

This visa instructions packet contains important information regarding your application for a Spanish Student visa. Please read through this carefully, as visa instructions can be complicated.

IMPORTANT: CISabroad will only advise students on visa procedures for travel requirements for your CISabroad program only. CISabroad is not responsible for advising students on visa issues if they plan to travel internationally before or after the program.

These instructions are intended for US passport holders. International students must also be aware of additional documentation and/or processing time needed for their visas. Please contact your Program Coordinator to discuss your visa.

Please note that all consulates have varying visa processing times. It is the student's responsibility to be aware of their assigned consulate's visa processing period and to send in their complete visa application well enough in advance to allow adequate time for processing. Each consulate lists the visa processing period on their website.

Steps to Complete	Explanation	Timeline	Page
<input type="checkbox"/> Obtain a passport	Your passport must be valid for at least 6 months after your program end date. If your passport will expire while you are abroad, you must apply for a replacement passport NOW and get it expedited to ensure you receive it quickly.	NOW	
<input type="checkbox"/> Determine type of visa you need	<ul style="list-style-type: none"> ➤ If your study abroad program will last over 90 days, you need a National Visa (Will be valid for 90-180 days). ➤ If it is 90 days or more, you will need to submit more documents. See page 2 for details. ➤ If it is 90 days or less, you can stay in the country on a tourist visa that will be issued to you upon arrival in Spain. 	NOW	
<input type="checkbox"/> Check and obtain Spanish consulate requirements	Your assigned consulate is determined by your permanent home address. You can also report to the consulate that is nearest your school address. You must contact the consulate to verify this. Please refer to the link that corresponds to your assigned consulate on page 3.	NOW	3
<input type="checkbox"/> Make Visa Appointment at Consulate	<p>Consulates will require you to appear in person to apply for your student visa. To make an appointment, click on the link on page 3 that corresponds to your assigned consulate.*</p> <p>Appointment times will fill quickly so it is important to schedule your visa appointment early. If all appointments are booked, you must keep checking the appointment website for cancellations. Please email your Program Coordinator with the date of your visa appointment. Please note: CISabroad cannot influence the availability of appointments.</p> <p>*The Houston and Washington DC consulates do not require appointments. They are walk-in only.</p>	2-3 months before departure	3
<input type="checkbox"/> Receive visa letters from CISabroad	<p>CISabroad will send you the following letters:</p> <ul style="list-style-type: none"> ➤ Letter of acceptance as a full time student from Spain's University/School or US program ➤ Health Insurance (original form): from your health insurance Company with International insurance coverage for health/accident ➤ Consulate letter verifying that you have made arrangements with CISabroad to pay your tuition 	2-3 months before departure <i>(depending on when you complete your</i>	

<input type="checkbox"/> Complete visa application	A complete Spanish student visa application includes 2 copies of the National Visa Application Form (available on Spanish consulate website) + many supplemental documents. Use the Sample Student Visa form provided to complete the National Visa Application form. For all other documents, refer to your assigned consulate requirements for the Student Visa.	<i>application)</i> 2 months before departure	
Submit visa application	After you have obtained ALL of the necessary documents and made your visa appointment, submit your visa application to the consulate on your appointed date.	At least 40-60 days before departure for Spain	
Receive Passport with visa	If you follow these steps correctly, you can expect to receive your passport with the affixed visa a few weeks before your program begins in Spain. <i>If you do not receive your visa within a week before departure, contact your CISabroad Program Coordinator immediately!</i>	At least one week before departure	

Generally required Documents:

- National Visa Application Form + Copies (varies by consulate)
- 2 Passport photos
- Signed passport valid for 6 months beyond program end date
- Visa Application fee (Money order, fees vary)
- Copy of ID (acceptable forms vary by consulate)
- Letter of Acceptance*
- International Insurance Letter*

*Provided to you by your CISabroad Program Coordinator

Documents that MAY be required:

- Round-trip flight itinerary (some consulates)
- Pre-paid self-addressed USPS Priority Mail envelope (some consulates)
- Supplemental Application Form (Boston consulate ONLY)
- Medical Statement (Academic year students ONLY—stays over 180 days)
 - o See your assigned consulate's instructions for this document
- [Certificate of Absence of Police Record Clearance](#) (Academic year students ONLY—stays over 180 days). This is issued by the FBI or State Police. A local Police Check will NOT be accepted.
 - o Please note, if you get the clearance from the State Police, the clearance MUST **bear the "Apostille of The Hague Convention"** (Contact the Secretary of State of the issuing state).
 - o If you get the Federal (F.B.I.) clearance, it must be legalized with the Apostille of the Hague Convention from the U.S. Department of State (this option also can take at least 8 weeks to be processed by the FBI, so please apply at least 3 or 4 months in advance).

Note: Required documents for visa are always subject to change at the discretion of the consulate.

Understanding your Visa Documents

National Visa Application Form:

- Use the Sample Visa Form to help you complete the form. Most consulates require you to submit copies of this form. Check your consulates visa requirements to determine how many copies you will need.

Passport Photos:

- You are required to submit two 2x2 passport style photo attached you're the original application and each application copy you provide.

Signed Passport:

- Your passport must be signed and valid for at least 6 months after your program end date. Your consulate may require a copy of your passport. **Keep a photocopy of the picture page of your passport for your own records.**

Visa Application Fee:

- The fee for U.S. citizens is \$160.00. Non-U.S. citizens must check with the consulate. This must be submitted in the form of a Money Order.

Copy of ID:

- Usually a Driver's License or State ID to prove that you have an address in their jurisdiction. You must prove your residence. Please check with your consulate for acceptable forms of identification.

Letter of Acceptance:

- This letter will be issued by your program's university and sent to you in the mail by your CISabroad Program Coordinator

Insurance Letter:


- This letter verifies that you are enrolled in international medical and accident insurance. It is written in both English and Spanish. It will be mailed or emailed to you. If emailed, you must **print it out in color** and include it with your visa application documents.

SPANISH CONSULATES

Consulate	Jurisdiction	Information
BOSTON	ME, MA, NH, RI, VT	31 Saint James Avenue, Ste 905 Boston, MA 02116 Tel: (617) 536-2506/2527 Fax: (617) 536-8512 Email: cog.boston@maec.es For appointments and requirements: http://www.exteriores.gob.es/Consulados/BOSTON/en/ServiciosConsulares/ConsularServicesBoston/Pages/Visas.aspx ***Supplemental Application required – download from consulate website
CHICAGO	IL, IN, IA, KS, KY, MI, MN, MO, NE, ND, OH, SD, WI	180 North Michigan Ave., Suite 1500 Chicago, IL 60601 Tel: (312) 782-4588 Fax: (312) 782-1635 Email: cog.chicago@maec.es For appointments and requirements: http://www.exteriores.gob.es/Consulados/CHICAGO/en/ServiciosConsulares/consularservicesinchicago/visas/Pages/inicio.aspx
HOUSTON	TX, NM, OK, LA, AR, TN, AL, MS	1800 Bering Dr., Suite 660 Houston, TX 77057 Tel: (713) 783-6200 Fax: (713) 783-6166 Email: cog.houston@maec.es For appointments and requirements: http://www.exteriores.gob.es/Consulados/HOUSTON/en/InformacionParaExtranjeros/Pages/Visas.aspx
LOS ANGELES	CA (<i>Imperial, Inyo, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara and Ventura counties</i>), AZ, CO, UT	5055 Wilshire Blvd., Suite 860 Los Angeles, CA 90036 Tel: (323) 938-0158/0159 Fax: (323) 938-0112 Email: cog.losangeles@maec.es For appointments and requirements: http://www.exteriores.gob.es/Consulados/LOSANGELES/en/InformacionParaExtranjeros/Pages/IF%20LA/Study-Visa.aspx
MIAMI	FL, GA, SC	2655 Le Jeune Rd., Suite 203 Coral Gables, FL 33134 Tel: (305) 446-5511/12/13 Fax: (305) 446-0585 Email: cog.miami@maec.es For appointments and requirements: http://www.exteriores.gob.es/Consulados/MIAMI/en/InformacionParaExtranjeros/Pages/Visa%20Requirements/Student-Visa.aspx
NEW YORK	CT, DE, NJ, NY, PA	150 East 58 th Street (30 th floor) New York, NY 10155 Tel: (212) 355-4080/81/82/85/86/90/91 Fax: (212) 644-3751 Email: cog.nuevayork@maec.es For appointments and requirements: http://www.exteriores.gob.es/Consulados/NUEVAYORK/en/ServiciosConsulares/Pages/CSNewyork/Visas-New-York.aspx
SAN FRANCISCO	Northern CA, AK, HI, ID, MT, NV, OR, WA, WY, and Pacific islands	1405 Sutter St. San Francisco, CA 94109 Tel: (415) 922-2995/96 Fax: (415) 931-9706 Email: cog.sanfrancisco@maec.es For appointments and requirements: http://www.exteriores.gob.es/Consulados/SANFRANCISCO/en/ConsularServicios/Pages/Visas.aspx
WASHINGTON D.C.	MD, NC, VA, WV, Washington DC	2375 Pennsylvania Ave. N.W., Washington D.C. 20037 Tel: (202) 728-2330 Fax: (202) 728-2302 For appointments and requirements: http://www.exteriores.gob.es/Consulados/WASHINGTON/en/Consulado/Pages/Visas.aspx

Sample National Visa Application - Page 1

Please read through the following instructions on how to complete your National Visa Application. These instructions are very important and will answer many of your questions. Download the actual application from your assigned consulate's webpage.

 <h3>Application for National Visa</h3> <p>This application form is free</p>		PHOTO
1. Surname(s) ¹		FOR OFFICIAL USE ONLY
2. Surname(s) at birth (previous surname(s)) ²		Date of application:
3. Forename(s) ³		Visa application number:
4. Date of birth (day-month-year)	5. Place of birth	6. Current nationality
6. Country of birth	Nationality at birth, if different:	
8. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	9. Marital status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widower <input type="checkbox"/> Others (specify)	
10. For minors: surname(s), forename(s), address (if different from that of applicant) and nationality of person who exercises parental responsibility or legal guardian		File processed by:
<p style="text-align: center; font-size: 2em; font-weight: bold; color: blue;"> SAMPLE APPLICATION – DOWNLOAD ORIGINAL FROM CONSULATES WEBPAGE </p>		Documents presented:
		<input type="checkbox"/> Travel document <input type="checkbox"/> Government authorisation <input type="checkbox"/> Request for government authorisation <input type="checkbox"/> Means of livelihood <input type="checkbox"/> Proof of accommodation <input type="checkbox"/> Medical certificate <input type="checkbox"/> Criminal record certificate <input type="checkbox"/> Travel medical insurance <input type="checkbox"/> Note verbale <input type="checkbox"/> Others:
11. Spanish National Identity Document Number, where applicable		
12. Type of travel document <input type="checkbox"/> Ordinary passport <input type="checkbox"/> Diplomatic passport <input type="checkbox"/> Service passport <input type="checkbox"/> Official passport <input type="checkbox"/> Special passport <input type="checkbox"/> Other travel document (please specify)		Decision on visa:
13. Number of travel document	14. Date of Issue	15. Valid until
		16. Issued by
17. Postal and e-mail address of applicant		Telephone number(s)
18. Residence in country other than country of current nationality <input type="checkbox"/> No <input type="checkbox"/> Yes. Residence permit or equivalent document.....N°..... Valid until.....		Number of entries:
19. Current Profession		<input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Over Two
		Number of days:

¹ To be completed according to data which appears in travel document. ² To be completed according to data which appears in travel document.

3 To be completed according to data which appears in travel document.

20. Principal purpose of journey:	
<input type="checkbox"/> Residence without work permit <input type="checkbox"/> Residence - Family reunion <input type="checkbox"/> Residence - Employee <input type="checkbox"/> Residence - Self employed	<input type="checkbox"/> Residence - Temporary work as employee (nine months a year) <input type="checkbox"/> Studies <input type="checkbox"/> Research (within the framework of hosting agreement signed by research organisation) <input type="checkbox"/> Accreditation
21. Date of intended entry into Spain	22. Number of entries requested: <input type="checkbox"/> one <input type="checkbox"/> two <input type="checkbox"/> more than two
23. Postal address of applicant in Spain	
24. Spanish Foreign National Identity Number (NIE) ⁴	25.- Date of notification of decision issued by competent body for non-nationals ⁵
26. Data of individual resident in case of application for residence visa for family reunion	
Surname(s) and forename(s) of individual resident in Spain	
Relationship (between applicant and individual resident in Spain)	
<input type="checkbox"/> spouse <input type="checkbox"/> registered partner <input type="checkbox"/> son/daughter(of the individual resident or spouse)	<input type="checkbox"/> dependent direct relative (of spouse or partner) in the ascending line of the individual resident <input type="checkbox"/> dependent person subject to legal representation of individual resident
Date of birth	Nationality / Spanish Foreign National Identity Number or Spanish National Identity Number
Postal address of individual resident in Spain	Telephone number of individual resident
	E-mail address of individual resident
27. Data of employer or company in the case of application for residence and employment visa	
Surname(s) and forename(s) of employer or company name and surname(s) and forename(s) of contact person within company	
Postal address of employer or company	Telephone number of employer or company
	E-mail address of employer or company
Spanish Foreign National Identity Number or Spanish National Identity Number of employer or contact person within company	
Spanish Company Tax Identification Code	

SAMPLE APPLICATION =
 DOWNLOAD ORIGINAL
 FROM CONSULATES
 WEBPAGE

4 Essential when a decision has been previously issued by competent body for non-nationals in which applicant has received authorisation to reside or work

5 Essential when a decision has been previously issued by competent body for non-nationals in which applicant has received authorisation to reside or work

28. Data of educational establishment or research centre in case of applying for student or research visa	
Name of educational establishment or research centre	
Postal address of educational establishment or research centre	Telephone number of educational establishment or research centre
	E-mail of educational establishment or research centre
Intended starting date for study or research	Intended finishing date for study or research
In the case of temporary stay of minors for educational reasons in programmes promoted and funded by Public Administrations, non-profit associations or foundations or other bodies or persons who do not exercise parental responsibility or who are not legal guardians:	
Surname(s) and forename(s) of person providing minor with accommodation or name of accommodating organisation and surname(s) and forename(s) of contact person within organisation	
Postal address of person providing minor with accommodation or accommodating organisation	Telephone number of person providing minor with accommodation or accommodating organisation
	E-mail of person providing minor with accommodation or accommodating organisation
Spanish Foreign National Identity Number or National Identity Number of person providing minor with accommodation or contact person of organisation	
<p>I am aware that the visa fee is not refundable if the visa is refused</p>	
27. Place and date	28. Signature (for minors, signature of person exercising parent responsibility or legal guardian)

SAMPLE APPLICATION –
 DOWNLOAD ORIGINAL
 FROM CONSULATES
 WEBPAGE

HOW TO COMPLETE SPANISH NATIONAL VISA APPLICATION

- IF A QUESTION IS NOT APPLICABLE TO YOU, WRITE "N/A"
- **Write dates as DAY/MONTH/YEAR.** This is the format they use and Spain and you must use it on your application. Ex: August 27, 1992 is written 27/08/1992

1.	Surname = <i>Your last name as shown on your passport</i>
2.	Surname(s) at birth = <i>Only if your last name at birth is different than now</i>
3.	First name(s) = <i>First and middle names</i>
4.	Date of Birth = <i>Day/Month/Year</i>
5.	Place of Birth = <i>City and State</i>
6.	Country of Birth = <i>Country where you were born</i>
7.	Current Nationality = <i>Your current country of citizenship (THIS IS NOT YOUR RACE). If you have more than one citizenship, list the one corresponding to the passport that you are presenting first, and then add any other citizenship you may have.</i> Nationality at birth = <i>Original nationality if different from current nationality</i>
8.	Sex = <i>Check Male or Female</i>
9.	Marital status = <i>Check your current marital status even if different from passport</i>
10.	LEAVE BLANK
11.	LEAVE BLANK
12.	Type of travel document = <i>Ordinary Passport</i>
13.	Number of travel document = <i>Passport number</i>
14.	Date of Issue = <i>Date of passport issue (found in passport DAY/MONTH/YEAR)</i>
15.	Valid until = <i>Expiration date of passport in Day/Month/Year *Your passport must be valid for 180 days beyond your program end date</i>
16.	Issued by = <i>Where your passport was issued. – located in lower right of US passport. Usually distributed by United States Department of State or regional passport authority.</i>
17.	Applicant's Home Address and email address = <i>Your permanent address and email address</i> Telephone Number = <i>Cell phone AND home phone</i>
18.	Residence in country other than country of current nationality = <i>Check no if you are a US citizen</i>

19.	Current Occupation = Student
20.	Principal purpose of journey = Studies
21.	Date of intended entry into Spain = Day/Month/Year (this date is printed in your Acceptance Letter and on CISabroad's website.
22.	Number of entries requested = Multiple or "more than two"
23.	Universidad de Barcelona – Estudios Hispánicos Gran Via de les Corts Catalanes, 585, 08007 Barcelona, Spain
24.	LEAVE BLANK
25.	LEAVE BLANK
26.	LEAVE BLANK
27.	LEAVE BLANK
28.	Data of the educational establishment or research center in case of applying for student or research visa : Name of educational establishment or research center = <i>Universidad de Barcelona—Estudios Hispánicos</i> Address of educational establishment or research center = <i>Gran Via de les Corts Catalanes, 585, 08007 Barcelona, Spain</i> Telephone number of educational establishment or research center = <i>(+34) 93 403 55 19</i> Email address of educational establishment = <i>cisspain@cisabroadonsite.com</i> Intended start date for study = <i>Program Start Date (can be found in your acceptance letter or on the Program webpage at www.cisabroad.com)</i> Intended finishing date for study = <i>Program End Date</i> LEAVE ALL OTHER BOXES BLANK
29.	Place and Date = <i>Where (the city) and when (the date) you completed the form. The location MUST correspond to the consulate's jurisdiction.</i>
30.	Signature = <i>DO NOT FORGET TO SIGN!</i>