

SPANISH STUDIES ABROAD

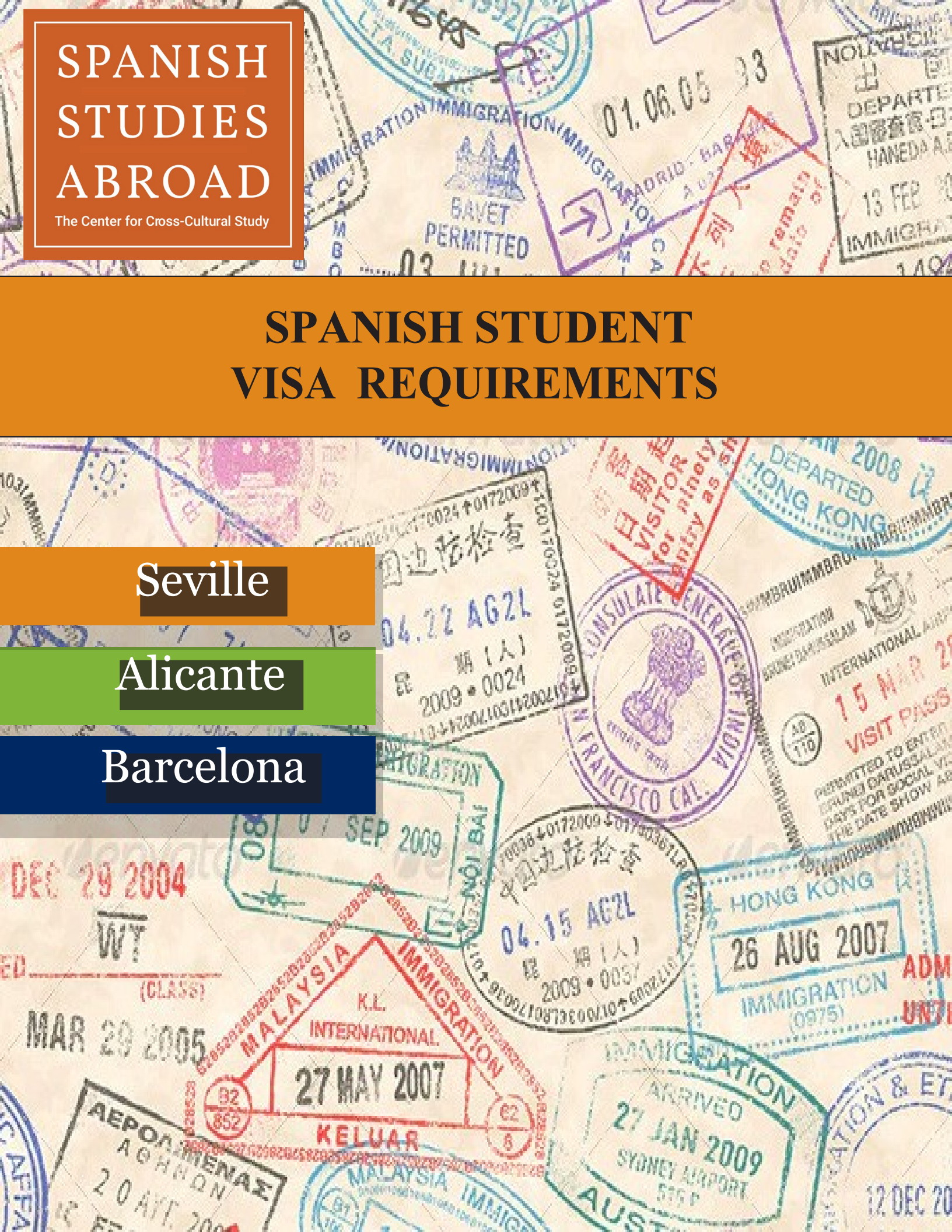
The Center for Cross-Cultural Study

SPANISH STUDENT VISA REQUIREMENTS

Seville

Alicante

Barcelona



IMPORTANT VISA INFORMATION

U.S. Citizens

- For programs under 90 days (January Terms, May Terms, Summer Terms, and some fall or spring semesters), U.S. citizens do NOT need a visa.
- If your program is over 90 days (most, but not all, fall and spring semesters), U.S. citizens WILL need to apply for a visa using the Spanish consulate's National Visa Application.
- Since the visa process can take up to 8 weeks, you should plan on starting the process as soon as you are accepted.
- If your program is over 180 days, you will need to take extra steps; please follow the instructions for academic year students starting on the next page. Please note that the academic year visa process can take more than 15 weeks.

Non-U.S. Citizens

- Non-U.S. citizens may be required to secure a Schengen Visa for short and long-term programs.
- Non-U.S. citizens may not need to apply for a visa ahead of time but, instead, once they are in Spain.
- Non-U.S. citizens should contact the Spanish embassy in their country of residence about visa requirements, regardless of how long the program is that they plan to attend.

If you are uncertain about the length of your program, you can use a date duration calculator (always include end date in calculation): <https://www.timeanddate.com/date/duration.html>, or contact your SSA student services advisor for assistance.

It is important to understand a few basic points before attempting to acquire your visa:

MAKE SURE YOUR PASSPORT IS VALID

Your passport must be valid for at least 6 months after the program end date. If it is not, you should renew it right away since this will add to the processing time. Please note that you will need to provide your passport to the consulate with your visa application. Applications with passports not valid 6 months past the program end date may be delayed or rejected.

LOCATE YOUR SPANISH CONSULATE AND MAKE AN APPOINTMENT

Appointments are different at each consulate and some consulates do not require an appointment, so read the website for the consulate in your jurisdiction carefully and thoroughly. If your consulate requires it, you will need to make an appointment at the consulate that is either in your home address jurisdiction OR your school's jurisdiction depending on the specific consulate's rules. Keep in mind that most consulates will not allow you to make an appointment more than 90 days from the start of your program.

Spanish consulates in the U.S. have the following jurisdictions:

- **Boston:** Maine, Massachusetts, New Hampshire, Rhode Island, Vermont.
- **Chicago:** Illinois, Indiana, Iowa, Kansas, Nebraska, North Dakota, South Dakota, Ohio, Kentucky, Michigan, Minnesota, Missouri, Wisconsin.
- **Houston:** Alabama, Arkansas, Louisiana, Mississippi, Tennessee, New Mexico, Oklahoma, Texas.
- **Los Angeles:** California (counties of Imperial, Kern, Los Angeles, Orange, Riverside, Bernardino, San Diego, San Luis Obispo, Barbara y Ventura), Arizona, Colorado, Utah.
- **Miami:** Florida, South Carolina, Georgia
- **New York City:** New York, Connecticut, Delaware, Pennsylvania, New Jersey.

- **San Francisco:** Alaska, Northern California, Hawaii, Idaho, Montana, Nevada, Oregon, Washington, Wyoming.
- **Washington, D.C.:** Maryland, Virginia, West Virginia, District of Columbia, North Carolina.

To find your consulate's specific visa application requirements, address and contact information, go to <https://www.exteriores.gob.es/en/ServiciosAlCiudadano/Paginas/Servicios-consulares.aspx?scco=Estados+Unidos&scd=196&scca=Visados&scs=Visados+Nacionales+-+Visado+de+estudios>.

- Under Country or territory, select *Estados Unidos*.
- Under Delegations, select the consulate that has jurisdiction over your home or school state.
- Under Services categories, select *Visados*.
- Under Consular services, select *Visados Nacionales – Visados de estudios*.

Please note that Spanish Studies Abroad is only responsible for providing the necessary documentation in support of a visa application in the cases where the length of your program requires you to obtain one. If your program lasts 90 days or less, the Spanish consulate will not issue you a visa.

If your permanent residency is in the jurisdiction of the Consulate of Spain in Chicago or New York City, you will have the option to be represented by SSA via a batch service appointment. Please contact us for information regarding this service at info@spanishstudies.org.

READ CAREFULLY WHAT YOUR CONSULATE REQUIRES YOU TO BRING

Every consulate is different and requires specific documents for you to fill out and bring in addition to the National Visa Application. It is important for you to familiarize yourself with these items as soon as possible.

You may be required to visit your consulate in person to process your application. Be sure to have prepared all your required documents, to have a current passport in hand, and to have scheduled a visa appointment ahead of time, if required.

If you have not yet provided your passport information to SSA, please contact our U.S. office right away. We need your passport information in order to send you the necessary documents you will need from us in order to apply for your visa.

DOCUMENTS FROM SPANISH STUDIES ABROAD

SSA will provide you with the following documents for you to include with the National Visa Application and other materials required by the consulate (please visit your consulate's website for specific materials required and to download their version of the National Visa Application):

- An official acceptance letter
- A visa letter (in Spanish), which provides the consulate with:
 - Evidence of funds
 - Proof of full-time enrollment
 - Contact information of our staff in Spain and the university information
- Proof of health insurance

ACADEMIC YEAR STUDENTS

All Spanish consulates require an apostilled background check and a medical certificate for students

staying in Spain longer than 6 months. Depending on the consulate, you may also be required to obtain Spanish translations of these documents. Again, each consulate has different requirements and it is important that you read your consulate's website carefully.

Background Check

Police criminal record clearance, or background check, must be verified by fingerprints. It cannot be older than 3 months from the application date. You must get a police record from the countries in which you have lived during the past 5 years.

Depending on your consulate requirements, your U.S. criminal record may be either from:

- The Department of Justice of the State where you have lived in the past 5 years. It must be legalized with the Apostille of the Hague Convention from the corresponding Secretary of the State. Please check your consulate's requirements since not all consulates will accept this method.

OR

- FBI Records for International purposes issued by the U.S. Department of Justice – Federal Bureau of Investigation. It must be legalized with the Apostille of the Hague Convention from the U.S. Department of State (in this case the Apostille must be from the Department of State and not from the Secretary of State). To learn how to obtain an FBI background check, visit: <https://www.fbi.gov/services/cjis/identity-history-summary-checks>. Keep in mind that obtaining an Apostille for the FBI Background Check can take an additional month to process, including mailing the documents to D.C., having them processed, and having them returned via mail.

These background checks can take up to 6 weeks to be processed, so please apply accordingly! To learn more about obtaining the Apostille, visit: <https://travel.state.gov/content/travel/en/legal/travel-legal-considerations/international-judicial-assistance/verifications-and-apostilles/requesting-authentication-services.html>.

NOTE: Local police background checks will NOT be accepted.

Medical Certificate

Your medical certificate cannot be older than 3 months from the date of your visa appointment. It has to be on the medical center's or doctor's office letterhead, and signed by an M.D.

VISA VALIDITY

All student visas are issued to start approximately 10 days before your program will begin. Therefore, your intended date of entry should not be over 10 days from the beginning of the program. **The visa will be affixed to your passport** and must be presented at your point of entry into the Schengen Area countries.

EXAMPLE DOCUMENTS

In the next pages, you will find line-by-line instructions for the National Visa Application. Please note that these instructions only match the application of a few consulates. Even though the order of some of the questions may not match your consulate's application, you can still use these instructions to complete your application.

Please contact the Amherst office with any questions about the application or visa process at:

Phone: (413)256-0011
Email: info@spanishstudies.org

Line-by-line instructions for the National Visa Application

Line #	They ask for:	You should answer:
1	Surname (Family name)	Your last name
2	Surname at birth (Former family name(s))	Leave blank unless you have a maiden name
3	First name(s) (Given name(s))	Your first name
4	Date of birth (day-month-year)	Day-Month-Year of your birth date
5	Place of birth	Write the state, province, or territory where you were born
6	Country of birth	Write the country where you were born
7	Current nationality or nationality at birth, if different	Write your nationality as applicable (i.e. "United States of America") or your nationality at birth, if different
8	Sex	Check answer as applicable
9	Marital status	Check answer as applicable
10	In case of minors...	If under 18, complete this section
11	National identity number	Leave blank
12	Type of travel document	Check "Ordinary passport"
13	Number of travel document	Write your passport number
14	Date of issue	Day/Month/Year passport was issued
15	Valid until	Day/Month/Year passport expires
16	Issued by	Write the name of the country that issued your passport (i.e. "United States")
17	Applicant's home address and email address	Enter home address and email address
18	Residence in a country other than the country of current nationality	Leave blank if you live in your country of citizenship; complete if applicable
19	Current occupation	Write "Student"
20	Main purpose of journey	Check "Studies"
21	Intended date of arrival in Spain	The day/month/year you plan to arrive in Spain; find this information in the calendar in your acceptance packet

22	Number of entries requested	Check "Multiple entries"
23	Applicant's address in Spain	<p>For programs in Seville write: Calle Harinas 18, 41001 Sevilla</p> <p>For programs in Alicante write: Universidad de Alicante, Edificio Germán Bernácer PS013, 03690 San Vicente del Raspeig, Alicante</p> <p>For programs in Barcelona write:</p> <p>For UPF programs: Universitat Pompeu Fabra, Study Abroad Programs Ramon Trias Fargas 25-27, 08005 Barcelona</p> <p>For UAB programs: Universitat Autònoma de Barcelona, Campus Sant Pau, Sant Antoni Maria Claret, 171, 08041 Barcelona</p> <p>For ELISAVA programs: Elisava Escuela Universitaria de Diseño e Ingeniería de Barcelona, La Rambla, 30, 32, 08002 Barcelona</p>
24	Data of the individual resident in Spain in case of applying for a residence visa for family reunion	Leave blank
25	Data of the employer or the company in case of applying for a residence visa for employees, self-employed or temporary work	Leave blank
26	Information of the educational establishment or research center in case of applying for a student or research visa	See sections below
	Name of the educational establishment or research center	Write "Spanish Studies Abroad"
	Address of the educational establishment or research center	<p>For programs in Seville write: Calle Harinas 18, 41001 Sevilla</p> <p>For programs in Alicante write: Universidad de Alicante, Edificio Germán Bernácer PS013, 03690 San Vicente del Raspeig, Alicante</p> <p>For programs in Barcelona write:</p> <p>For UPF programs: Universitat Pompeu Fabra, Study Abroad Programs Ramon Trias Fargas 25-27, 08005 Barcelona</p>

		<p>For UAB programs: Universitat Autònoma de Barcelona, Campus Sant Pau, Sant Antoni Maria Claret, 171, 08041 Barcelona</p> <p>For ELISAVA programs: Elisava Escuela Universitaria de Diseño e Ingeniería de Barcelona, La Rambla, 30, 32, 08002 Barcelona</p>
	Telephone of the educational establishment or research center	<p>For Seville write 954 224 107</p> <p>For Alicante write: 690 774 830</p> <p>For Barcelona write: 689 766 723</p>
	E-mail address of the educational establishment or research center	Write "info@spanishstudies.org"
	Intended start date of studies or research	Write the start date of your program (day/month/year); find this information in the calendar in your acceptance packet
	Intended end date of studies or research	Write the end date of your program (day/month/year); find this information in the calendar in your acceptance packet
	In case of temporary stay of children with the purpose of studying in Spain within the framework of a program of a public administration, a non-profit organization or a charity or other establishment of persons who do not hold their parental authorities/ are not their legal guardians:	If a minor, fill out sections below. If you are 18 years of age or older, do not fill out the following 5 sections.
	Surname (family name) and first name(s) (given name(s)) of the person responsible or name of the organization and surname (family name) and first name(s) (given name(s)) of the contact person in the organization	Leave blank if 18 years or older
	Address of the person or organization	Leave blank if 18 years or older
	Telephone of the person responsible or organization	Leave blank if 18 years or older
	E-mail address of the person responsible or organization	Leave blank if 18 years or older
	Spanish Alien's Identity Number (NIE) or number of the Spanish National Identity Card (DNI) of the person responsible or of the contact person in the organization	Leave blank if 18 years or older
27	Place and date	Write your location and today's date
28	Signature (for minors, signature of parental authority/legal guardian)	Sign by hand. If you are a minor, have your parent or guardian sign here.