

Student Visa Application Checklist - Spain

***** A STUDENT SCHENGEN VISA IS REQUIRED FOR ALL STUDENTS PLANNING TO STUDY IN SPAIN FOR THREE MONTHS OR LONGER *****

In order to study in Spain for three months or longer, you are required to obtain a Schengen Visa. Named after the treaty signed in Schengen, Luxemburg, in order to eliminate border checkpoints in participating European countries, a Schengen Visa will allow you to travel freely thru Schengen countries. While obtaining a student visa can be time-consuming and frustrating, a high majority of students receive their visa without incident. We encourage you to read through these materials carefully, refer to the websites listed on this page and approach this process promptly and with patience and good-humor. Please refer to this step-by-step process in order to start the process:

STEP 1-Obtaining a Passport

You must possess a valid **Passport**. If you do not have a passport, please begin the process of securing one immediately. Please refer to the section "Securing a Passport" on our website www.arcadia.edu/cea. If you already have a passport, please check to see that it has not expired.

STEP 2-Identifying your Consulate Office

You will be submitting your visa application to a Spanish Consulate for processing. There are eight Spanish consulate offices throughout the US, in addition to the Spanish Embassy in Washington, DC. You will be assigned a consulate office depending on your permanent home address. In order to determine the location of your consulate office, please visit the Spanish Embassy Website at: www.spainemb.org

We have provided a listing of US Consulate Offices and their areas of jurisdiction in Table I. This information does periodically change, so we encourage you confirm your area of jurisdiction prior to applying for your visa. You are required to appear **in person** at the appropriate consulate office in order to lodge your application as the Spanish Consulates will not accept your visa application through the mail.

STEP 3-Completing the Schengen Visa

Download and complete the Application for a Schengen Visa at www.eurovisa.info/Forms/pdf/SchengenVisaApplicaion_Sp.pdf. The application will be written in Spanish. In order to help you with the application process, we have completed a sample application and posted it to the forms page of our website. We encourage you to reference this example when completing your application. If you have any questions when completing the application, please contact your program coordinator for assistance. Once you have completed the application, please make a copy for your records.

STEP 4-Collecting Your Visa Materials

In addition to your Arcadia University Acceptance Letter and this Student Handbook, you should have received three documents in your acceptance packet:

1. **Arcadia University Certification Letter**—verifying your enrollment with Arcadia University and proof of financial means
2. **CISI Letter**—verifying your health coverage during your semester overseas
3. **Spanish Certification Letter**—verifying your attendance at a Spanish institution
(For Granada: will be sent to you in a separate mailing)

You will need all three of these documents in order to apply for your student visa. In addition, you will need to compile the information listed below, prior to submitting your application to the consulate for processing. While these materials are necessary at most consulate offices, each consulate office operates as an independent office and can require additional materials. We advise that you check your local consulate office's website to confirm their requirements before applying for your visa.

To apply for a student visa, the following requirements are necessary at MOST consulates:

- **Passport**. Please be sure that it is signed and valid for a minimum of 6 months.
- **4 Passport-sized Photos**. These will be stapled to your application.
- **2 Copies of the Completed Schengen Visa**.
- **Spanish Certification Letter**. Included in your acceptance mailing for Barcelona & Toledo. Sent separately for Granada.
- **Arcadia University Certification Letter**. Included in your acceptance mailing.
- **CISI Letter**. Included in your acceptance mailing
- **A Copy of your Flight Itinerary/Airline Tickets**. Please be sure that this includes your specific arrival and departure details.
- **A Medical Doctor's Letter**. You must have a medical doctor certify on his/her letterhead that you are in good health, free of yellow fever, cholera, the plague, drug addiction and mental illness. The doctor's signature should appear on this letter.
- **Money Order for \$100**. The cost of a student visa, Type D is currently \$100 (as of 2/5/2007). Payment must be in the form of a money order payable to the Consulate of Spain. Please be sure that your name appears on the money order.
- **A Pre-Paid US Postal Service Express Envelope**. In order to receive your passport and visa back, we encourage you to include a pre-paid, pre-addressed US Express Envelope. This will allow you to track your passport and visa and ensure that you receive it in a timely manner. Other express delivery services, certified or registered mail are not accepted.

In addition to the items above, SOME consulates require the following items:

- **Academic Transcript.** Some consulate offices require a copy of your latest academic transcript. Please refer to your consulate's website for specific instruction.
- **Additional Identification.** Some consulate offices require additional forms of identification, including driver's license, birth certificate, additional photos or student ID. Please refer to your consulate's website for specific instruction.
- **Police Certification Record.** You are only required to submit a police record if you are staying in Spain longer than 6 months. Original certificate of good conduct issued by the police department of the city or cities in which the applicant has spent 6 months or more during the last 5 years.

Other Important Notes

- We advise that you apply for your visa ASAP—please do not delay. The entire process can take up to 4-6 weeks.
- Applications will not be accepted more than 90 days in advance or less than 30 business days prior to departure date. Passports must be left at the Consulate General for processing. This varies depending on the Consulate. In our experience, it could take anywhere from 20 days to 60 days.
- Please take into account any US or Spanish holidays that may occur around the time you submit your visa for processing. It may take 6 weeks or longer to process.
- Students should request a **type D student visa**. If you are traveling to other countries before or during your stay in Spain, you will want to inquire about the entry requirements permitted with this visa. Students traveling to non-European Community countries may not be admitted into Spain after leaving.
- All student visas are valid for a period of 90 days, after which the student must contact local authorities to acquire a student residency card. The staff in Toledo, Barcelona, and Granada can assist you with this after arrival, if necessary.
- You may need to submit 2-3 photocopies of all the documents presented.
- These web instructions are valid as of February 2007. The Spanish Consulates frequently amends the application process, invalidating these instructions. Please contact our office at 866 927 2234 if you have any questions.

Locations of Spanish Consulate General offices in the United States

****PLEASE NOTE:** Each Consulate location is independent and may have their own rules and requirements. Please contact your local consulate **IMMEDIATELY** to verify their VISA regulations and make an appointment.

<http://www.mae.es/Embajadas/Washington/es/MenuPpal/Servicios+Consulares/>

Consulado General de España en Boston

31 ST James Avenue, Suite 905
Boston, MA. 02116
Fax: (617) 536-8512
E-mail: cog.boston@mae.es
<http://www.maec.es/Consulados/boston/es/Home/>
Jurisdicción: Maine, Massachussets, New Hampshire, Rhode Island, Vermont.

Consulado General de España en Chicago

180 N. Michigan Ave., Suite 1500
Chicago, IL 60601
Fax: (312) 782-1635
E-mail: cgspain.chicago@mail.mae.es
<http://www.maec.es/Consulados/chicago/es/Home/>
Jurisdicción: Illinois, Indiana, Iowa, Kansas, Nebraska, North Dakota, South Dakota, Ohio, Kentucky, Michigan, Minnesota, Missouri, Wisconsin.

Consulado General de España en Houston

1800 Bering Dr., Suite 660
Houston, TX 77057
Fax: (713) 783-6166
E-mail: conspainhouston@mail.mae.es
onsulatespain@houston.rr.com
<http://www.maec.es/Consulados/houston/es/Home>
Jurisdicción: New Mexico, Oklahoma, Texas.

Consulado General de España en Los Angeles

5055 Wilshire Blvd., Suite 860
Los Angeles, CA 90036
Fax: (323) 938-2502
E-mail: cog.losangeles@mae.es
<http://www.maec.es/Consulados/LosAngeles/es/Home/>
Jurisdicción: California (condados de Imperial, Kern, Los Angeles, Orange, Riverside, Bernardino, San Diego, San Luis Obispo, Barbara y Ventura), Arizona, Colorado, Utah.

Consulado General de España en Miami

2655 Le Jeune Rd., Suite 203
Coral Gables, FL 33134
Fax: (305) 446-0585
E-mail: cgspain.miami@mail.mae.es
<http://www.maec.es/Consulados/Miami/es/home>
Jurisdicción: Florida, South Carolina, Georgia

Consulado General de España en Nueva Orleans

2102 World Trade Center.
2 Canal Street
New Orleans, LA 70130
Fax: (504) 525-4955
E-mail: conspneworleans@mail.mae.es
<http://www.maec.es/Consulados/NuevaOrleans/es/home>
Jurisdicción: Alabama, Arkansas, Louisiana, Mississippi, Tennessee.

Consulado General de España en Nueva York

150 East 58th Street, 30 th & 31st Floors
New York, NY 10155
Fax: (212) 644-3751
E-mail: spainconsulny@mail.mae.es
<http://www.maec.es/Consulados/NuevaYork/es/Home/>
Jurisdicción: New York, Connecticut, Delaware, Pennsylvania, New Jersey

Consulado General de España en San Francisco

1405 Sutter St.
San Francisco, CA 94109
Fax: (415) 931-9706
E-mail: conspsfo@mail.mae.es
<http://www.maec.es/Consulados/sanfrancisco/es/Home/>
Jurisdicción: Alaska, California (salvo parte sur), Hawaii, Idaho, Montana, Nevada, Oregon, Washington, Wyoming, posesiones estadounidenses en el Pacífico.

Consulado General de España en Washington DC

2375 Pennsylvania Ave., N.W.
Washington D.C. 20037
Fax: (202) 728-2302
E-mail: cog.washington@mae.es
<http://www.maec.es/consulados/washington/es/home>
Jurisdicción: Maryland, Virginia, West Virginia, District of Columbia, North Carolina

How to Fill Out the Schengen Visa Application

The “Schengen States” agreement is between certain designated European states. A Schengen visa issued by a Consulate of the Schengen States (Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Luxembourg, Netherlands, Norway, Portugal, Spain and Sweden) is valid for travel to these countries.

Always answer as honestly as possible on all government applications.

1. Surname/Last name: your last name now
2. Maiden name: if married – name at birth
3. Given Name/First name:
4. Birth date: Europeans reverse the day and the month so please follow this format. Year, month, day (2000-02-04)
5. Social Security Number : ____ - ____ - ____
6. Place and country of birth: city, state and country of birth
7. Nationality: the country of which you are now a citizen
8. Nationality at birth: answer accordingly, if the same, write the same answer
9. Male/Female: gender
10. Marital Status: single, married, widowed or divorced
11. Father’s name: use full name
12. Mother’s name: use full name
13. Type of passport: National Passport
14. Passport Number: Found on the picture page of the passport
15. Issued by: Most passports will indicate the city of the US passport office that processed the passport
16. Date of issue: found on picture page of the passport
17. Valid until: found on picture page of the passport
18. Country of origin return: answer accordingly which may be N/A
19. Current occupation: student
20. University name, address and number: Arcadia University, 450 S. Easton Rd., Glenside, PA 19038 (215-572-2901)
21. Destination: Write which city, SPAIN
22. Type of Visa: short stay for one semester and long stay for two semesters
23. Visa Type: individual visa
24. Number of entries: multiple
25. Duration of stay: number of days according to your flight literary
26. Other Visas: Answer accordingly, use N/A if the question does not apply
27. Other permits: Answer accordingly, use N/A if the question does not apply
28. Previous stays in other Schengen states: answer accordingly depending on your travel history
29. Purpose: Full-time study in a university study abroad semester program
30. Date of arrival: answer accordingly using your flight literary
31. Date of departure: answer accordingly using your flight literary
32. Border of entry: answer accordingly, if you are on a group flight, put SPAIN
33. Means of transportation: AIRPLANE/FLIGHT
34. TOLEDO program: Fundación Ortega y Gasset – Rosa Almoguera, Callejón de San Justo s/n, 45005 Toledo, Spain, 925284902, Rosa.almoguera@fogtoledo.com
GRANADA program: Universidad de Granada Centro de Lenguas Modernas, Dr. Angel Felices Lago, Placeta del Hospicio Viejo (Realejo), 18009 Granada, Spain, 34-958-215-660, veredac@arcadia.edu
BARCELONA program: Barcelona Center for Education Abroad – Laura Burkett, Rambla Catalunya 47, 2nd floor, 08007, Barcelona, Espana, 93 215 51 33 lburkett@studyabroad-barcelona.com
35. Who is paying?: Myself and a Host Company- Arcadia University/Overseas Institution
36. Means of support: cash/ traveler’s checks/ credit cards and OTHER: Arcadia University Insurance valid from: program start date to program end date – please see program calendar online at www.arcadia.edu/cea (FYI- you can add additional insurance to the end of the trip if you let CISI know.)
- 37-42 Spouse’s information: answer accordingly
43. For EU citizens only
- 45-48 Your personal information
Put your permanent address and telephone number.
Sign and date the form where you are currently located.