



ACADEMIC STUDIES ABROAD

Student Visa Information for Spain

Do I need a Student Visa?

- **If you have a U.S. passport:** You can legally spend a maximum of 90 days in the [Schengen Area](#) of Europe (including Spain) within a 180-day period as a Tourist, with no prior visa. Therefore, U.S. citizens going on ASA Summer programs will not need a Student Visa. **If you have a U.S. passport and your ASA program is more than 90 days in length (e.g. a Semester program), you MUST obtain a Student Visa.** A Student Visa is a type of Long Stay Visa (sometimes called a National Visa).
- **If you have a passport from a country in the European Union:** You will, most likely, not need a Student Visa, even if your program is more than 90 days in length. If you have an EU passport, please bring this to ASA's attention.
- **If your passport is from a country besides the U.S. and European Union:** You will need a Student Visa in order to study in Spain for more than 90 days. (You may also need a visa to study in Spain for fewer than 90 days.) If you have a passport that is not from the U.S. or the European Union, please bring this to ASA's attention immediately.

Your Passport

- **THE CONSULATE WILL KEEP YOUR PASSPORT WHILE YOUR VISA IS BEING PROCESSED. For this reason, DO NOT plan any international travel during the 3 months leading up to your ASA program (this includes Canada). If you already have an international trip planned during that time, please call us as soon as possible (617-327-9388).** Depending on how close your trip falls to the ASA program start date, you may have to apply for your Student Visa *in advance of your trip date* to make sure you have your passport back. However, because Student Visas applications are usually not accepted more than 90 days before your program start date, the timing of your trip will be the most important factor.
- **CHECK YOUR PASSPORT'S EXPIRATION DATE. Your passport must be valid for at least 6 months beyond your return date from abroad.** If it expires anytime between now and 6 months *after* your planned return date from abroad, you must have it renewed. **Airlines will bar you from boarding your flight if your passport expires within 6 months after your return date.** *Ex:* If your return date from abroad is June 30, 2018, your passport must not expire Jan. 2, 2019. If it expires prior to Jan. 2, 2019, you would need to have it renewed immediately. Passengers have been denied boarding if their passport expired even 1 day under the 6-month rule!
- **A "VALID PASSPORT" is one that does not expire for at least 6 months beyond your return date from abroad.**

IF YOU DO NOT HAVE A VALID PASSPORT, WE CANNOT STRESS THIS ENOUGH – APPLY FOR ONE IMMEDIATELY. EXPEDITED PROCESSING IS RECOMMENDED. Please ensure you have your new passport before [ASA's Application Deadline](#). You will need your valid passport **IN HAND** – the one with which you will travel abroad – **before** you can apply for a Student Visa. In some cases, you can't even make a visa appointment until you have your passport! This can become a serious problem because visa appointments fill up FAST. In addition, ASA will not be able to enroll you in classes without a copy of your valid passport, and the deadline to enroll you in classes will be very shortly after you are accepted to the ASA program.

Regular passport processing typically takes **AT LEAST 6 WEEKS** and is not a guarantee. We have seen passports take up to 8 weeks by regular service! **Expedited passport processing is recommended, as it takes just 2-3 weeks.**

Where do I apply for a Student Visa?

Student Visas are issued by the **Consulate General of Spain**, so you must apply for your visa through the Spanish Consulate. There are **8 Spanish Consulates in the U.S.**, located in major cities such as Miami, San Francisco, etc. Each Consulate is responsible for a set jurisdiction of several states and will **ONLY** issue visas for **residents and students** of those states. *Ex:* Spanish Consulate in Boston issues visas **ONLY** for residents and students ME, MA, NH, RI, VT.

Students who live and study in the same jurisdiction may only apply at ONE Consulate. *Ex:* If you study in NH and live in MA, you *must* apply for your visa at the Spanish Consulate in Boston and not any other Consulate.

Students who live and study in different jurisdictions may apply at one of TWO Consulates (except for those who live in the jurisdiction of the Spanish Consulate in New York City but go to school outside that jurisdiction). *Ex:* If you live in FL and study in MA, you can apply for your visa at the Spanish Consulate in Boston OR at the Spanish Consulate in Miami – your choice. *Ex:* If you live in CT, DE, NJ, NY, or PA *but* go to school in a state other than CT, DE, NJ, NY, or PA, you **MUST** apply for your visa at the jurisdiction of your school state. (The Spanish Consulate in NYC will only accept Student Visa applications for those who go to school in their jurisdiction – CT, DE, NJ, NY or PA.)

See end of this document for a list of Consulates and their jurisdictions.

Do I need to go the Consulate in person?

Yes, you must go in person. Your parent(s) cannot go in your place, but they can go with you.

When should I apply for a Student Visa?

WE ADVISE YOU TO APPLY FOR YOUR STUDENT VISA 45-60 DAYS BEFORE DEPARTURE (or 45-60 days before you need your passport back, if you have any international travel planned during the 3 months leading up to your ASA program start date).

Since 6 of the 8 Spanish Consulates take visa applications by appointment only, the majority of students will need to make an appointment ahead of time. Appointments fill up FAST! (*See below: "Do I need a visa appointment?"*)

At least 2 weeks before your visa appointment, you must begin compiling the necessary visa documents.

Rush or expedited visa processing is NOT available.

Do I need a Visa Appointment?

The **only** students who **will not** need an appointment are students applying at the Spanish Consulate in Miami or Washington DC.

The Spanish Consulate in Washington DC and the Spanish Consulate in Miami accept only walk-in visa applications (they do not give appointments). You **DO** have to go to the Consulate in person, but you don't need a prior appointment. Get in line early, as they are open for limited hours and can only see a limited number of applicants per day. You can apply at the Spanish Consulate in Washington DC **ONLY IF** you live or study in: MD, VA, WV, NC, or the District of Columbia. You can apply at the Spanish Consulate in Miami **ONLY IF** you live or study in: FL, SC, or GA.

ALL students applying at any Consulate besides Miami or Washington DC – you MUST make an appointment online ahead of time. WE CANNOT STRESS THIS ENOUGH: MAKE YOUR VISA APPOINTMENT AS SOON AS POSSIBLE! Select a date that is 45-60 days before departure (or 45-60 days before you need your passport back, if you have any international travel planned during the 3 months leading up to your ASA program start date). Appointments CAN BE VERY HARD TO GET. Please do not procrastinate! Tips are below about making an appointment!!

The best way to make sure you have a visa appointment when you need one is to **begin looking for a visa appointment as soon as you are accepted by ASA.** (Late applicants may be at a disadvantage in getting a visa appointment, so it is always best to submit your ASA application early.)

Once you have a visa appointment, you must notify ASA of your appointment date ASAP, as there are several visa documents ASA will have to send to you. It can take us 2-3 weeks to get these documents for you, because one of them has to be sent to us from Spain.

Don't forget, there are additional documents you must bring to the appointment, besides the ones provided by ASA. Be sure to begin compiling all your visa documents **AT LEAST 2 WEEKS BEFORE YOUR APPOINTMENT.**

BOTTOM LINE: MAKE YOUR VISA APPOINTMENT NOW and pick a date that is 45-60 days prior to your departure (or 45-60 days before the date you need your passport back, if you have international travel planned before your program).

Visa Policies

It is THE STUDENT'S RESPONSIBILITY to obtain a Student Visa. ASA cannot apply for your visa for you. This document will tell you how to successfully get your visa, so please read it carefully and follow the guidelines.

The Spanish Consulates are official government institutions, and visa requirements are set and governed by the Immigration policies of the Spanish government. ASA cannot influence or speed up the processing of your visa, or change visa procedures. It is important for you to comply with the Immigration policies of any foreign country you want to visit. *The Consulates DO NOT offer rush or expedited visa processing.*

This document contains all the information ASA has learned of over the years and is here to assist you with the visa application process that goes on between you, the applicant, and the Spanish Consulate that represents your state of study or residence. However, the information in this document may not be 100% correct or up-to-date, because visa requirements are subject to change. It is essential that you **CHECK YOUR CONSULATE'S WEBSITE for the most up-to-date information about YOUR Consulate's visa requirements (i.e. the documents you will need to present).** The required paperwork and the format in which they need the paperwork VARY by Consulate, as well as processing time!

If a Student Visa is required for your ASA program and/or your country of citizenship, you will not be allowed to attend the ASA program and will receive no refund if you do not obtain a Student Visa.

FAQs

The paperwork for getting a visa seems excessive, and it is inconvenient for me to travel to the Spanish Consulate. Why do I have to do this?

Each country has the right to vet foreigners who want to study or reside, even temporarily, in their country. The U.S. government has its own rigorous process for vetting foreigners (including Spaniards) who want to study, work, or reside here. After September 11th, the U.S., tightened Immigration policies for foreigners wanting to come here. Many countries – including Spain and other European countries – then tightened *their* Immigration procedures for Americans, in what is called reciprocal visa policy. Nowadays, the process for Americans to study in Spain is similar to the process that Spaniards must undergo to study in the U.S. It is normal for Spaniards to have to go in person to the U.S. Embassy in Madrid in order to apply for a visa, no matter how far from Madrid they may live. They also have to show the U.S. government that they have money to support themselves while they are in the U.S. (This will be required of you as well.)

We realize that some of the procedures and requirements for getting a visa may seem unreasonable to you, but there is a purpose behind each of the visa requirements. As was just mentioned, the Spanish Consulate requires you to show that you have money to support yourself while you are in Spain. This is simply to ensure you will not become destitute (and, therefore, be reliant on the government or in need of a job) while you're abroad. (Again, showing proof of funds is also part of the United States' process of vetting visa applicants.) To show you have money to support yourself, some

Consulates ask to see bank statement(s) from you/your parents with a minimum amount of funds in the account. We understand that some people may feel uncomfortable with the idea of handing over their bank statements, but please know this is a standard part of applying for a visa. To be clear, if the Consulate asks you for bank statement(s) or any other documentation, you must bring them. This and other personal information will be kept private by the Consulate.

Simply put, the visa requirements are set forth by the government of Spain and, therefore, must be followed. There is only one way to get a visa, which is to complete the application process specified by the Spanish Consulate. The laws are strict, so what they say goes, even if it seems ridiculous to you!

Can I work while I'm abroad?

No, it is not legal for you to work while on a Student Visa (or a tourist visa, for that matter). In order to legally work in Spain or most any other country, you need a work visa/permit.

I've called the Consulate, but they never answer the phone. What should I do?

Some Consulates do not accept phone calls; others only accept phone calls during certain hours of the day. Some Consulates will not answer visa questions on the phone (and it even says so on their website). If you really need to speak with a live person, you should call the Consulate as many times a day as you can, and try at different times of the day. Email is usually the best way to contact them, but be patient, as they may take up to a week to email you back. Be sure to check your junk/spam folder for their messages.

What do I need to bring to my visa appointment?

See next section of this document.

What if my visa is denied?

This has never happened in ASA history. 100% of our students have been successful in getting a Student Visa. If you apply for your visa on time (recommended: 45-60 days prior to departure) and bring all the required paperwork, there should be no reason your visa won't be granted.

Do I really have to apply 45-60 days in advance?

We strongly recommend you apply 45-60 days before departure (or before you need your passport back, if you have any international trips planned before your program start date). This will leave plenty of time for your visa to be processed, regardless of which Consulate you are applying to (as processing time varies), and gives you a cushion in case of busy times and holidays.

Visa processing time varies by Consulate. Some Consulates will tell you it takes 4 weeks; others say 6 weeks. Some may even say 3 weeks. However, processing is slower during busy times (July through September and October through January). Because most study abroad programs begin in January or September, keep in mind that tons of students are applying for visas all at the same time. Holidays can also slow processing. Applying 45-60 days ahead will protect you from such delays greatly reduce the likelihood of not getting your visa in time, as well as your stress level!

If 30 days ahead is the absolute earliest you can apply (which could happen if appointments are scarce), then you may have no choice but to go with that. While 30 days can work out, please try for 45-60 days to be on the safe side. The more time you can give yourself, the better. **Once again, the Consulates DO NOT offer rush or expedited service.**

What is the earliest I can apply for my visa?

Typically, the earliest the Consulate will accept a visa application is 90 days before your program start date. If for some reason you want to apply for your visa more than 90 days before your program start date, you should contact the Consulate directly to get permission in writing. If the reason is because you have an international trip planned prior to your program and will need your passport back for that trip, be prepared to provide verification of your trip (copy of flight itinerary).

What if my visa isn't ready by my departure date?

Although it is extremely rare, your visa might not be ready by your departure date if you applied on the late side, or if the processing of your application is delayed because you didn't bring all the required documents. Applying 45-60 days before departure (or before you need your passport back, if you have an international trip planned before your program starts) will GREATLY decrease the likelihood of this!

If your visa isn't ready by your departure date, you would simply have to delay your departure a few days while your visa is being finalized. If your departure is less than a week away and you have not received any updates from the Consulate as to your visa status, you should definitely contact the Consulate *and* ASA immediately.

How do I get my passport back from the Consulate?

Your visa will be affixed to the inside of your passport, so when you get your passport back, your visa will be inside it.

Some Consulates make you pick up your passport in person; others will mail it back to you IF you provide them with a pre-paid, self-addressed envelope with tracking. If your Consulate offers the option to return your passport by mail, they will say this on their website and specify which courier and service you must use (usually USPS Express Mail). Please check your Consulate's website to confirm. If the Consulate's website is not clear on whether they will mail it back to you, email them well before your appointment date to ask if they will mail it back, and if yes, what type of pre-paid envelope you should bring. Keep your receipt and tracking number for your records!

NOTE: If you are late applying for your visa, it may be recommendable to pick up your visa in person and not have it mailed back to you, in order to avoid any possible delays!

I'm on my Consulate's website, but I cannot find any open visa appointments. What should I do?

If you can't find any open Student Visa appointments, it means one of two things. 1) All the Student Visa appointments have already been taken. You will have to continuously check the website for cancellations. 2) The Consulate may open appointments in blocks (1-2 weeks of appointments at a time), and they simply haven't opened up appointments during your timeframe yet. You will have to continuously check the website until you see appointments open up during the timeframe you need.

If you can't find an appointment, it is super important to CHECK BACK FREQUENTLY (DOZENS OF TIMES A DAY) because once a cancellation or a block of appointments opens up, they will go FAST!

The key to avoiding the stress of not being able to find an appointment is to MAKE A VISA APPOINTMENT AS SOON AS YOU ARE ACCEPTED BY ASA. And, don't forget to let us know your appointment date as soon as you have it, so we can make sure you have the ASA-provided visa documents in time!

What to Do if You Can't Find a Visa Appointment!

- Login to the Consulate's website AS MANY TIMES A DAY AS YOU POSSIBLY CAN (DOZENS!) and look for openings. The more times you check, the better chance you have of finding a cancellation. There could be hundreds of other students who are also looking for visa appointments, so when openings happen, they can be gone in a matter of minutes. That's why it's important to check frequently. (3, 5, or 10 times a day is not enough!)
- Some Consulates open up appointments in blocks, 2 weeks ahead of time. (Ex: You might not see anything open for the week of Oct. 15 until Oct. 1. Then, suddenly, on Oct. 1 you may see a whole block of appointments up for the week of Oct. 15 that appeared to be full before.)
- Try logging out and logging back in to refresh the appointment calendar.
- Enlist the help of your family and friends to help you check the Consulate's website. Give them your login info, your exam schedule, and the dates/times of any other commitments that you absolutely cannot miss.
- If you don't have an appointment – take the first appointment you can find, even if it's on the late side, and then continue checking the Consulate's website constantly to see if you can find an earlier appointment.
- If you already have an appointment but want to try for an earlier one – check the Consulate's website constantly to see if a cancellation opens up.
- Have all your visa paperwork ready to go, in case you find a next-day cancellation! This can happen!
- If you live or go to school in the jurisdiction of the Spanish Consulate in Miami or Washington DC, you may want to apply there because these are the only Consulates that don't require an appointment. *You can ONLY apply in Miami or DC if you can prove residency OR student status in those jurisdictions!!*
- If you were to contact the Consulate to say you cannot find an appointment, they will give you this very same advice (to check the website constantly) – because there is no other way to get an appointment. They do not give appointments by phone or email.

Required Documents Overview

THE DOCUMENTS YOU MUST PROVIDE IN ORDER TO APPLY FOR YOUR VISA, AS WELL AS THE FORMAT OF THE DOCUMENTS, VARY BY CONSULATE! FOR YOUR REFERENCE BELOW, WE HAVE PROVIDED A LIST OF THE TYPICAL REQUIRED DOCUMENTS, AS WELL AS A HELPFUL EXPLANATION OF EACH REQUIREMENT. YOU MUST ALSO CHECK YOUR CONSULATE'S WEBSITE TO FIND OUT WHICH DOCUMENTS YOUR CONSULATE REQUIRES, AND THE FORMAT.

- **Valid passport** Must be **signed** by you; must have at least one blank page to which your visa can be affixed; must be valid for at least 6 months past your proposed return date from Spain. YOU MUST LEAVE YOUR *ACTUAL* PASSPORT AT THE CONSULATE THE ENTIRE TIME YOUR VISA IS BEING PROCESSED (45 - 60 DAYS)!
- **Visa Application Form (“Application for a National Visa”)** This document must be downloaded from your Consulate’s website, printed, and filled out by hand IN BLOCK CAPITALS in blue or black ink. Some Consulates require you to submit 2 original copies of the application form; others require just 1 original copy – check your Consulate’s website to be sure. **Make sure it says “Application for a National Visa” or “Solicitud de visado nacional” at the top. If it doesn’t say that, you are using the wrong application form! [CLICK HERE FOR AN ANSWER KEY on how to fill out the Application for a National Visa!](#) (Submit 1-2 originals, per your Consulate’s requirements – plus one photocopy of each original) ► Some Consulates, such as Boston, also require a “Supplement” application form which you can download from their website. [Click here](#) for the Answer Key for the Supplement Visa Application Form for the Boston Spanish Consulate****
- **Clear, legible photocopy of your passport’s picture page and signature page** In a U.S. passport, these are two consecutive pages and should be photocopied/photographed together. MAKE SURE YOU SIGN IT FIRST! MAKE SURE THE ENTIRE FIRST TWO PAGES ARE VISIBLE, AND THAT NO PART OF THE PASSPORT IS CUT OFF.
- **Non-U.S. citizens must provide proof of their current status in the U.S. (e.g. green card or U.S. visa). Green card or U.S. visa must ALSO show that you are permitted to re-enter the U.S. after studying in Spain.** Your green card or U.S. visa must be valid at least 3 months beyond your intended departure date from the [Schengen Area](#). Bring your original green card or U.S. visa to show to the Consulate, plus a clear, legible photocopy of your green card or U.S. visa, to leave with the Consulate. If your U.S. visa is affixed to an old passport, bring a copy of your old passport’s picture page.
- **1-2 official passport photos** showing the top of your head to the bottom of your chin, without any hats or sunglasses. Photographs must be recent, color photos and have a white background. Must be **official** passport photos taken at a photo shop, Walgreens, etc. Some Consulates require 1 photo, others want 2 photos. Check your Consulate’s website to be sure. The Consulate WILL NOT accept snapshots or passport photos printed from your computer! Finally, the Consulate’s website may specify how large the picture should be in inches or millimeters. If your Consulate’s website specifies the dimensions, measure it to make sure it matches the size indicated on your Consulate’s website.
- **Proof of Residency or Student Status in one of the states in your Consulate’s jurisdiction** Most Consulates accept a driver’s license, state ID card, or student ID card. Check your Consulate’s website to be sure. Bring the original card to show to the Consulate, plus a clear, legible photocopy to leave with the Consulate.
- **Copy of your flight itinerary (May not be required by all Consulates.)** (Provide original + one photocopy)
- **Visa Processing Fee (US\$160 – non-refundable)** \$160 is currently the visa fee FOR U.S. CITIZENS. The visa fee may be different if you are not a U.S. citizen. Check your Consulate’s website for the visa fee applicable to your citizenship. Please note that the visa fee is determined by the Spanish Embassy and is subject to change at any time. Check the Consulate’s website to be sure of the required amount and payment format; most Consulates will only accept **money orders** for the exact amount. A money order can be obtained at any U.S. Post Office. If the Consulate’s website isn’t clear on who you should make the money order payable to (e.g. what to write in the “Pay To” and “Address” sections of the money order), you can wait and fill those in during your appointment – but just be sure to keep your money order in a very safe place until then because if the “Pay To” isn’t filled in and you lose the money order, it can be cashed by whomever finds it! Always save your money order receipts in a safe place as well, separate from the actual money order. If you lose your money order or end up not using it for whatever reason, the only way you can get your money back from the post office is if you have your receipts. For more info about money orders, [click here](#).
- **PROVIDED BY ASA Letter of Acceptance from your Spanish University, written in Spanish** Consulates may call this any of the following: Acceptance Letter / Proof of Admission / Certificate of Admission / Official Certificate of Admission from Spanish school/university. ASA will mail this to you, BUT you **must let us know your visa appointment date first! It takes 2-3 weeks for us to get this letter for you because it is sent from Spain. We need to know your appointment date to make sure we can get this for you in time. ASA cannot be held responsible if we do not receive sufficient notice of your appointment date.** (Submit original + one photocopy)
- **PROVIDED BY ASA Letter of Acceptance from ASA (addressed to Consulate General of Spain)** Consulates may call this Acceptance Letter from Study Abroad Program or Description of Study Abroad Program. While some Consulates do not require this anymore, ASA provides one for you nonetheless, and you should bring it to your appointment. Some Consulates (but not all!) will accept this as your Proof of Funds. ASA will mail this letter to you along with the previous item and the next 2 items. (Submit original + one photocopy)

- **PROVIDED BY ASA Proof of Medical Insurance Letter** This letter will verify you have medical coverage that meets the Consulate’s insurance requirements (including hospitalization, emergencies, evacuation and repatriation). Will be mailed to you with the 2 previous items and following item. Insurance cards are not accepted. *(Submit original + one photocopy)*
- **PROVIDED BY ASA Proof of Accommodation Letter** Your Consulate may not ask for this, but bring it anyway. If your Consulate does ask for it, they may call it “letter from study abroad program specifying address where student will be staying.” This letter will verify you have Accommodation (housing) in Spain for the duration of your program and will be mailed to you with the 3 previous items. Please note that the address given in this letter is NOT necessarily where you will be living, but it is an address you can use for visa purposes. You will receive your *actual* housing assignment via email approximately 2 weeks before your program start date. *(Submit original + one photocopy)*
- **Pre-paid, self-addressed USPS Express Mail envelope (**ONLY if your Consulate offers the option to return your passport by mail**)** Your visa will be affixed to the inside of your passport, so when you get your passport back, your visa will be inside it. **Some Consulates make you pick up your passport in person; others will mail it back to you IF you provide them with a pre-paid, self-addressed envelope with tracking. If your Consulate offers the option to return your passport by mail, they will say this on their website and specify which courier and service you must use** (usually USPS Express Mail). Please check your Consulate’s website to confirm. If the Consulate’s website is not clear on whether they will mail it back to you, email them well before your appointment date to ask if they will mail it back, and if yes, what type of pre-paid envelope you should bring. Keep your receipt and tracking number for your records! NOTE: If you are late applying for your visa, it may be recommendable to pick up your visa in person rather than having it mailed back to you.
- **Proof of Funds / Proof of Financial Means** Consulates may call this Evidence of Funds or Proof of Economic Means. The purpose is to show that you have money to support yourself while you are in Spain. Financial information is confidential and required from all applicants; your visa cannot be processed without it. You will have to submit ONE of the following as your Proof of Financial Means. **However, the options for what you can submit to fulfill this requirement, as well as the format required, vary by Consulate! Check your Consulate’s website for details and always follow their instructions, as the information below is simply meant to shed light on what the Consulate is asking for and how to provide it.**

Example 1: Some Consulates will accept the Letter of Acceptance from ASA as Proof of Financial Means; others will NOT and instead need you to bring a notarized letter from your parent/guardian or bank statement(s) to show you have the funds in cash. *Example 2:* Some Consulates will accept a notarized letter (affidavit) from your parents confirming that they will support you with a minimum amount of money each month you are in Spain. *Example 3:* Some Consulates who want to see bank statements will accept just 1 bank statement; others require 3 consecutive bank statements. *Example 4:* Some Consulates want your bank statement(s) or notarized letter from parent/guardian to show you have US\$700 per month of your stay; others require US\$1,000 per month of your stay; others require around €535 (equivalent in U.S. dollars) per month of your stay in Spain. PLEASE CONSULT YOUR CONSULATE’S WEBSITE CAREFULLY TO FIND OUT WHAT THEY NEED. Notes on typical options for giving Proof of Funds are as follows: *(Submit original + one photocopy)*

 - **Notarized affidavit from your parent/guardian assuming full financial responsibility for at least \$/€ ____ per month of your stay in Spain.** Many Consulates provide an affidavit template on their website that you can download. If their website doesn’t provide an affidavit template, all you have to do is type up a simple letter with the following suggested wording, addressed to the Consulate General of Spain: “I hereby certify that I am the (father/mother/other) of (student first and last name) and will support (him/her) financially with a monthly allowance of at least \$/€ ____ per month while (he/she) is in Spain and that I am financially responsible for any emergency that may arise. Please feel free to contact me with any questions at ____ (tel/email).” (Must be notarized)
 - **Recent bank statement(s) from a checking or savings account** in the student’s name, showing you possess at least \$/€ ____ per month of your stay in Spain. Check your Consulate’s website for the required amount of money. Must show cash funds. College funds, retirement funds, etc. are not accepted, as the value of such accounts is variable. If the student does not have sufficient funds in an account in their name, you can provide bank statements from your parent/guardian BUT this must be accompanied by a notarized affidavit from the parent/guardian stating that the parent/guardian assumes full financial responsibility for the student for the duration of their stay in Spain. This also serves to corroborate the bank statements being in the parent/guardian’s name instead of the student’s. Many Consulates’ websites have an affidavit template you can download. If their website doesn’t have an affidavit template, just write a simple letter, addressed to the Consulate General of Spain, using the suggested wording in the previous bullet point. Check your Consulate’s website for the number of bank statements required, and the exact amount of money required. Note that required number of bank statements varies by Consulate. Must provide original bank statement(s) plus 1 photocopy of each. If you receive your bank statements electronically instead of mailed, that is fine – you would simply print 2 copies of your PDF bank statement(s).
 - **Proof of financial aid or scholarship** for at least \$/€ ____ per month of your stay in Spain. Check your Consulate’s website for the exact amount of money required. You must REQUEST AN ORIGINAL LETTER from your college/university’s Financial Aid Office AT LEAST 2 WEEKS BEFORE YOUR VISA APPOINTMENT. Allow 2 weeks because it usually takes longer to get this than you think it will, as it is likely not a request that your Financial Aid Office is accustomed to receiving. This can NOT be a print-out from your student account or financial aid statement or any other standardized form used or issued by your university; it MUST be an ORIGINAL LETTER pertaining specifically to your visa application. ASA has created a [letter template](#) that you can edit and email to your Financial Aid representative. Do not be surprised if the Financial Aid Office requests additional clarification/details

on what the letter is for. Finally, once you have the letter, double check to make sure the amount of money verified in the letter is equal to or greater than the amount of money required by the Consulate.

- **Letter from the university/school in Spain or in the U.S. assuming full financial responsibility during your stay.** The Letter of Acceptance from ASA (addressed to the Consulate General of Spain) will say this. BUT, not all Consulates accept this as Proof of Funds. Many students will instead have to provide one of the other items, such as bank statements. Check your Consulate's website for details.

- **Additional Required Documents ONLY if you will study in Spain for more than 180 days (e.g. an academic year).**

****THE FOLLOWING ARE NOT REQUIRED IF YOU ARE GOING TO SPAIN FOR ONE SEMESTER****

- **Police Record Certificate / Certificate of Good Conduct** showing you do not have a criminal record in EACH country where you have resided for the last 5 years and legalized with the Apostille Certification. Your Consulate's website will tell you where this document should come from. (Typically, it must be issued by the FBI or State Police/State Department of Justice/State Department of Law Enforcement.) Criminal background checks obtained online are not accepted. They may require you to have it officially translated into Spanish. *Follow the instructions on your Consulate's website carefully. Keep in mind that an FBI Background Check can take 13 WEEKS TO PROCESS and it must be processed, have the Apostille, and be officially translated in time for your visa appointment. (Submit original + one photocopy)*
- **Medical Certificate** on doctor or medical center letterhead, indicating that the student has been examined and found in good physical and mental health to travel to study abroad and is free of contagious diseases and drug addiction. *Follow the instructions on your Consulate's website carefully to ensure your certificate includes ALL the details they require. (Submit original + one photocopy)*

NOTE: Students who are studying in Spain for more than 180 days will receive a visa ONLY for the first 90 days of their program. This is normal. In order to legally remain for the full duration of the program, these students need to register their stay with the local police (Comisaría de Extranjería y Documentación) immediately after arriving in Spain (no later than 30 days after arrival!) and apply for a Foreign Resident ID Card (Tarjeta de Identidad Extranjero). The Foreign Resident ID Card will then be valid for the remainder of the student's academic program. If a student fails to get a Foreign Resident ID Card, he/she cannot legally stay in Spain for the duration of their program, so it is very important that this step be completed immediately after arriving in Spain. (**ONCE AGAIN, THIS IS NOT APPLICABLE TO STUDENTS GOING TO SPAIN FOR ONE SEMESTER**)

- **Additional Required Documents ONLY if you are under 18 years of age** - Additional documentation not specified here will be required for minors. If you are a minor, read your Consulate's website carefully for information pertaining to you.

Reminders!

- **Students going to Spain for ONE SEMESTER** – A Student Visa is a type of LONG STAY VISA (also called a NATIONAL VISA). SEMESTER STUDENTS, DO NOT APPLY FOR A SCHENGEN VISA OR SHORT STAY VISA!
- **Additional visa documents, besides the ones listed here,** may be requested from you at the Consulate's discretion.
- **It is ultimately the student's responsibility to obtain a Student Visa.** ASA cannot apply for your visa for you. Read this document carefully and follow the guidelines on your Consulate's website.
- **Make your visa appointment NOW – they can be REALLY HARD TO GET! Choose an appointment date that is 45-60 days before departure (or 45-60 days before you need your passport back, if you have any international trips planned before your program start date).**
- **Do not rely solely on the list of required documents above.** Each of the Spanish Consulates varies in the documents and format they require. Check YOUR Consulate's website.
- **Start filling out the visa application form AT LEAST 1 WEEK BEFORE your appointment!** The visa application form can be confusing. DO NOT wait until the last minute to fill this out!
- **Don't forget your photocopies!** The Consulate requires one set of photocopies, in addition to the original documents. They WILL NOT make photocopies for you!
- **Make an EXTRA set of photocopies of all your documents, to keep for your records.** All the paperwork you give to the Consulate, they keep. You will not get it back. Keep copies of everything you give to them.
- **Double check everything.** Make sure you have ALL the documents that the Consulate has requested, in the exact format that they describe (check your Consulate's website). They CAN deny your application even if you forgot something as simple as your photocopies.

List of Spanish Consulates in the U.S.

- Spanish Consulates typically close for both Spanish AND U.S. holidays! Check their website for a list of holidays.
- The Consulates' websites can be changed from Spanish to English by clicking "English/Inglés." Visa in Spanish is *visado*.
- The links below are subject to change – ESPECIALLY the direct link given for "Visa Info", as any web updates made by the Consulate may change the url. If you find that any links do not work, please let ASA know.
- The "Visa Info" link below is simply a STARTING POINT – rarely is all the necessary visa info found on just one page. To find all the necessary information about getting your visa, you should navigate the Consulate's website thoroughly, as information is often found on multiple pages.
- Location, hours, and contact information for each Consulate can be found by navigating their website.
- Remember, a Student Visa is a type of LONG STAY VISA (sometimes called a National Visa). Information pertaining to the Schengen Visa is NOT applicable to those applying for a Student Visa.

▶ CONSULATE GENERAL OF SPAIN – BOSTON

Homepage: <http://www.exteriores.gob.es/Consulados/BOSTON/en/Consulado/Pages/inicio.aspx>

Visa Info: <http://www.exteriores.gob.es/Consulados/BOSTON/en/ServiciosConsulares/ConsularServicesBoston/Pages/Visas.aspx>

Jurisdiction: Massachusetts, New Hampshire, Rhode Island, Vermont, Maine

▶ CONSULATE GENERAL OF SPAIN – CHICAGO

Homepage: <http://www.exteriores.gob.es/Consulados/CHICAGO/en/Pages/inicio.aspx>

Visa Info: <http://www.exteriores.gob.es/Consulados/CHICAGO/en/ServiciosConsulares/consularservicesinchicago/visas/Pages/inicio.aspx>

Jurisdiction: Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin

▶ CONSULATE GENERAL OF SPAIN – HOUSTON

Homepage: <http://www.exteriores.gob.es/Consulados/HOUSTON/en/Pages/inicio.aspx>

Visa Info: <http://www.exteriores.gob.es/Consulados/HOUSTON/en/InformacionParaExtranjeros/Pages/Visas.aspx>

Jurisdiction: Alabama, Arkansas, Louisiana, Mississippi, New Mexico, Oklahoma, Tennessee, Texas

▶ CONSULATE GENERAL OF SPAIN – LOS ANGELES

Homepage: <http://www.exteriores.gob.es/Consulados/LOSANGELES/en/Pages/inicio.aspx>

Visa Info: [http://www.exteriores.gob.es/Consulados/LOSANGELES/en/InformacionParaExtranjeros/Pages/Visas%20\(2017\).aspx](http://www.exteriores.gob.es/Consulados/LOSANGELES/en/InformacionParaExtranjeros/Pages/Visas%20(2017).aspx)

Jurisdiction: Arizona, Colorado, Utah, Southern California (THESE COUNTIES ONLY: Imperial, Inyo, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara and Ventura counties)

▶ CONSULATE GENERAL OF SPAIN – MIAMI

Homepage: <http://www.exteriores.gob.es/Consulados/MIAMI/en/Pages/inicio.aspx>

Visa Info: <http://www.exteriores.gob.es/Consulados/MIAMI/en/InformacionParaExtranjeros/Pages/Visa%20Requirements/Student-Visa.aspx>

Jurisdiction: Florida, South Carolina, Georgia

▶ CONSULATE GENERAL OF SPAIN – NEW YORK CITY

Homepage: <http://www.exteriores.gob.es/Consulados/NUEVAYORK/en/Pages/inicio.aspx>

Visa Info: <http://www.exteriores.gob.es/Consulados/NUEVAYORK/en/ServiciosConsulares/Pages/Visas.aspx>

Jurisdiction: Connecticut, Delaware, New Jersey, New York, Pennsylvania. (ONLY ACCEPTS STUDENT VISA APPLICATIONS IF YOU GO TO SCHOOL IN THEIR JURISDICTION. If you live in this jurisdiction, you must apply for your student visa in the jurisdiction of your school state.)

▶ CONSULATE GENERAL OF SPAIN – SAN FRANCISCO

Homepage: <http://www.exteriores.gob.es/Consulados/SANFRANCISCO/en/Pages/inicio.aspx>

Visa Info: <http://www.exteriores.gob.es/Consulados/SANFRANCISCO/en/ConsularServices/Consular-Services-in-San-Francisco/Pages/Visas.aspx>

Jurisdiction: Alaska, California (only counties not listed under Los Angeles jurisdiction), Hawaii, Idaho, Montana, Nevada, Oregon, Washington, Wyoming, Pacific Islands (Guam, American Samoa, Mariana Islands, U.S. Minor Outlying Islands)

▶ CONSULATE GENERAL OF SPAIN – WASHINGTON D.C.

Homepage: <http://www.exteriores.gob.es/Consulados/WASHINGTON/en/Pages/inicio.aspx>

Visa Info: <http://www.exteriores.gob.es/Consulados/WASHINGTON/en/Consulado/Pages/Visas.aspx>

Jurisdiction: Maryland, North Carolina, Virginia, West Virginia, District of Columbia