

EMBASSY OF SPAIN IN HANOI

DOCUMENTS REQUIRED FOR A VISA APPLICATION FOR STUDY IN SPAIN

1. National visa application form, attached with a passport-type photo
2. **Passport** valid for at least the whole period of stay for study purpose in Spain.
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. **Proof of admission:**
 - a. **In the cases of completion or extension of studies and placement as "Au Pair": 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;
 - b. **In the cases of carrying out research or training activities: letter of admission** issued by an officially recognized center in Spain for carrying out such activities. In the case of research activities, such center will be a University, a center of the Higher Council for Scientific Research (CSIC) or another public or private R&D institution. The letter must indicate:
 - that the research activity is not remunerated;
 - content of the research project or training plan, start and end dates, and if applicable, type of training to be received, subjects to be taken, school and vacation periods, class schedules and number and dates of exams
 - c. **In the cases of participation in a student mobility program: letter of admission** issued by an officially recognized student mobility organization, indicating:
 - that the applicant has been admitted to an officially recognized secondary and/or baccalaureate or scientific educational institution, specifying its name, in order to participate in a student mobility program carried out by that organization; a letter from the director or head of studies of the center confirming the applicant's admission to the center to follow said program should also be included;
 - that the student mobility organization is responsible for the student during his/her stay, in particular with regard to the cost of his/her studies, as well as the expenses of his/her stay and return to his/her country. In particular, the coverage

- of the applicant's maintenance during his stay must be expressly accredited in the terms of the section related to the proof of means of subsistence;
- that the applicant has been hosted during his/her stay by a family or institution selected by the organization responsible for the mobility program; a confirming letter from the head of the family or director, coordinator or person in charge of the mobility program in the institution in question should also be attached.
- d. **In the cases of carrying out non-labor internships within the framework of an agreement signed with a public or private body or entity** (*non-labor interships are those without contract nor salary, though there might be a kind of payment in case of scholarships and aids*):
- **In the case of university students**, in addition to the proof of being a university student, it is necessary to present the Educational Cooperation Agreement for carrying out unpaid internships signed between the University where the visa applicant is studying and a public or private company or an officially recognized vocational training center. Such Agreement must be duly registered with the competent educational Administration. A certificate from the University on the completion of a non-work internship stay must also be provided as a mandatory part of the visa applicant's study plan.
 - **In the case of vocational training students**, in addition to the proof of being a vocational training student, it is necessary to present also the Agreement signed by the State Public Employment Service (SPEE) or the Autonomous Communities must be provided.
- e. **In the cases of providing a volunteer service: letter of invitation** from the organization in charge of the volunteer program. This letter should include a description of the program, start and end dates, activities to be carried out, expressly specifying that they will not be remunerated, and mentioning, where appropriate, the public and/or private entities that contribute to its financing or sponsor or collaborate in it. Together with said letter, the following must also be presented:
- the agreement signed with the organization in charge of the volunteer program, which will include a description of the activities and the conditions to carry them out, the schedule to be fulfilled, and the resources available to cover the applicant's trip, food and accommodation during their stay. In particular, the coverage of the applicant's maintenance during his stay must be expressly accredited in the terms of the section related to the proof of means of subsistence;
 - civil liability insurance taken out by the organization that covers its activities
- f. **In the case of “language assistants (auxiliares de conversación)”**, the applicant must present the original of the appointment as a language assistant issued by the Ministry of Education, Culture and Sports or by the Ministry of Education of an Autonomous Community, which includes the financial aid they will receive and the

guarantee of health care through private health insurance of the educational administrations. In the case of EU citizens, a visa is not processed, but a NIE (in the [NIE application](#) you must put a note that it is a "language assistant")

- g. **In the case of temporary displacement of foreign minors to Spain for schooling purposes in humanitarian programs**, promoted and financed by public administrations, non-profit associations or foundations or other entities or persons outside those who exercise their parental authority or guardianship, it is necessary to provide proof that the minor has been admitted to an officially recognized educational center in Spain, as well as a **prior favorable report** from the Sub-Delegate of the Government or Delegate of the Government in the Uniprovincial Autonomous Communities, in whose territory they are going to remain.

5. Proof of the student, researcher, "Au Pair" or volunteer status:

- a. **In the case of volunteers**, they must present a certificate from their organization in the country of origin that proves their status, as well as a cover letter in support of their application signed by the person in charge of their organization confirming the invitation received and specifying the benefits for the organization of the participation in the program of its sponsor.
- b. **The "Au Pairs" must present, in addition to the** documents referred to in letter c) of this section, 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.
- c. **In all other cases (not including language assistants neither)**, the following must be submitted:
- certificates of the degrees that are related to the studies, training, internships or research activity to be followed,
 - 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

6. 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. 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).

7. For stays longer than 6 months:

- **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 ;
- **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.**

8. 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, the mobility program or

non-work practices will not be computed for the purposes of guaranteeing this support.

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)

Notes:

- 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**.
 - a letter, duly signed by the sponsor, 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.
- 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.
- In the case of placement as an "Au Pair", 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.

9. Air-ticket booking

10. Public or private health insurance (Travel insurance is not accepted): The coverage of the insurance plan 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.adelas.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:

- Beneficiaries of scholarships which include insurance and intend to stay in the Schengen territory beyond its validity period must purchase additional insurance on their own that meets the requirements indicated to cover the additional days.
- In the case of "Au Pairs", the insurance premiums will be covered in half by the host family
- If the applicant is participating in a volunteer programme, in addition to the medical insurance, they must provide a copy of the civil liability insurance policy taken out by the organization.

11. **Documents justifying the accommodation or proof that you have sufficient means to pay for it:** It will suffice, in this sense, that the place in which the applicant has reserved place. In the case of "Au Pairs" it will suffice that the "Au Pair" Placement Agreement clearly specifies the address of the family.

IMPORTANT NOTES:

FAMILY MEMBERS OF A STUDENT: the student's spouse and children may apply for a student relative visa to accompany them during their study stay in Spain, proving the relationship and presenting documents numbered **1, 2, 3, 6, 7, 9 and 10** of this Visa Information Sheet, apart from presenting the financial proof for family members. To this regard, the minimum amount required **75%/month of the IPREM Indicator** for the first accompanying family member and **50%/month** for each of the successive accompanying family members (*please refer to the current value of the IPREM Indicator mentioned on the following link: <https://www.exteriores.gob.es/DocumentosAuxiliaresSC/Vietnam/HANOI%20%28E%29/IPREM.pdf>*)

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 as early as the course start date, for the visa application also includes consultations with other relevant authorities.

PLACE OF PRESENTATION OF APPLICATION: **exclusively** at one of BLS's Visa Application Centers:

- BLS Visa Application Center in Hanoi: 13th floor, Hoa Binh Office Towers 106 Hoang Quoc Viet, Cau Giay, Hanoi, Tel: +84 (0) 24 321 917 55, Email: info.han@blshelpline.com, website: <https://vietnam.blsspainvisa.com>
- BLS Visa Application Center in Ho Chi Minh City: Room 64 RA7, 1st floor, Viet Phone

Building, 64 Vo Thi Sau, Tan Dinh Ward, District 1, Ho Chi Minh City, Tel: +84 (0) 28 353 571 02, Email: info.hcmc@blshelpline.com, website: <https://vietnam.blsspainvisa.com>

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 presentation of the visa application, but this period may be extended if an interview or additional documents are requested.

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.

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 study visas must be accompanied by the stay authorization for studies, which takes as validity data the starting and ending dates of the study course. Therefore, in the case of studies of less than 180 days, the duration of the visa will coincide with the stay authorization for studies (and with the dates of the course) and the applicant does not need to apply for a Foreigner's Identity Card. If the stay is more than 6 months, the visa will have a validity of 90 days plus an additional 15 days of grace, 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.

**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.

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:

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 othe 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>	
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En -----, a

Done in -----, on

ORIENTATIONAL OUTLINE ON THE SPONSOR'S 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)

1.2. Payments already carried out

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

2. Sponsor's 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. 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. 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.