

# **VISA APPLICATION PROCEDURES**

**IMPORTANT!!!!!!**

**READ IMMEDIATELY**

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

- 1. Response form**
- 2. \$200 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 October 30)**

# SPANISH STUDENT VISAS

## APPLICATION PROCEDURES

### UAlbany, Spain Semester Programs

Please be sure to check the website of the Spanish Consulate in NYC before applying for your student visa to be sure that the rules have not changed. Visa rules are subject to change at any time without notice. *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

The Spanish government requires U.S. citizens studying in Spain for more than 90 days to obtain a **student** visa. You will need to apply for your visa from the Spanish Consulate that serves the geographic region of your permanent legal residence or where you study. **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>

**For Academic Year students especially:** It is not possible for students to extend their Spanish student visas that were initially intended for one semester only. If you are planning to stay in Spain for the academic year (or even considering it) tell **Renée** in Albany right away so that Albany can include the academic year dates in your letter to the Consulate. This will allow you to get a visa that will permit you to stay for both semesters.

Note that the Office of International Education at Albany only provides an official letter and an indication of how to complete the Visa Application Form. **Only the Spanish government can issue the visa. DO NOT SEND VISA FORMS TO THE ALBANY OFFICE OF INTERNATIONAL EDUCATION! This will delay the entire process as we cannot process your visa application.**

Your visa could take several weeks or more to process. **Students who are not citizens of the U.S. should plan for a longer time to receive a visa.** Please check with the Consulate to find out the exact requirements if you are not a citizen of the US.

You must leave your application and other papers (including your passport) at the Consulate. Your visa will be processed and returned, along with your passport, after a waiting period determined by the Consulate. This period depends on the number of applications they have at that time, the vacation schedule of staff in the Consulate office, and/or any number of other factors that Albany cannot control. Remember - the Spanish Consulate is run by the Spanish government, not the U.S. government or our office. If you do have problems, Albany's Office of International Education **CANNOT** help you! We cannot change visa requirements nor does it help if we call consulates or embassies on your behalf. The decision to issue your visa rests solely with the consulate or embassy. Therefore, be sure to do exactly what is required. Note that the Consulate **will not even accept** applications less than seven weeks prior to departure.

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

- *2 Schengen Application forms* (please refer to the guide beginning on page 6). Download the application form from the Spanish Consulate's website at the above web address.
- *2 passport photos* (white background). Attach one photo to each of the Schengen 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 Albany* 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 ⇒ Albany cannot prepare your Visa Letter until you have returned your response form, \$200 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 Albany 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 UAAlbany 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 **October 30**. 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. No personal checks or cash accepted – money orders only! 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), you must bring a **self-addressed and pre-paid US Postal Service Express Mail Envelope** from USPS with appropriate postage, completed address information, and tracking number. Go to your local post office for this and submit it to the Consulate with your other materials. **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. This envelope 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.*

**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. This must be signed by your doctor. **\*\* The medical forms you fill out for Albany 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)**

## **In Spain**

**It is crucial that your passport be stamped at immigration when you arrive in Spain so that you can provide a valid entrance stamp.** Once you arrive in Spain, your program representatives will explain the proper procedures for obtaining a student residency card if necessary. This process may require you to visit the local police station and leave fingerprints, along with other procedures. The on-site staff will give you specific instructions when you arrive.

## **Spanish Consulates**

The following is a list of Consulates representing Spain. You must apply at the Consulate that is responsible for your home state OR the state in which you study. (For example, if you are a resident of California, but are a student at SUNY, you should apply at the Consulate in New York. If this is a problem, you should contact the Consulate in your home state immediately to see if you can apply through the mail.) The procedures at each Spanish Consulate may vary. Please check the web site of the Consulate that serves you for updated information. **Again, Albany cannot help you with your visa.** 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%20Requisitos%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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:conspneworleans@mail.mae.es) (Alabama, Arkansas, Louisiana, Mississippi, Tennessee)
- New York:** 150 East 58th Street, 30<sup>th</sup> floor, New York, New York 10155-0080 - (212) 355-4080/81/82/85/90; fax: (212) 644-3751 email: [spainconsulny@mail.maec.es](mailto: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: [conspsf@mail.mae.es](mailto: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: [cog.washington@mae.es](mailto:cog.washington@mae.es) (Washington D.C., Virginia, Maryland, West Virginia, North Carolina)

### **Visa Assistance Companies**

There are several companies throughout the US that can help you with the visa application process. Their services are **not** free – they charge a fee for their help and that fee can be significant. We recommend applying for your student visa on your own. Even with the company's help, you are still responsible for completing the paperwork. They simply track your application for you and help with any complications. They will assist you no matter where you live in the US.

**NOTE:** These companies were recommended to our office; however, I have never used any of them personally. Therefore, before you decide to use one of the companies listed here, please call them to ask about their services to ensure you are getting the most help for the least amount of money. Keep in mind that the Spanish Consulate in NYC will still most likely require you to submit your application in person even if you are using a visa assistance company. In most cases, the companies will only be able to assist in clarifying requirements, double-checking documents, and obtaining appointments at the Spanish Consulate.

**Perry International:**

phone: (312) 372-2703, located in Chicago

This company can only assist students applying through the Spanish Consulate in Chicago. Please call for current rates.

**Emigra:** [www.emigra.com](http://www.emigra.com)

phone: 1-888-967-5847, located in Houston

In March 2009, they charged \$575 per application plus the actual visa application fee. Please call for current rates.

**Executive Visa, Inc:**

phone: (202) 588-5377

There are no current rates available. Please call for information.

**Travisa:** [www.travisa.com](http://www.travisa.com)

phone: 800-222-2589 or 800-421-5468

In March 2009, they charged \$10 per 'Research Request'. Please call for rates for Spain.

**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](mailto: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](mailto: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 Albany to your appointment. The following documents must be submitted in order for your letter to be prepared:**

- response form
- \$200 program deposit
- Housing request form
- Health insurance waiver form – due by October 30 (if applying for a waiver out of the full SUNY policy)

10/09