

*Welcome to your Visa Starter Packet. This packet contains important instructions that will assist you in obtaining a student visa to study in Spain.*

	<b>Steps to Complete</b>	<b>Time Line</b>	<b>Page #</b>
<input type="checkbox"/>	<b>1. Obtain Passport</b> Obtain a passport that is valid for at least six months after the program end date and sign it on the appointed line.	<b>Now</b>	<b>2</b>
<input type="checkbox"/>	<b>2. Determine Type of Visa</b> Determine what type of visa you need.	<b>Now</b>	<b>2</b>
<input type="checkbox"/>	<b>3. Check Consulate Requirements</b> Determine your consulate using the chart provided and contact it to determine the visa application documents it requires.  <i>Your consulate is generally determined by your permanent home address, and sometimes your school address. Contact the consulate to verify.</i>	<b>Now</b>	<b>3</b>
<input type="checkbox"/>	<b>4. Make Consulate Appointment</b> Contact the consulate to inquire about processing time, and, if required, make an appointment to submit your visa application.	<b>May-June</b>	<b>4</b>
<input type="checkbox"/>	<b>5. Submit Online Forms</b> Submit the <i>Passport Form</i> in your <b>MyIESabroad account</b> at <b>www.IESabroad.org</b> before submitting your passport and visa application to the consulate.	<b>Before June 1</b>	<b>Online</b>
<input type="checkbox"/>	<b>6. Complete Application</b> Download the National Visa Application Form (see page 9 for step-by-step instructions). Use the guide provided to fill out the National Visa Application Form and acquire necessary application documents.	<b>June-July</b>	<b>6-9</b>
<input type="checkbox"/>	<b>7. Submit Application</b> Use the information provided by IES Abroad and the information you obtained from your consulate to make sure you have all the required documents, and submit them to the consulate on your appointed date.	<b>June-July</b>	<b>3-5</b>
<input type="checkbox"/>	<b>8. Receive Passport/Visa</b> If you followed the steps correctly, expect to receive your passport with affixed visa decal a few weeks before you leave for your IES Abroad program. If you do <b>not</b> receive your passport/visa within a week before departure, contact your consulate and IES Abroad immediately!	<b>At least one week before departure</b>	

**Guide to Completing the National Visa Application - Page 9**  
**Frequently Asked Questions - Page 12**

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## 1. Obtain Passport

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Per Spanish government visa regulations, your passport must be valid for at least **six months after the end date** of your IES Abroad program.

If your passport will have less than six months remaining after the program's end date, or will expire while you are abroad, **apply for a replacement passport from the U.S. government NOW so that you can present a passport that complies with Spanish requirements when you apply for your visa.**

### The U.S. Passport Application Process

The current passport application requires a true certified copy of your birth certificate, two identical passport photos, \$100.00, and a personal ID. For further instructions on obtaining a passport, visit **[www.travel.state.gov](http://www.travel.state.gov)** or call the National Passport Information Center at 877-487-2778.

You can also call your local post office to locate passport agencies that accept passport applications in your area. **Processing your passport application can take up to four weeks.** You can expedite this process by paying an additional \$60.00.

If you are a **non-U.S. citizen**, follow your government's procedures for obtaining a passport. If you are not currently in your home country and you need to renew your passport, check with the closest consulate or embassy of your country on how to proceed. To obtain consulate phone numbers, please refer to the following website: **[www.state.gov/s/cpr/rls/fco](http://www.state.gov/s/cpr/rls/fco)**.

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## 2. Determine Type of Visa

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All students will apply for a National Visa. The National Visa allows you to remain in Spain to study for 90—180 days.

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## 3. Check Consulate Requirements

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Refer to page 3 of this packet to determine your consulate.

While this packet lists all visa application requirements to the best of our knowledge, you should always contact your consulate to confirm what you need to submit with your visa application.

**IMPORTANT:** *IES Abroad advises students on visa procedures for travel requirements of the IES Abroad program only. IES Abroad is not responsible for advising students on visa issues should they wish to travel internationally before or after the program, or visit other countries not required by the program.*

Consulate	Jurisdiction	Office Information
<b>Boston</b> Hours: M-F 9 a.m.—12 p.m.	MA, ME, NH, RI, VT	<i>**Supplemental application required—download from consulate website**</i> 31 St. James Ave., Suite 905, Boston, MA 02116 Tel: 617-536-2506/2527, Fax: 617-536-8512, Email: <b>cog.boston@mae.es</b> Website: <b>www.maec.es/subwebs/Consulados/Boston/en</b>
<b>Chicago</b> Hours: M-F 9 a.m.—2 p.m.	IL, IN, IA, KS, KY, MI, MN, MO, NE, ND, SD, OH, WI	180 N. Michigan Ave., Suite 1500, Chicago, IL 60601, Tel: 312-782-4588/4589 Fax: 312-782-1635, Email: <b>conspainchicago@sbcglobal.net</b> Website: <b>www.consulate-spain-chicago.com</b>
<b>Houston</b> Hours: M-F 9 a.m.—2 p.m.	NM, OK, TX, AL, AR, LA, MS, TN	1800 Bering Drive, Suite 660, Houston, TX 77057 Tel: 713-783-6200, Fax: 713-783-6166 Email: <b>cog.houston@mae.es</b> Website: <b>www.maec.es/subwebs/Consulados/Houston/en</b>
<b>Los Angeles</b> Hours: M-F 8 a.m.—12 p.m.	CO, UT, AZ, S. CA (San Luis Obispo, Inyo, Imperial, Kern, LA, Orange, Ventura, San Bernardino, San Diego, Riverside, Santa Barbara counties)	5055 Wilshire Blvd., Suite 860, Los Angeles, CA 90036 Tel: 323-938-0158, Fax: 323-983-0112 Email: <b>cog.losangeles@mae.es</b> Website: <b>www.maec.es/Consulados/LosAngeles/en</b>
<b>Miami</b> Hours: M-F 9 a.m.—1 p.m.	FL, GA, SC	2655 Le Jeune Road, Suite 203, Coral Gables, FL 33134 Tel: 305-446-5511, Fax: 305-446-0585 Email: <b>cgspain.miami@mail.mae.es</b> and <b>conspain@gate.net</b> Website: <b>www.conspainmiami.org</b>
<b>New York</b> Hours: M-F 9 a.m.—12:30 p.m.	CT, DE, NJ, NY, PA	150 East 58th Street, 30th Floor, New York, NY 10155 Tel: 212-355-4080/4081/4082/4085/4086/4090/4091, Fax: 212-644-3751 Email: <b>cog.nuevayork@mae.es</b> Website: <b>www.maec.es/Consulados/NuevaYork/en</b>
<b>San Francisco</b> Hours: M-F 9 a.m.—12 p.m.	AK, N. CA (not covered by LA consulate), HI, ID, MO, MT, NV, OR, WA, WY, U.S. Pacific Island Possessions	1405 Sutter Street, San Francisco, CA 94109 Tel: 415-922-2995/2996/0170/7942, Fax: 415-931-9706 Email: <b>conspso@mail.mae.es</b> Website: <b>www.maec.es/Consulados/SanFrancisco/en</b>
<b>Washington D.C.</b> Hours: M-Th 9 a.m.—1 p.m.	District of Columbia, MD, NC, VA, WV	2375 Pennsylvania Avenue., N.W. Washington, D.C. 20037 Tel: 202-728-2330, Fax: 202-728-2302, Email: <b>cog.washington@mae.es</b> Website: <b>www.maec.es/subwebs/Consulados/Washington/en</b>
<b>Puerto Rico</b> Hours: M-F 9 a.m.—12 p.m.	Puerto Rico, Culebra & Vieques Islands, Virgin Islands	Edificio Mercantil Plaza, Oficina 1101, Hato Rey, Puerto Rico 00919 Tel: 787-758-6090/6142/6279, Fax: 787-763-0190 Email: <b>cgesp.pr@correo.mae.es</b> Website: <b>www.maec.es/subwebs/Consulados/SanJuanPuertoRico/en</b>

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## 4. Make Consulate Appointment

Most Spanish consulates in the U.S. **require** applicants to make a personal appearance at the consulate to submit visa application materials. Some consulates will allow a legal representative (such as a parent) to submit the application, but extra paperwork may be required. You may be required to make an appointment before you go to the consulate. **These appointment times can fill quickly**, so you should begin the process early and, if necessary, make an appointment right away.

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## 5. Submit Online Forms

As soon as you have determined where and how you will apply for your visa, log on to your **MyIESabroad account** at **www.IESabroad.org** to submit the *Passport Form*. Be sure to complete this form *before* submitting your application to the consulate.

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## 6. Complete Application

A complete Spanish student visa application consists of the National Visa Application Form and many supplemental documents. All of the application documents are explained in detail on pages 5-7.

### Required Documents:

- National Visa Application Form + Copies (number of copies varies by consulate)
- Passport Photos
- Signed Passport
- Visa Application Fee
- Copy of ID (acceptable ID varies by consulate)
- Letter of Financial and Medical Guarantee (Carta de Garantía Financiera y Médica)\*
- Letter of Acceptance (Carta de Aceptación)\*
- HTH Worldwide Insurance Letter\*
- APUNE Form\*

*\*These documents will be sent to your school.*

### Documents that May Be Required (see page 6):

- Round-Trip Flight Itinerary (SOME consulates)
- Pre-Paid Self-Addressed USPS Priority Mail Envelope (SOME consulates)
- Supplemental Application Page (Boston consulate ONLY)
- Alien Registration Card (non-US citizens ONLY)
- Medical Statement (academic year students ONLY)
- Police Clearance (academic year students ONLY)
- Notarized Legal Representative Letter (students using legal representatives ONLY)

*Note:* Visa application document requirements are always subject to change at the discretion of the consulate.

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## 7 & 8. Submit Application & Receive Passport/Visa

Be sure that you have all required documents and that they are duly completed when you present your application to the consulate. The consular official may have questions about your application or request additional documents. Please call IES Abroad if you are unsure about what s/he is asking of you.

When you apply, ask the consular official when s/he estimates that your visa will be ready and follow his/her instructions for pickup. If your visa is not ready within one week of your program's official start date, contact IES Abroad.

## Understanding your Documents

**IMPORTANT:** If IES Abroad is required to use Federal Express service (domestic or international) to replace your IES Abroad visa documents or return visa materials you submitted as part of **IES Abroad Visa ACCeSS**, \$25 will be added to your IES Abroad invoice. You may incur this fee if you lose your original visa documents, plan early international travel prohibited by **IES Abroad Visa ACCeSS**, miss IES Abroad deadlines, or provide us with an incorrect address.

### National Visa Application Form

Fill out the application neatly in pen or typed. If a legal representative is submitting your application, get your signature notarized. Use the guide on pages 8-11 to help you complete the form. Most consulates require more than one copy of this document. Check with your consulate to determine how many copies are required.

### Passport Photos

Each consulate requires a 2" x 2" professionally taken passport headshot affixed (stapled or glued) to the original application and each application copy you provide over the photo box in the top right corner of the document. These photos **must** be in the correct format or the consulate may not accept your application.

### Signed Passport

Make sure your passport is signed and valid for at least six months after your program's end date. Find out if your consulate requires a copy of the passport in addition to the original. **Keep a photocopy of the inside cover for yourself before you give your passport to the consulate.**

### Visa Application Fee

Submit the payment by money order. Personal checks and credit cards are **NOT** accepted by most consulates. The fee for U.S. citizens is **\$100.00**. Non-U.S. citizens must check with the consulate to determine fee.

### Copy of ID

Consulates require proof that you have an address in their jurisdiction, so you must submit a copy of the form of identification that proves your residence. This is usually a drivers license, state ID, voter registration card, or, in some cases, a student ID card. Please check with your consulate for acceptable forms of identification.

### Letter of Financial & Medical Guarantee/Carta de Garantía Financiera y Médica

*(will be sent to your school)*

This letter guarantees to the Spanish government that IES Abroad will take responsibility for your living and medical expenses while you are enrolled in the program. It is on letterhead and signed by the president of IES Abroad. Include **both** copies with your application.

### Letter of Acceptance/Carta de Aceptación

*(will be sent to your school)*

This letter gives specific information about potential courses you could take and the type of degree for which you are earning credit. It is on IES Abroad letterhead and signed by the Center Director for verification. Include **both** copies with your application.

### HTH Worldwide Insurance Letter

*(will be sent to your school)*

This letter is verification by IES Abroad that you are covered by health insurance through the duration of your program in Spain.

*Note:* This IES Abroad-provided insurance will end on your program end date. If you plan to stay in Spain after the program ends and will not be covered by another private insurance policy, please consider extending your HTH Worldwide insurance to cover the rest of your trip. To extend your coverage period, visit the HTH Worldwide website at [www.hthstudents.com](http://www.hthstudents.com). Consult the IES Abroad Student Handbook in your **MyIESabroad account** for more information about health insurance coverage.

## APUNE Student Application

*(will be sent to your school)*

APUNE is a highly regarded U.S. program association that is recognized by the Spanish government. While not actually required by the Spanish consulates, we strongly recommend that you submit the APUNE form with your student visa application.

Some of the fields are already entered by IES Abroad in the APUNE form included in this packet. **The blank fields should be filled out by you.** The bold sections in the sample application below are those that you must complete before submitting the form to the consulate.

### SAMPLE APUNE STUDENT APPLICATION

SPANISH CONSULATE **City of consulate where you are applying** DATE **Date you complete the APUNE form**

HOME INSTITUTION **Your home school**

HOME INSTITUTION REPRESENTATIVE **Your home school study abroad advisor or academic advisor name**  
ADDRESS **Address of your home school**

TELEPHONE **Contact number for your study abroad office or academic advisor**

PROGRAM IN SPAIN **INSTITUTE FOR THE INTERNATIONAL EDUCATION OF STUDENTS (IES Abroad)**

PROGRAM DIRECTOR IN SPAIN Entered By IES Abroad  
ADDRESS Entered By IES Abroad  
TELEPHONE Entered By IES Abroad

The student Entered by IES Abroad with **Nationality** passport **Passport #** issued in **Passport Issuing Authority** on **Passport date of issue** has been accepted into the **IES Abroad** Program, member of the APUNE in Spain.

DATE: **Date in which the document was printed by IES Abroad** PROGRAM STAMP PROVIDED BY IES ABROAD\*

*The following documents are only required in some cases—contact your consulate for more information:*

## Round-Trip Flight Itinerary

**Some** consulates require that you submit a round-trip flight itinerary. In some cases, this does not have to be proof of a purchased ticket, but only a tentative itinerary.

## Pre-Paid Self-Addressed USPS Priority Mail Envelope

**Some** consulates require that you submit a self-addressed pre-paid United States Postal Service Priority Mail envelope for the return of your passport and visa. Write your address as the sender and the recipient. This envelope must be **USPS Priority Mail, NOT** a private courier company (such as Fed Ex, UPS, or DSL).

## Boston Consulate Supplemental Application Page

Only the Boston Consulate requires that you submit a supplemental application form, which is available for download on its website at **www.maec.es/subwebs/Consulados/Boston/en**. It has three sections:

**Gestión de Visados:** Write your personal details and passport number.

**Datos Solicitante:** Write your maiden name (if applicable), marital status, address, and phone number.

Write "Student Visa" for *Type of Visa*, but leave *Nº* and *Exp. Date* blank.

Write "Student" for *Profession* and the name and address of your home school.

**Datos Visado:** Check *Mult.* for *Number of Entrances* and enter your IES Abroad program dates in line 1.

Write number of days in your IES Abroad program for *Duration of Stay*.

Write your arrival city in Spain for *Port of Entry* and the city where you will study for *Main Destination*.

Write "To study" for *Purpose of Travel* and "IES Abroad (center name)" for *Contact Information*.

Write the address, city, and zip code of your IES Abroad Center (see page 11).

### Medical Statement

As part of your visa application, you may be required to submit a medical statement to the consulate **if you are staying longer than six months**. Consulates will not accept the IES Abroad Medical Report, so you will have to request a separate document written on your doctor's letterhead. Make sure your doctor signs the letter. The medical statement for the consulate must verify and state the following *verbatim*:

This is to certify that Mr./Ms. (your full name) has been examined and found to be free of any of the illnesses that may have serious public consequences, as described and established in the International Health Regulations of 2005

We suggest making your appointment with your doctor as soon as possible as it may take a while to schedule; however, your medical statement **must be dated within 3 months of your consular visit**. Remember, when you go to your doctor's appointment, you should request that he/she complete this visa medical statement as well as the IES Abroad Medical Report. IES Abroad cannot accept the consulate medical letter in lieu of the IES Abroad Medical Report, and the consulate will not accept the IES Abroad Medical Report in lieu of its required letter.

Depending on your consulate, you may be required to obtain an "Apostille of The Hague Convention" for this statement (contact you consulate and the Secretary of State of the issuing state for more information).

### Police Clearance

All Spanish consulates will require a certificate of Absence of Police Records issued by the Police Department from the city/cities where you have resided more than six months in the past five years, **if you are staying longer than six months**. This certificate must bear the "Apostille of The Hague Convention" (contact the Secretary of State of the issuing state for more information).

Depending on your local law enforcement, some police stations have a "police clearance" form that can be filled out at your local police station. If your local police station does not have such form, try to obtain a notarized police statement that you are in good standing. You will need to present a photo ID, driver's license, and social security number. If you are not in good standing, they will need to give you a letter stating why you are not in good standing and your probationary period. This may be grounds for rejection of your visa application.

### Notarized Legal Representative Letter

Your consulate may allow you to appoint a legal representative to appear on your behalf to submit your visa application. Examples of a representative include your parent, sibling, friend, hired lawyer, and home school advisor. Each consulate has its own set of rules and regulations in regard to legal representation. In some cases, even if a legal representative can apply for your visa on your behalf, you must pick it up in person. **If someone else will apply on your behalf**, you will need to submit a **notarized** document authorizing your legal representative to appear for you. Please use the text below as a guide when creating your document:

SAMPLE LETTER

—YOU MUST TYPE YOUR OWN DOCUMENT—DO NOT SUBMIT THIS PAGE TO THE CONSULATE—

TO THE CONSULATE GENERAL OF SPAIN:

I, the undersigned, hereby allow **(your representative's name)** to serve as my legal representative. **(Your representative's name)** has the authority to submit my National Visa application on my behalf to the **(your consulate)**

Student's Full Name: \_\_\_\_\_

Student's Passport Number: \_\_\_\_\_

Student's Permanent Address: \_\_\_\_\_

Student's Phone Number: \_\_\_\_\_

Name of Legal Representative: \_\_\_\_\_

Passport or Driver's License  
Number of Legal Representative: \_\_\_\_\_

Student's Signature: \_\_\_\_\_


Date: \_\_\_\_\_

Notary Public Signature: \_\_\_\_\_

Notary Stamp: \_\_\_\_\_

**Sample National Visa Application—Page 1**

The following pages contain important instructions for completing the National Visa Application. This **SAMPLE APPLICATION** tells you how to correctly answer each and every question, so be sure to use it! Download the application from your **MyIESabroad account** under "Your Resources" or from your consulate's webpage.

		<p><b>Application for a National Visa</b></p> <p>This application form is free</p>	<p>PHOTO</p>
1. Surname (Family name) (x)		PARTE RESERVADA A LA ADMINISTRACIÓN  Fecha de la solicitud:  Número de la solicitud de visado:  Expediente gestionado por:	
2. Surname at birth (Former family name(s)) (x)			
3. First name(s) (Given name(s)) (x)			
4. Date of birth (day-month-year)	5. Place of birth	7. Current nationality	Documentos presentados: <input type="checkbox"/> Documento de viaje <input type="checkbox"/> Autorización gubernativa <input type="checkbox"/> Solicitud de autorización gubernativa <input type="checkbox"/> Medios de subsistencia <input type="checkbox"/> Prueba de alojamiento <input type="checkbox"/> Certificado médico <input type="checkbox"/> Certificado de antecedentes penales <input type="checkbox"/> Seguro médico de viaje <input type="checkbox"/> Nota Verbal <input type="checkbox"/> Otros:
	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"/> Widow(er) <input type="checkbox"/> Other (please specify)		
10. In the case of minors: Surname, first name, address (if different from applicant's) and nationality of parental authority/legal guardian			
11. National identity number, where applicable		Decisión sobre el visado:  <input type="checkbox"/> Denegado  <input type="checkbox"/> Expedido: Válido desde ..... hasta .....	
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)			
13. Number of travel document	14. Date of issue	15. Valid until	16. Issued by
17. Applicant's home address and e-mail address		Telephone number(s)	
18. Residence in a country other than the country of current nationality <input type="checkbox"/> No <input type="checkbox"/> Yes. Residence permit or equivalent ..... No ..... Valid until		Número de entradas:  <input type="checkbox"/> Una <input type="checkbox"/> dos <input type="checkbox"/> múltiples  Número de días:	
* 19. Current occupation			

(x) Fields 1-3 shall be filled in in accordance with the data in the travel document.

## Guide to Completing the National Visa Application - Page 1

1	Write your <b>last name</b> as it appears on your passport.
2	Write your <b>last name at birth</b> (only if different from your current last name).
3	Write your <b>full first and middle names</b> exactly as they appear on your passport.
4	Write your <b>date of birth</b> in <b>day-month-year</b> format (e.g. December 27, 1984 is 27-12-1984).
5	Write <b>city, state of birth</b> (e.g. Tucson, Arizona).
6	Write your <b>country of birth</b> .
7	Write current <b>nationality</b> (e.g. U.S.A. Citizen) and <b>nationality at birth</b> .
8	Check <b>Male</b> or <b>Female</b> .
9	Circle appropriate box to indicate <b>Marital Status</b> .
10	Leave blank.
11	Leave blank.
12	Check <b>Ordinary Passport</b> , unless you have a different type.
13	Write your <b>passport number</b> —found on the same page as your picture, NOT the barcode.
14	Write your passport’s <b>date of issue</b> was issued ( <b>day-month-year</b> ).
15	Write your passport’s <b>expiration date</b> ( <b>day-month-year</b> ).
16	Write where your passport was issued—this is the “ <b>Authority</b> ” listed on the inside cover page of your passport (e.g. National Passport Agency).
17	Write your <b>email address</b> and your <b>school</b> or <b>home mailing address</b> , depending on which is within the jurisdiction of the consulate where you are applying for your visa. For example, if your permanent home address is in Georgia but you attend school in Pennsylvania and are applying through the New York consulate, write your school address since Pennsylvania fall under the New York consulate’s jurisdiction.  Write your <b>telephone number</b> in the second box.
18	If you are a U.S. citizen, check <b>no</b> .  If you are not a U.S. citizen, check <b>yes</b> and write the type of U.S. visa you have. Write your U.S. visa number and expiration date.
19	Write <b>STUDENT</b> .

**Sample National Visa Application—Pages 2, 3, & 4**

**Page 2:**

20. Main purpose of the 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 (9 months in 1 year) <input type="checkbox"/> Studies <input type="checkbox"/> Research (within the framework of an agreement signed by a research centre) <input type="checkbox"/> Accreditation
21. Intended date of arrival in Spain	22. Number of entries requested: <input type="checkbox"/> Single entry <input type="checkbox"/> Two entries <input type="checkbox"/> Multiple entries
23. Applicant's address in Spain	

**Page 3:**

26. Data of the educational establishment or research centre in case of applying for a student or research visa	
Name of the educational establishment or research centre	
Address of the educational establishment or research centre	Telephone of the educational establishment or research centre
	E-mail address of the educational establishment or research centre
Intended date of start of studies or research	Intended date of end of studies or research
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 organisation or a charity or other establishment or persons who do not hold their parental authorities/are not their legal guardians:	
Surname (Family name) and first name(s) (Given name(s)) of the person responsible or name of the organisation and surname (Family name) and first name(s) (Given name(s)) of the contact person in the organisation	
Address of the person responsible or organisation	Telephone of the person responsible or organisation
	E-mail address of the person responsible or organisation
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 organisation	

**Page 4:**

27. Place and date	28. Signature (for minors, signature of parental authority/legal guardian)
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## Guide to Completing the National Visa Application - Pages 2, 3, & 4

20	Check <b>Studies</b> .
21	Write your planned <b>date of your arrival into Spain (day-month-year)</b> .
22	Check <b>Multiple entries</b> .
23	Write the <b>address</b> of the IES Abroad Spain Center where you will study (see below).
24-25	Leave these questions blank.
26	<p>Write the <b>name, address, telephone, and email address</b> for your Center (see below).</p> <p>Write the <b>date of start</b> and <b>date of end (day-month-year)</b> based on the program dates printed in your <i>Get SET!</i> Guide and in the Letter of Acceptance/Carta de Aceptación that you received in your Acceptance Packet.</p> <p>Do not write anything in the last five boxes in Question 26.</p>
<p><u>Center contact information for completing Questions 23 and 26:</u></p> <p>Name of Educational Establishment: <b>IES Abroad Barcelona</b>          Address: <b>Ronda Sant Pere, 5 - 1º, 08010 Barcelona</b>          Telephone and telefax: <b>93.342.8470</b>          E-mail address: <b>info@IESabroad.org</b></p>	
27	Write the <b>CITY, STATE, and DATE (day-month-year)</b> where you signed the application.
28	Read the agreement on pages 3 and 4 and <b>sign</b> in this box.

## Frequently Asked Questions

### General Visa Questions

**What is a visa?** A visa is a decal that is affixed to the pages of your passport. It shows that the Spanish government has given you permission to not only enter Spain, but study there for the duration of the IES Abroad program. It is a legal contract between you and the government of Spain.

**What if I am a citizen of the European Union?** EU citizens do not need a visa to study in Spain as long as they will be carrying a current passport from an EU country while in Spain. If you are a non-U.S. and a non-EU citizen, you will need to contact your consulate to determine what steps you should take.

**Can someone apply for the visa on my behalf?** In some cases, your parent or guardian or another person may be permitted to apply on your behalf. You must contact the consulate website to see if this is a possibility. If it is possible, see page 7 for information on the Notarized Legal Representative Letter.

**Can IES Abroad apply for my visa for me?** No. Although IES Abroad can advise you on the process and provide you with supporting visa documents, applying for your visa is your responsibility.

**When must I apply for my visa?** Many consulates will not issue student visas 90 days prior to your arrival in Spain, but require your application at least 60 days prior to your departure. If you apply after mid-November, you run the risk of not having your visa processed in time for your departure. This information is subject to change and you should always consult the consulate to which you are assigned for the most accurate information. **The bottom line is that you should begin the process immediately!**

**Why do the consulates require so much documentation?** Consular officers are Spanish officials that must follow safety protocols when issuing visas and require extensive documentation to verify the applicant's background. Also, this kind of procedure is very typical for international students seeking a student visa for the U.S. In other words, the U.S. government is equally strict and taxing on the applicant.

**What is my jurisdiction?** Your jurisdiction is typically determined by your home address. Some consulates will allow you to apply within the jurisdiction of your university. Visit consulate websites for this information, or consult the Visa Starter Packet.

**Can I mail my application to the consulate?** You will most likely be REQUIRED to make a personal appearance at the consulate to submit your application. In many cases, students may find it difficult to appear in person, especially if it is a rather long-distance trek; however, students must prepare for a personal appearance from the consulate at any given time. The consulate is the authority in this regard and rules and procedures must be followed in order to receive the student visa. You might also be required to pick up your passport/visa in person. Check the consulate websites for this information.

**Will the consulate keep my passport?** Because the visa is affixed to your passport you must surrender your passport with your application. This means that you will be without your passport for as long as the consulate has your application.

**Can I travel internationally while the consulate processes my visa application?** No. Your passport is part of your application and you cannot submit your application without it. Therefore, you will not be able to travel internationally until your passport/visa is returned to you.

**How long does the application process take?** Processing times vary from consulate to consulate, but can generally take up to eight weeks. You can expect to receive your visa 1-2 weeks before you depart for Spain. For this reason, you should **NOT** wait to submit your application. Begin gathering your application pieces immediately.

**Can I expedite my visa?** No. The consulates understand that you need your passport and visa back quickly, and they work very hard to make sure that you have it before your program begins. If you are concerned about the amount of time it is taking, you should contact the consulate to insure that your application is okay.

**How can I get the consulate to reply to my emails and phone calls?** All the contact information that IES Abroad has for the consulate is included in your Visa Starter Packet. Your IES Abroad Advisor only has as much information as is on the consulate's websites. Pay attention to the consulate's office hours, specifically when they will take visa questions. If you have tried to reach the consulate and have not been able to reach a representative, keep trying! Try emailing, faxing, *and* calling.

**What if I am scheduled to leave in a few days and my visa is not ready to be returned to me?** Contact the consulate, then your IES Abroad Advisor to make preparations for a possible late arrival to the program.

**What if I am participating in multiple back-to-back study abroad programs in different countries?** If you are going to study on another program (even if it's not IES Abroad) contact your IES Abroad Advisor immediately. In most cases, you will have to obtain a visa for your second term while you are studying abroad in your first term. Finding consulates in other countries can prove time consuming, so it is to your advantage to begin the visa process for your second term as soon as possible.

**What if I want to continue my studies in Spain for another semester after I have arrived?** Inform the IES Abroad Center staff in Spain immediately so that they can determine whether you can obtain the residence card required to study in Spain for more than six months. You may need to return to the U.S. to apply for a second semester visa.

**What if I plan on traveling outside of the Spain?** U.S. citizens can travel freely within the EU. If you are planning on travelling outside of the EU or if you are not a U.S. citizen, contact the embassy of the country you wish to visit for information on visa and health insurance coverage requirements to enter before you leave your home country.

### **Questions about Visa Application Documents**

**I have multiple copies of my letters from IES Abroad. Are all of these for the consulate?** Yes, the consulate requires a number of copies of all of your documents. Do not keep any of these copies; submit all of them to the consulate with your application.

**I never received my letters. Where can I get them?** Copies of all your visa letters and APUNE application that you need to bring to the consulate were sent to your school. If you need a new set of letters, contact IES Abroad.

**Can I use the passport photo that I submitted to IES Abroad?** No, IES Abroad requires a digital passport photo. The consulate requires hardcopies of standard-sized passport photos. You can get these taken at drugstores and any place where film is developed.

**How do I pay for my visa?** Most consulates will not accept cash or personal checks. You will need to pay using a money order, which is a secure way to transfer money and cannot bounce like a personal check may. Costs vary so check the consulate websites for specific amounts.

**Where can I get a money order?** Money orders can be obtained at banks, check cashing stores, some grocery stores, and at all post offices.

**Do I need a medical statement? What is it?** Only students studying for an academic year and are required to obtain a medical statement for their physician. The statement must be written verbatim from the language on page 7 of the Visa Starter Packet.

**What is a notary? Where can I find a notary?** A Notary Public is a state official who can certify that your documents are legal, official, and original. If a document must be notarized, you must sign it in the presence of a notary public. The Notary Public will ask you for a form of identification, watch you sign your document, and affix a special stamp on the document to verify that you really are who you say you are, and that you did sign that document. Banks, law offices, public libraries, and your university's registrar's office will have a notary public.

**Do I need police clearance?** Only students studying for an academic year are required to have police clearance. See page 7 of the Visa Starter Packet for more information.

**Do I need a Notarized Legal Representative Letter?** In some cases, a consulate will permit a parent or guardian to apply on a student's behalf. Only in these cases is the Notarized Legal Representative Letter required. For a copy of this letter, see page 7 of the Visa Starter Packet.

**A legal representative is applying for me, and my consulate requires that my National Visa application is notarized as well. There's no room, what do I do?** If you printed the application out single sided, you can get it notarized on the back. Otherwise, have it done over the text in number 44.

**Where can I find the National Visa Application?** You may print this from the Your Resources section of your **MyIESabroad account** or from the consulate websites.