

STUDENT VISA CHECKLIST

CONSULATE OF SPAIN IN NEW YORK CITY

Use this checklist if your university or permanent address is located in:
CT, DE, NJ, NY, or PA

**The student visa application is due to the SU Abroad office by 5 p.m.,
Friday, May 13.**

Either drop off or mail your completed visa application to:

SU Abroad
Attn: Rachel Ladenheim
106 Walnut Place
Syracuse, NY 13244



BEFORE YOU BEGIN

- ✓ Complete the Passport Information post-acceptance form within your [SU Abroad application](#).
- ✓ Ensure that your passport is valid through June 2017. If not, you will need to [renew your passport](#) before you can submit your visa application.
- ✓ If you are traveling internationally in May, June, or early July, email your counselor, Rachel Ladenheim at rmladenh@syrr.edu. You may not be able to participate in the group submission.
- ✓ If you have any questions, contact Rachel at rmladenh@syrr.edu or (315) 443-9425.

DOCUMENTS TO SUBMIT

1. Official Passport

- Passport must be signed.
- Passport must have at least one blank page to affix the visa.
- Non-U.S. citizens must provide a copy of their I-20/IAP-66 or Alien Registration Card in addition to their national passport.

2. Application Form

Application form must be completed in blue or black ink, and in print (not cursive) or typed. The application form must be signed at the bottom of page 4. All dates should be written in Spanish format: Day, Month, Year.

[Application form](#) (please find [application instructions below](#))

3. One official Passport-size Photo

Passport photo must be recent and professionally taken. Photos can be taken at the copy center at Marshall Square Mall (SU students) and at most Rite Aid/CVS stores.

- Print your name on the back of the photo.
- Paperclip the photo to your application form (do NOT glue or staple it).

4. Photocopy of ONE of the following Methods of Identification

Student ID if your home university is located in CT, DE, NJ, NY or PA (preferred) or State ID or Driver's License from CT, DE, NJ, NY, or PA.

- SU students must provide a copy of their SUID. No other ID needed.
- ID must be readable.

5. Visa Fee

U.S. Postal Service money order payable to the **Consulate General of Spain** for \$160.00 (U.S. citizens) or \$65.00 (non-U.S. citizens).

- Do not submit cash, personal checks, or bank checks, the Consulate does not accept them. Money orders can be purchased at any U.S. Post Office.
- Please print your full name in the 'from' field and your permanent address below that (you can leave the Consulate's address blank).
- Do not endorse on the back.

6. Self-Addressed, Pre-paid UPS Label

Once the visa is affixed to your passport, the Spanish Consulate will use the pre-paid label to mail your passport back to you. [See instructions below](#) for how to print a pre-paid UPS label.

- The Spanish Consulate will only accept UPS, do not use any other carrier.
- Pre-paid label should be addressed to your **permanent address**.

DOCUMENTS SU ABROAD WILL ADD TO YOUR APPLICATION

7. Proof of health insurance

8. Letter of acceptance (One in English and one in Spanish)

9. Proof of financial means (Part of your acceptance letter)

IMPORTANT: If you are NOT participating in the group visa submission, contact Rachel at rmladenh@syr.edu to obtain these three letters. Include the best address where she can send them.

ADDITIONAL DOCUMENTS TO SUBMIT FOR FULL-YEAR STUDENTS (FALL AND SPRING SEMESTERS)

10. Medical Certificate

Doctor's statement on a doctor's or medical center's 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 or any other illnesses which could lead to public health repercussions according to the International Sanitary Regulations.

11. Copy of Police Records Certificate

- For persons 18 years old or older from the country of origin or place of residence for the last five years.
- Must bear the "Apostille of the Hague Convention."
- In the U.S., F.B.I. or State Police background checks are valid. Please note that FBI clearances can take 8-12 weeks to process.
- Local police background checks will NOT be accepted.
- If the certificate is issued outside the U.S., it must be duly legalized by the corresponding Consulate of Spain (copy required).
- Original certificate must be kept and brought to Spain in case required by the Spanish police.

As visa requirements can change, please check the [Consulate's website](#) prior to submitting your complete application.

INSTRUCTIONS FOR COMPLETING YOUR VISA APPLICATION FORM

- Write neatly in block letters in blue or black ink or type your answers
 - Due to the different date format used in Spain, write all dates as: DD MONTH YYYY
Example: 22 AUGUST 2016
 - If not applicable, leave blank
1. **Surname:** Fill in your last name as shown in your passport
 2. **Surname(s) at birth:** Only if applicable. Previous last names you may have had, could apply if you are married, adopted, etc.
 3. **First names:** First and middle names
 4. **Date of birth:** DD/MONTH/YYYY
 5. **Place of birth:** City and state where you were born
 6. **Country of birth:** Country where you were born
 7. **Current nationality:** Your current country of citizenship (this is not your race). If you have more than one citizenship, list first the one corresponding to the passport that you are presenting for your application, and then add any other citizenship you may have.
 - a. **Nationality at birth:** Your citizenship when you were born, only if applicable
 8. **Sex:** Check the applicable: Male/Female

9. **Marital status:** Check current marital status
10. **Leave blank**
11. **National Identity Number:** Leave blank
12. **Type of travel document:** Ordinary Passport
13. **Number of travel document:** Passport Number
14. **Date of Issue:** Date of passport issue, DD/MONTH/YYYY
15. **Valid until:** DD/MONTH/YYYY (It may appear as "Expiration Date" in your passport)
 - a. Your passport **MUST** be valid until at least June 2017
16. **Issued by:** Place where your passport was issued (usually the U.S. Department of State)
17. **Applicant's home address and email address:** Your permanent address and email
 - a. **Telephone Number(s):** Home AND cell phone number
18. **Residence in a country other than the country of current nationality:** If you are a U.S. citizen, but your permanent address is in another country, OR if you are a non-U.S. citizen and your permanent address is in a country different from your national passport (ex: non-U.S. citizen living in the U.S. with a green card).
19. **Current Occupation:** Student (even if you work while in school)
20. **Main purpose of the journey:** Studies
21. **Intended date of arrival in Spain:** 22 AUGUST 2016
22. **Number of Entries requested:** Multiple Entries
23. **Applicant's Address in Spain:** Calle Miguel Angel 8, 28010 Madrid, Spain
24. **Leave all boxes blank**
25. **Leave all boxes blank**
26. **Data of the educational establishment or research center in case of applying for a student or research visa**
 - a. Name of educational establishment: Instituto Internacional
 - b. Address of the educational establishment: Calle Miguel Angel 8, 28010 Madrid Spain
 - c. Telephone of the educational establishment: 34. 91. 319. 9942
 - d. Email address of the educational establishment: drkuehl@syr.edu
 - e. Intended start date of studies: 22 AUGUST 2016
 - f. Intended date of end of studies: 15 DECEMBER 2016
 - g. LEAVE THE REST OF THE BOXES BLANK
27. **Place and Date:** Where (the city and state) and when (the date) you completed this form. Make sure the location corresponds to the Consulate's jurisdiction. Since you are applying through the Spanish Consulate in NYC, the place must be within CT, DE, NJ, NY, or PA
28. **Signature (DO NOT FORGET!)**

INSTRUCTIONS FOR PRINTING YOUR UPS PRE-PAID LABEL

1. www.ups.com
2. You will need to create an account with UPS in order to print out your label
 - a. At top of ups.com click new user tab and complete sections
 - b. "Contact Name": Your name
 - c. Email
 - d. User ID
 - e. Password
3. Technology Agreement - Agree to terms and click on "next"
4. Enter your profile information

NOTE: Address should be your home/permanent address
5. Communication Preferences: Select your own options (I recommend selecting "Remove me from UPS Communications")
6. Create a Shipment
7. Where is this Shipment Going?
 - a. Address Book = Select your "profile address"
8. Where is this Shipment Coming From?
 - a. Select "Edit" - Please enter the following information:
 - i. **Company or Name:** SU Abroad
 - ii. **Contact:** Rachel Ladenheim
 - iii. **Address Line 1:** 106 Walnut Place
 - iv. **City:** Syracuse
 - v. **State:** NY
 - vi. **Zip:** 13244
 - vii. **Telephone:** 315.443.9425
 - viii. **Email:** rmladenh@syr.edu
 - b. Update
9. What are you shipping? - Select "UPS letter"
10. How would you like to ship?
 - a. Service = UPS 2nd Day Air
 - b. Select "Deliver without Signature"
11. Would you like to add reference number to this shipment?
 - a. Leave blank
12. How would you like to pay?
 - a. "Use Another Payment Card"
 - b. Enter credit card information
 - c. "Use my profile as billing address"
13. Would you like to schedule a pickup?
 - a. Leave blank
14. Next
15. Review that the information is correct
 - a. Ship to: **Should be to your HOME Address, not campus address**
 - b. Return Address AND Ship From Address should be Rachel Ladenheim at SU Abroad
16. Ship Now

This should prompt a print screen. Please print off the label, and submit with your student visa materials. Make note of your tracking number.