANT:

- In the case of "Au Pairs", the insurance premiums will be covered **in half** by the host family

IMPORTANT NOTES:

MINIMUM AGES REQUIRED: the people placed as Au Pair must be between 17 and 30 years of age.

PHOTOCOPIES: It is recalled that a photocopy of each original document will be presented. The photocopies will be made after the translations have been certified and/or the documents legalized.

LEGALIZATION AND TRANSLATION: Any public document issued by non-Spanish authorities must be previously legalized. Documents written in a language other than Spanish must be accompanied by their translation into this language, carried out by a notary or office whose translations are admitted by official bodies, which must be presented just in front of the copy of the original.

LEGITIMATE SUBJECT: Applicants must personally lodge their study visa applications. Applications for children under 18 shall be lodged by their legal representatives.

DEADLINE FOR VISA APPLICATION: Applications must be submitted two months before the commencement of study or training, unless there are demonstrated good reasons for not meeting this time limit requirement.

WHERE TO LODGE THE VISA APPLICATION: kindly visit the following link:
<https://www.exteriores.gob.es/Embajadas/hanoi/vi/ServiciosConsulares/Paginas/Consular/LUGAR-PRESENTACION-VISADO-%28EN%29.aspx>

APPOINTMENT SYSTEM: Applicants must **book for an appointment** via the appointment system of BLS International Co. Ltd (<https://vietnam.blsspainvisa.com/vietnamise/index.php>)

APPLICATION RECEIPT: The applicant will be given a receipt of the application with a code allowing verification of the processing status of the application through the following link: <https://sutramiteconsular.maec.es/Home.aspx>

REQUIREMENT OF ADDITIONAL DOCUMENTS AND/OR INTERVIEW. At any time during the processing of the file, this Embassy may require the presentation of additional documents to those already presented and/or the personal appearance of the applicant for an interview if deemed necessary.

TIME FOR VISA APPLICATION PROCESSING AND RESOLUTION: The legal period for reaching a decision is of one month from the date of the result of the authorization for long-term stay for study purposes.

COLLECTION OF PASSPORTS AND DOCUMENTS: Applicants must directly receive visa results (except for minors), within a maximum of 2 months from the date of receiving the notification of visa results.

VISA REFUSAL: If applicable, the visa denial will always be notified in writing, stating the reasons for the decision taken.

APPLICATION FOR RECONSIDERATION / APPEAL: In the event of a refusal to grant a residence permit for reasons of study in Spain or a refusal to issue a visa, the applicant can file an application for reconsideration before the Spanish Embassy within one month from the date of receipt of the notice from the Spanish Embassy. The applicant may also file an appeal before the High Court of Madrid within two months from the date of receipt of the notice of the refusal of the visa or of the dismissal of the application for reconsideration.

VALIDITY OF THE VISA:

All student visa applications imply the application for an authorization for a long-term stay in Spain for study purposes, and this authorization takes the start and end dates of the study program as reference data (adding 30 days before and 15 days after those dates). However, the student may, by means of a written declaration, express his/her willingness to choose other start and end dates on the authorization for a long-term stay in Spain for study purposes (as long as these are **less than 30 days** with regard to the start date and **less than 15 days** with regard to the end date of the program). Please find an example of such declaration in the following link: <https://www.exteriores.gob.es/DocumentosAuxiliaresSC/Vietnam/HANOI%20%28E%29/MODELO%20DECLARACION%20FECHAS%20DE%20ESTUDIOS.pdf>

In the case that the authorization for long-term stay for study purposes is issued for a period not superior to 180 days, the applicant does not need to apply for a Foreigner's Identity Card. If the authorization is valid for more than 180 days, the visa will have a validity of 365 days, and international students need to apply for a Foreigner's Identity Card within 1 month from the date of entry into Spain, at the Office of Foreigners (Oficina de Extranjería) or the Police Department corresponding to the province that grants their stay for study purposes.

GENERAL INFORMATION ON NATIONAL VISAS (download of national visa application form, fees, procedures, etc): kindly visit [this link](#).

**AUTORIZACIÓN PATERNA PARA EL DESPLAZAMIENTO A ESPAÑA DE UN MENOR DE
EDAD CON FINES DE ESTUDIOS
CONSENT LETTER FOR MINORS OF AGE TO STUDY IN SPAIN**

1.	Nombre y apellidos/ <i>Full name</i>	
	Fecha y lugar de nacimiento / <i>Date and place of birth</i>	
	Nacionalidad / <i>Nationality</i>	
	Número de D.N.I./N.I.E./Pasaporte / <i>ID Card or passport nº</i>	

2.	Nombre y apellidos/ <i>Full name</i>	
	Fecha y lugar de nacimiento / <i>Date and place of birth</i>	
	Nacionalidad / <i>Nationality</i>	
	Número de D.N.I./N.I.E./Pasaporte / <i>ID Card or passport nº</i>	

Y como progenitores/tutores del/de la menor de edad que se menciona a continuación, manifiestan su **consentimiento expreso para que el/la mismo/a pueda desplazarse a España con fines de estudios durante el período señalado más abajo**. Asimismo manifiestan que el ejercicio de la patria potestad o tutela que tienen atribuida no se encuentra limitada para prestar este consentimiento.

And, as parents/tutors of the minor whose personal details are listed below, by means of the present document, give their consent for that minor of age to travel to Spain for study purposes within the period indicated below. They also manifest that their right of custody or guardianship is not limited for the granting of the present document.

DATOS DEL MENOR / PERSONAL DETAILS OF THE UNDERAGED CHILD

Nombre y apellidos/ <i>Full name</i>	
Fecha y lugar de nacimiento / <i>Date and place of birth</i>	
Nacionalidad / <i>Nationality</i>	
Número de D.N.I./N.I.E./Pasaporte / <i>ID Card or passport nº</i>	
Centro de estudios en España / <i>Educational center in Spain</i>	

Los comparecientes manifiestan igualmente que, durante la estancia del/de la menor en España, el/la mismo/a estará a cargo de la persona cuyos datos personales se detallan a continuación y que esta autorización se excluye de todo fin de adopción.

The appears also manifest that, during the stay in Spain for study purposes, the above-mentioned child will be under the care of the person whose personal details are listed below and that this authorization is exclusive of any kind of adoption purposes:

Nombre y apellidos / <i>Full name</i>	
Nacionalidad / <i>Nationality</i>	
Número de D.N.I./N.I.E./Pasaporte / <i>ID Card or passport nº</i>	
Relación, en su caso, con el/la menor (parentesco o personal del centro educativo en el que realizará el/la menor los estudios en España) <i>Relationship with the child, if any (family relationship or staff of the educational center where the child will study in Spain)</i>	
Domicilio en España / <i>Place of residence in Spain</i>	
Periodo de estancia en España autorizado <i>Authorized period of stay for study purposes in Spain</i>	

En -----, a

Done in -----, on

DECLARACIÓN RESPONSABLE
RESPONSIBLE DECLARATION

El/la abajo firmante, / *The undersigned,*

Nombre y apellidos / <i>Full name</i>	
Nacionalidad / <i>Nationality</i>	
Número de D.N.I./N.I.E./Pasaporte / <i>ID Card or passport nº</i>	
Relación, en su caso, con el/la menor (parentesco o personal del centro educativo en el que realizará el/la menor los estudios en España) <i>Relationship with the child, if any (family relationship or staff of the educational center where the child will study in Spain)</i>	
Domicilio en España / <i>Place of residence in Spain</i>	

Mediante el presente escrito, declaro bajo responsabilidad de que me comprometo a hacerme cargo del menor cuyos datos personales se mencionan a continuación durante su estancia en España por motivo de estudios y que este compromiso se excluye de todo fin de adopción con respecto a dicho menor.

By means of this document, I declare under my responsibility that I undertake to take care of the minor, whose personal data are mentioned below, during his stay in Spain for the purpose of studies and that this commitment excludes any purpose of adoption with respect to said minor.

DATOS DEL MENOR / PERSONAL DETAILS OF THE UNDERAGED CHILD

Nombre y apellidos/ <i>Full name</i>	
Fecha y lugar de nacimiento / <i>Date and place of birth</i>	
Nacionalidad / <i>Nationality</i>	
Número de D.N.I./N.I.E./Pasaporte / <i>ID Card or passport nº</i>	
Centro de estudios en España / <i>Educational center in Spain</i>	

En -----, a

Done in -----, on

ORIENTATIONAL OUTLINE FOR THE DESCRIPTION OF ECONOMIC SITUATION

1. Total costs derived from the stay for study in Spain:

1.1. Academic and living costs

- 1.1.1. Academic costs
- 1.1.2. Living costs (100% [IPREM](#) x months of duration of study course)
- 1.1.3. Insurance
- 1.1.4. Ticket to Spain

1.2. Payments already carried out

1.3. Remaining quantity (of the academic and living costs)

2. Financial situation:

2.1. Personal data

- 2.1.1. Full name
- 2.1.2. Passport/ID Card nº
- 2.1.3. Family relationship with the student

2.2. Calculation of possible recurring savings *(please specify the quantity in original currency and its equivalent to Euros):*

2.2.1. **MONTHLY** Recurring incomes *(please specify the quantity in original currency and its equivalent to Euros):*

2.2.1.1. Employees:

- 2.2.1.1.1. Company
- 2.2.1.1.2. Position
- 2.2.1.1.3. Seniority in the company
- 2.2.1.1.4. Type of contract
- 2.2.1.1.5. Salary during the past year and foreseeable salary during the coming year

2.2.1.2. Self-employment:

- 2.2.1.2.1. Company
- 2.2.1.2.2. Date of company's registration
- 2.2.1.2.3. Business capital
- 2.2.1.2.4. Percentage of contribution to the capital of the company
- 2.2.1.2.5. Profits of the company
- 2.2.1.2.6. Net periodical profits for the sponsor
- 2.2.1.2.7. Dividends

2.2.1.3. House renting

2.2.1.4. Etc.

2.2.2. **MONTHLY** Recurring expenses *(please specify the quantity in original currency and its equivalent to Euros):*

- 2.2.2.1. Composition of the family unit
- 2.2.2.2. Economic dependents
- 2.2.2.3. Housing expenses
- 2.2.2.4. Food expenses
- 2.2.2.5. Leisure expenses
- 2.2.2.6. Clothes expenses
- 2.2.2.7. School/University expenses for children
- 2.2.2.8. Expenses for parents
- 2.2.2.9. Etc.

2.3. Current saving books

2.4. Real estates deeds

2.5. Etc.