

VISA APPLICATION PROCEDURES

IMPORTANT!!!!!!

READ IMMEDIATELY

The following must be submitted to UAlbany immediately so that your visa letter from UAlbany can be prepared:

1. **Red Response form**
2. **\$300 non-refundable deposit**, payable to 'University at Albany'
3. **Housing form**
4. **Health Insurance Waiver Request form** (only if requesting a waiver out of the SUNY health insurance, deadline for insurance waiver requests is May 12)

You must **schedule an appointment** to appear in person at the Spanish Consulate in NYC!! Carefully read through this entire document and schedule your appointment NOW!
(see page 4 for details and the web address)

SPANISH STUDENT VISAS
APPLICATION PROCEDURES
UAlbany, Spain Semester Programs

Please Keep in Mind

The Consulates General of Spain are not affiliated with the University at Albany, SUNY. They are entities of the Spanish government that are responsible for issuing visas and performing other functions. Please keep in mind that Consulates independently create their requirements for obtaining a student visa and requirements may sometimes change without notice. Therefore, please be sure to check the website of the Spanish Consulate before applying for your student visa to be sure that the rules have not changed.

The NY Consulate's web site is:

<http://www.maec.es/subwebs/Consulados/NuevaYork/en/MenuPpal/Documentación%20y%20Requisitos%20para%20Servicios%20Consulares/RequirementsEntrySpainVisas/Paginas/Visas.aspx#student>

Since the web address is so long – you could also try a simple Google search for ‘Spanish Consulate in New York’ instead

General FAQs:

Q: What is a visa?

A: It is an official stamp issued by the Spanish government that is affixed to a page inside your passport before you depart the United States. It must be presented to immigration control when you arrive in Spain.

Q: Why is a visa necessary?

A: Visitors staying in Spain for more than 90 days require a visa (depending on nationality – this is explained in the next section). Spanish immigration control is weary of individuals staying in Spain for more than 90 days without a valid and specific reason. A visa lets the Spanish authorities know that you are there for valid reasons. Further, visa processes are based on reciprocity. Since the U.S. requires citizens of most nations worldwide to obtain a visa in order to enter the U.S., many nations (such as Spain) have similar requirements for U.S. citizens entering Spain.

Q: Does every student on UAlbany's Spain Semester programs need a visa?

A: It depends!

- If you are a U.S. citizen: **Yes**, you will need to apply for a student visa.
- If you are a citizen of the European Union: No, you do not need a student visa to enter Spain. You may enter with your valid E.U. passport.
- If you are not a citizen of the U.S. or the E.U.: Maybe. You should check with the Spanish Embassy at <http://www.spainemb.org> to see if your nationality requires a visa to study in Spain for more than 90 days.

Q: Who will issue my visa?

A: You must apply for your visa through a General Consulate of Spain. Don't send your visa application to the UAlbany Office of International Education!! This will delay the entire process, as ONLY a Spanish Consulate can issue the visa. There are several Spanish Consulate offices in the United States: Boston, Chicago, Houston, Los Angeles, Miami, New Orleans, New York, and San Francisco.

You should apply through the Consulate of Spain in New York City if:

- You are a full-time student at a college/university located in New York, Connecticut, Delaware, Pennsylvania, or New Jersey.
- Your permanent address is in New York, Connecticut, Delaware, Pennsylvania, or New Jersey.

If you do not meet the criteria to apply at the Consulate of Spain in New York, please scroll down to the end of this document to see the list of Spanish Consulates and their jurisdictions. Keep in mind that **visa application requirements and procedures may vary among the different Consulates**. READ your Consulate's website and follow their guidelines for applying for a student visa – they could be different from what is explained below!!

The decision to issue your visa rests solely with the Consulate. UAlbany cannot change visa requirements nor does it help if we call Consulates on your behalf.

Q: What kind of visa should you apply for?

A: 180-day student visa (recommended for students studying in Spain for a single semester):

- Valid for six months
- Allows multiple entries (which allows you to travel in and out of Spain)
- Does not require you to obtain a 'Spanish Residency Card' upon arrival in Spain
- **Cannot be extended** (meaning if you decide to extend your study abroad period in Spain for a second semester, you will have to go back to the U.S. and start the visa process again)

More than 180-day visa (recommended for academic year students):

- Valid for three months
- Requires you to obtain a Spanish Residency Card upon arrival in Spain
- Recommended for academic year students or single semester students who have even the slightest inclination of extending their stay.

The main difference between these two types of visas is that academic year students are required to obtain a **Spanish Residency Card** in order to legally stay in Spain for a full academic year. Your Program Director in Spain will assist you with this process.

Please note If you are planning to stay in Spain for the academic year (or even considering it) please alert UAlbany right away so that we can include the academic year dates in your visa letter for the Consulate. This will allow you to get a visa that will permit you to stay for both semesters.

Q: When should you submit your application?

A: The Spanish Consulate in New York requires at least seven (7) weeks to process applications. If you do not submit your application at least seven weeks in advance, you may not get your visa in time for your departure date. In fact, the Consulate may not even accept your visa application if

submitted less than 7 weeks prior to departure. You must leave your passport at the Consulate while they are processing your visa.

On the other hand, the Spanish Consulate in New York will not accept an application more than four months in advance of your departure date for Spain.

Consulates in other cities and visa processing for non-U.S. citizens may have different timelines. Be sure to check with your particular Consulate.

Finally: How, exactly, do I apply for a visa?

1. *** Schedule your appointment at the Consulate NOW. ***

- **The Consulate in New York City requires applicants to make an appointment to apply in person.** Alternatively, an authorized representative may apply in person for you, but that person must have a notarized authorization from you. Plan your appointment for no more than four months and at least seven weeks prior to your departure date.
- **Click on the link below in order to schedule your appointment - do this right away, appointments fill quickly!**
<http://www.maec.es/subwebs/Consulados/NuevaYork/en/MenuPpal/Documentación%20y%20Requisitos%20para%20Servicios%20Consulares/RequirementsEntrySpainVisas/Paginas/Visas.aspx>

2. Get your passport.

- If you don't have a passport that is valid for at least 6 months beyond your intended departure date *from* Spain, apply for a new passport today! Visit <http://travel.state.gov> for more information.
- Keep in mind that you can only apply for your visa with the passport you will actually be traveling on. Apply early! If necessary, select expedited processing (usually requires about 2 weeks).

3. Apply for your student visa.

- Use the checklist below as a guide to compile your visa application materials. Remember, requirements may vary based on your country of citizenship and which Consulate you apply to.

You must bring ALL of the following ORIGINAL items with you to your scheduled appointment at the Spanish Consulate:

- 2 Schengen Visa Application forms (please refer to the guide beginning on page 7). Download the application form from the Spanish Consulate's website.
- 2 passport photos (white background). Official 2x2 passport-quality photos only! No photocopies or photos from home printers accepted. Write your full name on the back and attach one photo to each of the Schengen Visa Applications.

- *Passport.* The passport must be valid for at least 6 months beyond your intended departure date from Spain and have at least one blank page to affix the visa. Make sure you've signed your passport! Include your green card if you have one.
- *Provide ONE of the following:* an ORIGINAL U.S. drivers license (the actual card NOT a photocopy) OR your school student ID card. This requirement is intended as proof that you either reside in OR attend school in one of the states for which the New York City Consulate is responsible.
- *The official Visa Letter from UAlbany* to serve as proof of admission to a Spanish academic center as a full-time student and guarantee of payment of your tuition, room and board. Bring along your current transcripts as well. **NOTE ⇒ UAlbany cannot prepare your Visa Letter until you have returned your response form, \$300 deposit, the housing request form, and the health insurance waiver form (if you're requesting a waiver)! You cannot apply for your visa until you have this letter. Plan ahead.**

IMPORTANT NOTE: If you are making your own housing arrangements instead of living with a host family provided by your program, you may be required to supply additional proof of financial support for personal living expenses in Spain. Contact UAlbany for details.

- *Proof of **Travel Health Insurance*** with a minimum coverage of 30,000 euros (or the equivalent in dollars) during the planned period of stay in Spain. Our office will certify in your visa letter that you have the full SUNY health insurance policy (through HTH worldwide and MEDEX). You will be billed for this policy by UAlbany along with your other study abroad charges. Alternatively, if you plan to submit a health insurance waiver request because you would prefer to use your own health insurance, you must submit your request by **May 12**. If your waiver is approved, you will be sent a different visa letter and YOU will have to provide proof of your health insurance to the Consulate. You must provide your ORIGINAL health insurance card AND documentation explaining the details on the international health coverage your plan includes. This documentation must show proof of international insurance coverage for health/accident with a minimum coverage equal to €30,000 (or its equivalency in dollars) for the duration of your time in Spain. (Note: This is essentially the same documentation that you also need to submit to Albany in order for a waiver request to be considered.)
- *A notarized letter from your parents or legal guardians assuming full financial responsibility for at least \$1,000 per month for room and board. **Suggested wording of the letter:*** "I hereby certify that I'm the (father/mother/other) of (...), will support him/her with a monthly allowance of at least \$1,000 while he/she is in Spain and that I'm financially responsible for any emergency that may arise". Note: your legal guardian must sign and date this letter and have it **notarized** by a public official.
- *"Money-Order" to pay the **non-refundable** visa fee of \$100 for U.S. citizens* payable to the Consulate of Spain. **The Consulate will only accept money orders issued by the U.S. Postal Service** – so you must go to a post office to

purchase one. No personal checks or cash accepted! Fees are subject to change; check their web site or call the Consulate before applying.

- If you want your visa mailed (as opposed to going back to the Consulate to pick it up in person), you must bring a *self-addressed and pre-paid UPS (United Parcel Service)* envelope label from UPS and submit it to the Consulate with your other materials. The Consulate recommends that you create a shipment on-line at www.ups.com and print the label, using the User ID '**spainvisa**' and the password '**spainvisa**'. Go to *Create Shipment* and enter your name and address. Select the *Packaging Type: UPS Letter* and pay the shipping charges with the *Use a Payment Card* option. **Be sure to DELETE your credit card info** in the *Manage My Account – Account Summary* section. The Spanish Consulate can provide the UPS envelope as long as you bring the pre-paid shipping label. **The Spanish Consulate will NOT accept any other type of courier or messenger service.** Note: this envelope will be used by the Consulate to mail your visa and passport. The mailing label must include the Spanish Consulate's address as the SENDER and YOUR address (where you can receive mail prior to your departure) as the RECIPIENT. Tracking of mailed items is the responsibility of the applicant.

ADDITIONAL REQUIREMENTS FOR ACADEMIC YEAR STUDENTS ONLY!!

- **If you are studying in Spain for 6 months or longer (Academic Year students only) - Medical Certificate:** It is a letter from a medical doctor, on doctor's letterhead, verifying that you "have been examined, are in good physical and mental health to travel and study abroad, and are free of contagious diseases or any other illnesses which could lead to Public Health repercussions according to the International Sanitary Regulations". This must be signed by your doctor. **** The medical forms required by UAlbany DO NOT meet this requirement. **** You must have a separate letter. **For exact details, please check the Consulate's web site.**
- **Certificate of Absence of Police Records** issued by the police department of any city in which the applicant you have resided for 6 months or more during the last 5 years. This Certificate must bear the "Apostille of The Hague Convention" (contact the Secretary of State of the issuing state). **IMPORTANT - This is only required if you are planning to stay in Spain for more than six months!!**

Make 2 photocopies of each document (original + a copy for the Consulate, plus a copy for your records)

List of Spanish Consulates in the United States

Remember! The requirements, application procedures, and processing times at each Spanish Consulate may vary. Please check the web site of the Consulate that serves you for updated information. You must contact the Consulate directly if you have questions or concerns. Plan ahead to avoid any problems!

Since most students on our programs either are permanent residents of or students in New York State, **the instructions in this packet are for the NY Consulate.**

The NY Consulate's web site is:

<http://www.maec.es/subwebs/Consulados/NuevaYork/en/MenuPpal/Documentación%20y%20Requ>

isitos%20para%20Servicios%20Consulares/RequirementsEntrySpainVisas/Paginas/Visas.aspx#student

Boston: 31 St. James Avenue, Suite 905, Boston, Massachusetts 02116 - (617) 536-2506/2527 email: conspbos@mail.mae.es (Maine, Massachusetts, New Hampshire, Rhode Island, Vermont)

Chicago: 180 North Michigan Ave., Suite 1500, Chicago, Illinois 60601 - (312) 782-4588/4589 email: cgspain.chicago@mail.mae.es (Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin, Missouri)

Houston: 1800 Bering Dr., Suite 660, Houston, Texas, 77057 - (713) 783-6200 email: spainconsulatehouston@prodigy.net (New Mexico, Oklahoma, Texas)

Los Angeles: 5055 Wilshire Blvd., Suite 860, Los Angeles, California 90036 - (323) 938-0158/0166 email: consplax@mail.mae.es (California - Kern, Los Angeles, Orange, Riverside, Bernardino, San Diego, San Luis Obispo, Santa Barbara, and Ventura Counties- Arizona, Colorado, Utah)

Miami: 2655 Le Jeune Road, Suite 203, Coral Gables, Florida 33134 - (305) 446-5511 email: cgspain.miami@mail.mae.es (South Carolina, Georgia, Florida)

New Orleans: 2102 World Trade Center, 2 Canal St., New Orleans, Louisiana 70130 - (504) 525-4951/7920 email: conspneworleans@mail.mae.es (Alabama, Arkansas, Louisiana, Mississippi, Tennessee)

New York: 150 East 58th Street, 30th floor, New York, New York 10155-0080 - (212) 355-4080/81/82/85/90; fax: (212) 644-3751 email: spainconsulny@mail.mae.es (Connecticut, New Jersey, New York, Delaware, Pennsylvania)

San Francisco: 1405 Sutter Street, San Francisco, California 94109 - (415) 922-2995/96 email: conspsf@mail.mae.es (Alaska, California (except counties under the jurisdiction of Los Angeles), Hawaii, Idaho, Montana, Nevada, Oregon, Washington, Wyoming, Pacific Islands belonging to the U.S.)

Washington DC: 2375 Pennsylvania Ave., N.W. Washington D.C. 20037 - (202) 728-2330 email: coq.washington@mail.mae.es (Washington D.C., Virginia, Maryland, West Virginia, North Carolina)

Guide for Completing the Schengen Visa Application form:

- 1-3: your own name
- 5: leave blank
- 7-8: country where you are a citizen (currently and/or at birth if different)
- 9-10: circle the appropriate response
- 11-12: first and last name of father and mother
- 13: circle the first choice - national passport
- 18: complete only if you are currently living in a different country than where you were born
- 19: student
- 20: University at Albany, 1400 Washington Avenue, Albany, NY 12222
- 21: Spain is your main destination - also write the name of the city in Spain where you will be studying
- 22: Circle 'short stay'. You could also write 'student visa' in the space provided.
- 23: circle 'individual'
- 24: circle 'multiple entries'
- 25: give the dates that you expect to be in Spain
- 26: complete only if you have been issued other visas in the past 3 years

- 27: does not apply to you
28: complete only if you have been in Europe before
29: circle 'other' and then write 'study abroad' in the space provided
32: If you are on the group flight, your 'border of first entry' is Madrid. If not, complete accordingly.
33: Airplane (unless you're going to Spain by boat!!)
34: For the Madrid program: Dr. Carlos Vela, Instituto Internacional, Miguel Angel 8, 28010 Madrid, phone: (91) 308 1677, email: suy.cvela@iie.es
For the Valencia program: Cesar Ribas, AIP Language Institute, c/El Bachiller, 7, 46010 Valencia, phone: (96) 339 1566, email: direccion@spanish-programs.com
Other programs: please complete with the proper address for your program.
35: If you are staying with a host family arranged by Albany, write 'University at Albany, State University of New York'. If you are making your own housing arrangements, complete accordingly.
36: Means of support - write 'University at Albany' AND parents or whoever is providing your additional proof of financial support. If you have the SUNY health insurance policy, it is usually valid until the month after your program ends. (January for fall students, June for spring students)
37-41: complete only if you are married
42: complete only if you have children
43: complete only if you will be financially supported by family members who are citizens of a European country
45: your permanent address
47. place - put your hometown and state (ex. Albany, NY)
48: **Sign the form!**

PLEASE apply for your visa as soon as possible. Remember – you must bring the visa letter from UAlbany to your appointment. The following documents must be submitted in order for your letter to be prepared:

- response form
- \$300 program deposit
- Housing request form
- Health insurance waiver form – due by May 12 (if applying for a waiver out of the full SUNY policy)

Please Keep in Mind

Spanish Consulates CAN and DO change their policies and requirements suddenly and without notice. We have created this document as a guide to help you, but it is YOUR responsibility to work directly with the Spanish Consulate to obtain your visa and to follow their most current procedures and requirements.

From past students' experiences, the best way to get a response from a Spanish Consulate tends to be through email or fax. Send your inquiry to the attention of: Student Visa Officer. Be sure to include your contact information including phone number in your letter.

