VISA APPLICATION PROCEDURES

IMPORTANT!!!!!!

READ IMMEDIATELY

YOU are responsible for obtaining your own Spanish Student Visa

You must **mail OR hand-deliver** your student visa application materials to the Spanish Consulate in NYC!

Carefully read through this entire document NOW!

You must submit your student visa application materials to the Consulate **at least 4-7 weeks prior to your departure date**. Therefore, **Spring 2017** students should submit their application materials to the Consulate no later than **November 23, 2016.**

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.exteriores.gob.es/Consulados/NUEVAYORK/en/ServiciosConsulares/Pages/CSNewyork/Visas-New-York.aspx

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 wary 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 UAlbany Office of Education Abroad!! 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 four to seven (4-7) weeks to process visa applications. Allow yourself as much time as possible, which is why we recommend submitting your application 7 weeks in advance, even though the Consulate's website states that 4 weeks is adequate. If you do not submit your application at least four to 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 4 weeks prior to departure. **The Consulate will keep your passport 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. **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).

2. **Gather your student visa application materials.**

   - 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 Spanish Consulate you apply through.

You must submit ALL of the following ORIGINAL items to the Spanish Consulate (either by mail OR hand-delivered):

- ***National Visa Application form*** (please refer to the guide beginning on page 7). Download the application form from the Spanish Consulate's website – click here for a direct link.

- *1 recent passport-sized* ***photo*** (white background). Official 2x2 passport-quality photos only! No photocopies or photos from home printers accepted. Write your full name on the back and staple the photo to your National Visa Application.

- *Your* ***actual Passport*** *(not a just a copy).* 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. NOTE: **The Consulate will keep your passport** for 4-7 weeks while they are processing your visa.

- *A* ***photocopy*** *of ONE of the following*: your *U.S.* ***driver's license*** OR *U.S.* ***state ID card*** 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 includes this visa letter with your acceptance packet materials.

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. UAlbany will certify in your visa letter that you have the SUNY health insurance policy and repatriation coverage (through SUNY GeoBlue Health & Medivac Insurance). You will be automatically enrolled in and billed for this insurance policy by UAlbany along with your other study abroad charges.

- *A notarized letter from your parents or legal guardians assuming full financial responsibility for at least $700 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 $700 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 $160 for U.S. citizens* payable to the Consulate General 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; click here to check the Consulate's web site before applying.

- If you want your visa mailed (as opposed to going back to the Consulate to pick it up in person), you must provide a *self-addressed and pre-paid **USPS (U.S. Postal Service) or UPS (United Parcel Service)*** envelope label and submit it to the Consulate with your other materials. You must create a shipment on-line at www.ups.com and print the label digitally. Hand-written pre-paid envelopes will not be accepted. The Spanish Consulate can provide the UPS *envelope* as long as you provide the printed pre-paid shipping label. Note: this envelope will be used by the Consulate to mail your visa and passport back to you. 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.

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

ADDITIONAL REQUIREMENTS FOR ACADEMIC YEAR (Fall + Spring) STUDENTS ONLY!!

A complete application for an academic year visa consists of all the items listed above **PLUS** the following additional documents:

- **APUNE Health Assessment form**: This APUNE form is required in addition to the standard SUNY health form (from your on-line study abroad application.) Click here to download the APUNE Health form.
- **Copy of F.B.I. or State Police Background Check with Apostille certification*:** Please start working on this immediately, as it takes more than three months to get your F.B.I. record back after you submit your fingerprints. *Please keep in mind that the F.B.I. record can NOT be more than 3 months old when you apply for your student visa at the Spanish Consulate.* Depending on the state in which you live, getting a State Police background check and the corresponding State-level Apostille may be quicker.

* An apostille is a certification that a document has been 'legalized' or 'authenticated' by the issuing agency through a process in which various seals are placed on the document.

NOTE: At the time you submit your F.B.I. record request documents to the F.B.I., you must also include an additional cover letter to request that the F.B.I. place the appropriate seals on the ID record. This is required by the U.S. Department of State Authentications Office, which is the office to which you must send your FBI ID record in order to have the Apostille attached.

Authentication of FBI Certificates of Lack of a Criminal Record: the FBI's CJIS Division will authenticate U.S. Department of Justice Order 556-73 fingerprint search results for international requests by placing the FBI seal and signature of a Division official on the results, if requested at the time of submission. Documents prepared in this manner may then be sent to the U.S. Department of State Authentications Office by the requestor to be authenticated if necessary. Please be sure to indicate the country in which the document is to be used. See the FBI FAQ on this subject (link below).

Visa Documentation Information for Academic Year Students:
- The U.S. Dept. of State's information on requesting FBI ID records and Apostille
- F.B.I. FAQs
- Sample cover letter for the FBI (submit this with your FBI ID Record request documents)
- The FBI's information on how to request your FBI ID record
- U.S. Department of State Authentications Office
- Spanish Consulate – New York City

IMPORTANT – These additional documents are only required if you are planning to stay in Spain for two semesters (more than six months)!! For exact details on the additional requirements for Academic Year students, please check the Consulate's web site.

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.exteriores.gob.es/Consulados/NUEVAYORK/en/ServiciosConsulares/Pages/CSNewyork/Visas-New-York.aspx

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: spainconsulatehoust@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.maec.es (Connecticut, New Jersey, New York, Delaware, Pennsylvania)

San Francisco: 1405 Sutter Street, San Francisco, California 94109 - (415) 922-2995/96 email: conspsfo@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.)

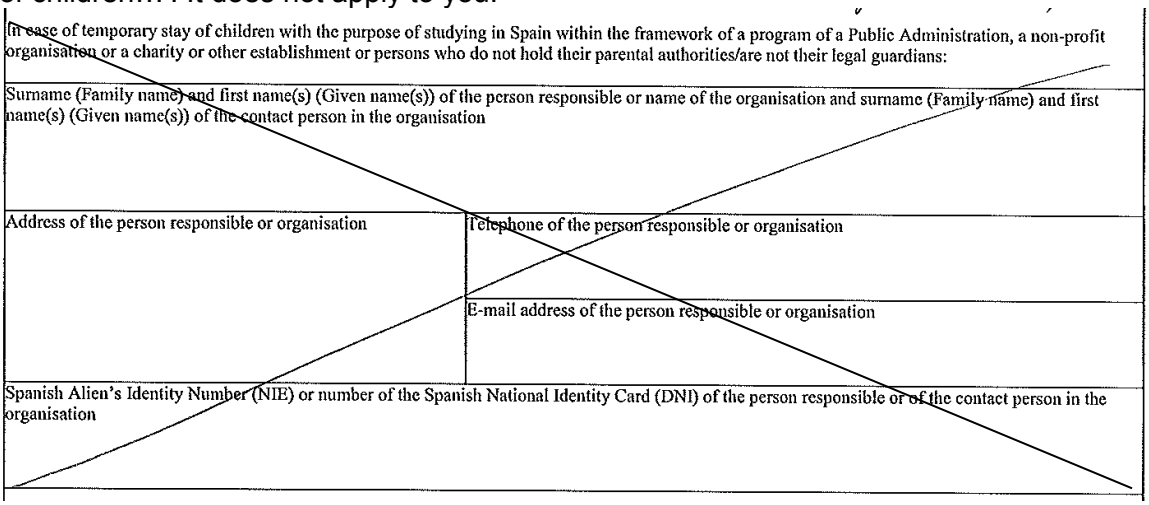
Washington DC: 2375 Pennsylvania Ave., N.W. Washington D.C. 20037 - (202) 728-2330 email: cog.washington@mae.es (Washington D.C., Virginia, Maryland, West Virginia, North Carolina)

Guide for Completing the National Visa Application form:

1-3: your own name – 'surname/family name' is your last name
7: 'nationality' refers to your country of citizenship, not your ethnic heritage
10: leave blank unless you're under 18
11: Social Security number
12: choose 'ordinary passport'
13: your passport number
16: printed on your passport, usually 'U.S. Department of State'
17: YOU are the applicant! Write in your home address, email, and telephone number.
18. complete only if applicable and if you've been issued any other visas in the past.
19: write 'student'
20: choose 'Studies'
21: give the date that you expect to arrive in Spain
22: choose 'multiple entries'
23: For the Madrid program: Instituto Internacional, Miguel Angel 8, 28010 Madrid
For the Valencia program: AIP Language Institute, c/El Bachiller, 7, 46010 Valencia
Other programs: please complete with the proper address for your program.
24: CROSS IT OUT!! Doesn't apply to you.
25: CROSS IT OUT!! Doesn't apply to you.
26: For the Madrid program: Name of educational establishment is 'Instituto Internacional'. Address: Miguel Angel 8, 28010 Madrid. Telephone: 34 91 308

1677. Email: velasunymadrid@gmail.com Intended start/end date: complete based on group flight dates.
For Valencia AIP: Name of educational establishment is 'AIP Language Institute'. Address: c/El Bachiller, 7, 46010 Valencia. Telephone: 34 96 339 1566. Email: direccion@spanish-programs.com Intended start/end date: complete based on group flight dates.
Other programs: complete with the proper information for your program.

Important: cross out the next section that begins with 'In case of temporary stay of children…'. It does not apply to you.



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	

27. Place - put your hometown and state (ex. Albany, NY)
28: **Sign the form!**

PLEASE apply for your visa as soon as possible. Remember: you must MAIL or HAND-DELIVER all your visa application materials to the Consulate at least 4-7 weeks prior to departure for Spain.

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.

10/12/2016