

SHORT-TERM STUDENT VISA: SSU

(Period of study or Activity: **90-180 days**)

PREREQUISITE FOR APPLICATION

Only those who have **legal residency in Korea** can apply for this visa at this Embassy. In this regard, the proof documents regarding legal residency in Korea are required.

SWORN TRANSLATIONS AND LEGALISATIONS

1. All the documents for visa application must be issued in Spanish. Otherwise, it must be translated into Spanish through a sworn translator-interpreter duly registered in Spain or Korea.
2. All the documents for visa application must be legalised through the Consular Representation of the issuing country or, in the case of signatory countries to the Hague Convention of October 5, 1961, the documents must hold the Hague Apostille. *Exceptionally, official documents issued by any Spanish entity or organizations of member states of the European Union do not require legalisation.

APPOINTMENT FOR VISA INTERVIEW

ALL THE APPLICANTS MUST BOOK AN APPOINTMENT FOR VISA INTERVIEW ON THE WEBSITE OF THIS EMBASSY ([click here](#)).

- The application can be submitted for up to 180 days before the start date of the study
- The applicants without prior appointment **CAN NOT** apply for visa.
- The appointments must be booked for each applicant. For family members accompanying the principal applicant also have to make their own appointments.
- The appointments for visa interview can be made exclusively on our website, **NOT** by e-mail or call.

VISA INTERVIEW

ALL THE VISA APPLICANTS MUST VISIT THE EMBASSY IN PERSON with ALL THE REQUIREMENTS, and in case of minors, the applicant must be accompanied by one of the parents or legal guardians.

When it's necessary to assess the application, the Consular Office may request additional documents or data, and may also ask the applicant to come in for a personal interview.

VISA STATUS CHECK

After submitting all the requirements (including additional documents in case it was requested), the applicants can check their visa status on this link ([click here](#)).

- THIS EMBASSY DOES NOT NOTIFY THE APPLICANTS OF THEIR VISA STATUS OR VISA RESULT.
- When on the aforementioned system (for visa status check) the status appears as "RESUELTO", the applicants can come to the Embassy to check it out, either with an appointment for visa pick-up or on MONDAY, WEDNESDAY or FRIDAY between 12:00-12:50PM without appointment.
- All the applicants who want to check their visa result must present the "VISA ENROLLMENT RECEIPT".
- In the case of visa approval, the applicants must collect their visa within ONE MONTH from the date of notification on the system.
- In the case of visa refusal, the applicant has a period of one month (as of the next day from visa refusal letter pick-up) to submit an appeal (in Spanish) for reconsideration. An application for judicial review may also be filed with the High Court Justice of Madrid within 2 months beginning the next day from the notification date of the reconsideration appeal.

ABOUT THE VISA "SSU"

- The holders of this visa can stay until 180 days in Spain, within the period that appears in the visa (195 days).
- Regarding the extension of the stay, you can find the relevant information on [the website of "Extranjería"](#).
- ONCE THE VISA HOLDER IS IN SPAIN, THIS EMBASSY IS NOT THE ORGANIZATION IN CHARGE OF EXTENSION OF STAY.

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All the applicants must submit **1) all the original documents** specified below and **2) the photocopies of all the original documents.**

REQUIREMENTS (for adults)

1. National visa application form: 1) each of its sections should be filled in. 2) The applicant must date and sign it on the last page. *If the applicant is a minor, one of the parents must sign the application form.

2. A colour photograph: 1) passport-sized, 2) facing forward without reflective glasses or garments concealing the oval of the face, 3) with white background. *Photographs of minors must not show any part of the adult holding them.

3. Valid, unexpired passport: Original and a copy of the page(s) of the biometric data

1) The passport must be valid until the anticipated end date of the study. 2) It must have at least two blank pages. 3) Passports issued more than 10 years ago will not be accepted.

4. Valid Korean residence permit: Only for non-Korean nationals.

1) Original and a photocopy of the Korean residence card (Alien Registration Card) or Certificate of overseas Korean registration/foreign resident registration. In the latter case, the document must be issued in English and hold the [Korean apostille](#).

*Those who with C (Visit stay) visa can not apply for this visa at this Embassy.

5. Proof documents for activities (study/unpaid research/unpaid internship/others): **A, B, C, D, E or F** (specified below)

A. Participation in a Student Mobility Programme (as an exchange student) or Study at a University as a Regular Student

- An admission/invitation letter issued by an officially recognized organization which includes the name and passport number of the applicant, study period *(the start and end date) and information on the organization such as its official name, contact number, e-mail address and direction.

B. Unpaid Research

- An invitation letter issued by an officially recognized establishment in Spain *(such as a university, center inside the “Consejo Superior de Investigaciones Científicas” or another public/private R&D institution) which includes the name and passport number of the applicant, research period *(the start and end date) and information on the organization such as its official name, contact number, e-mail address and direction.

C. Unpaid Internship Programme or Unpaid Exchange Professor

- “Nota Verbal” or invitation letter issued by an officially recognized organization which includes the name and passport number of the applicant, internship/teaching period *(the start and end date) and information on the organization such as its official name, contact number, e-mail address and direction.

D. Study at a Language Center

- An admission/invitation letter issued by an authorized educational establishment (recognized by “Instituto Cervantes”) which includes the name and passport number of the applicant, study period (the start and end date), subjects of study, hours of classes per week *(minimum 20 hours per week) and information on the organization such as its official name, contact number, e-mail address and direction.

- Proof documents of payment made for the full tuition fee.

E. Provision of a Volunteer Service

- A copy of the agreement signed with the organization in charge of the programme which includes the details and conditions of the activities such as the schedule to follow, resources available to cover the trip, board and lodging.

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- Documentary proof of civil liability insurance.

F. Other Activities

- Documentary proof of the activity. It must include all the details about the organization in charge and the activities.

6. Overseas insurance policy: 1) It should state the name of the applicant and policy period; start date and end date. 2) It must cover entire period of stay. 3) It must offer a minimum coverage of 30,000 euros or its equivalent in local currency. 4) The policy must specify all the insurance coverage and include "repatriation".

7. Proof of financial means: A or B (specified below)

A. At applicant's own expense:

1) certificate of income (소득금액증명원) of the last 1 year *issued in English by the Korean National Tax Service with the **Korean Apostille** or **payrolls** issued by company with **employment certificate** *issued in English, with all the relevant information **2) deposit certificate and transaction details for the last three months** *issued in English by bank (은행 계좌 잔고증명서 and 거래내역서)

B. In the case of financial support from a family member:

1) financial guarantee letter (재정보증서) *filled in Spanish, **notarized** by a notary and with **Hague Apostille** **2) sponsor's certificate of income** (소득금액증명원) of the last 1 year *issued in English by the Korean National Tax Service with the **Korean Apostille** or **payrolls** issued by company with **employment certificate** *issued in English **3) deposit certificate and transaction details for the last three months**, issued by bank (은행 계좌 잔고증명서 and 거래내역서) **4) certificate of family relations** (가족관계증명서) *issued in English with **Hague Apostille**

8. Final Academic Degree: a copy of the final academic degree or an equivalent certificate *issued in English or translated into Spanish (sworn translation) with **Hague Apostille**

9. Visa Fee: all the applicants must pay the relevant visa fee specified on [the website of this Embassy](#).

ADDITIONAL REQUIREMENTS (for minors)

*For underage students: Education in Spain is compulsory between ages 6 to 16. Therefore, it is necessary to submit admission letter from semi-private, private or international schools (**public school is not acceptable**).

10. "Acta de Manifestaciones": 1) issued by a Spanish notary office, 2) it must certify that a legal guardian will stay with the minor applicant during the minor's entire stay in Spain, taking care of him/her and taking on all the legal liability of him/her. 3) This document must include two following sentences "comprometer a no iniciar ningún procedimiento de adopción ni de tutela" and "autorizar a realizar una consulta sobre mi persona en el Registro de delitos de naturaleza sexual".

11. A copy of the identity card of the aforementioned legal guardian: 1) In the case of Spanish citizen, both sides of the "Documento Nacional de Identidad" and In the case of other nationals, both sides of the "Tarjeta de Identidad de Extranjero". 2) The legal guardian must be legally residing in Spain.

12. Parental consent for travel to Spain: 1) downloaded from [the website of this Embassy](#) and filled out in Spanish 2) with **signature notarization** and the **Hague Apostille**.

- In the case of single-parent family, the applicant also has to submit **certificate of legal custody and that of parental authority** (both them **notarized** and with the **Hague Apostille**).

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