Spanish Visa Instructions:

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 occasionally be time-consuming and challenging, 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](http://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](http://www.spainemb.org)

We have provided a listing of US Consulate Offices and their areas of jurisdiction in Table 1. 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](http://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-Collacting 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
   
2. **CISI Letter**—verifying your health coverage during your semester overseas
   
   For Barcelona & Toledo: included in the acceptance packet

3a. **Spanish Certification Letter**—verifying your attendance at a Spanish institution
   
   For Granada: will be sent to you in a separate mailing

3b. **Spanish Certification Letter**—verifying your attendance at a Spanish institution

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 contact your local consulate office 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 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 in a separate mailing 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 8/30/2006). 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, 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:**

- 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.
- 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 must submit 2-3 photocopies of all the documents presented.
- These web instructions are valid as of August 2006. The Spanish Consulates occasionally amends the application process, invalidating these instructions. Please contact our office at 866 927 2234 if you have any questions.

### Table 1: Spanish Consulate Offices in the United States (as of 30 August 2006)

<table>
<thead>
<tr>
<th>Consulate Location</th>
<th>Address</th>
<th>City, State</th>
<th>Phone Numbers</th>
<th>Jurisdiction</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Boston Consulate</strong></td>
<td>545 Boylston St., Suite 803</td>
<td>Boston, MA 02116</td>
<td>Tel.: (617) 536-2506/2537 Fax: (617) 536-8512</td>
<td>ME, MA, NH, RI, VT</td>
</tr>
<tr>
<td><strong>Chicago Consulate</strong></td>
<td>180 N. Michigan Ave., Suite 1500</td>
<td>Chicago, IL 60601</td>
<td>Tel.: (312) 782-4588/4589 Fax: (312) 728-1635</td>
<td>IL, IN, IA, KS, NE, ND, SD, OH, KY, MI, MN, MO, WI</td>
</tr>
<tr>
<td><strong>Houston Consulate</strong></td>
<td>1800 Bering Dr., Suite 660</td>
<td>Houston, TX 77057</td>
<td>Tel.: (713) 783-6200/0514 Fax: (713) 783-6166</td>
<td>NM, OK, TX</td>
</tr>
<tr>
<td><strong>Los Angeles Consulate</strong></td>
<td>5055 Wilshire Blvd., Suite 960</td>
<td>Los Angeles, CA 90036</td>
<td>Tel.: (213) 938-0158/0166 Fax: (213) 938-2502</td>
<td>CA, AZ, CO, UT</td>
</tr>
<tr>
<td><strong>Miami Consulate</strong></td>
<td>2655 Le Jeune Rd., Suite 203</td>
<td>Coral Gables, FL 33134</td>
<td>Tel.: (305) 446-5511/1213 Fax: (305) 446-0585</td>
<td>FL, SC, GA</td>
</tr>
<tr>
<td><strong>New Orleans Consulate</strong></td>
<td>2 Canal Street</td>
<td>New Orleans, LA 70130</td>
<td>Tel.: (504) 525-4951/7920 Fax: (504) 525-4955</td>
<td>AL, AR, LA, MS, TN</td>
</tr>
<tr>
<td><strong>New York City Consulate</strong></td>
<td>150 E. 58th Street, 30th and 31st floors</td>
<td>New York, NY 10155</td>
<td>Tel.: (212) 355-4080/8182/8590 Fax: (212) 644-3751</td>
<td>NY, CT, DE, PA, NJ</td>
</tr>
<tr>
<td><strong>San Francisco Consulate</strong></td>
<td>1405 Sutter Street</td>
<td>San Francisco, CA 94109</td>
<td>Tel.: (415) 922-2995/2996 Fax: (415) 931-9706</td>
<td>AK, CA, HI, ID, MT, NV, OR, WA, WY</td>
</tr>
<tr>
<td><strong>Washington, DC Embassy</strong></td>
<td>2375 Pennsylvania Ave., N.W.</td>
<td>Washington, D.C. 20037</td>
<td>Tel.: (202) 278-2330 Fax: (202) 728-2302</td>
<td>MD, VA, WV, DC, NC</td>
</tr>
</tbody>
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