

Discovery Madrid

Spanish Student Visa Packet

Consulate General of Spain in New York

As a Syracuse University student, your visa will be processed through the Consulate General of Spain in New York City. Please read this entire packet and only follow only these instructions.

Before you begin:

- Ensure you have a passport valid through June 2017.
- Ensure you are able to be without your passport during the visa application period (May – August 2016).
- Visa application due date: **June 1, 2016**
- Your main contact is Briana Rinaldo, Discovery Advisor
315-443-9427
bmrinald@syr.edu
- Do not mail anything to the consulate. Mail all materials to:
SU Abroad
ATTN: Discovery Visas
106 Walnut Place
Syracuse, NY 13210
- International students, contact Briana Rinaldo before beginning your application.
- Students with European Union Citizenship and nationals of Norway, Iceland, Switzerland, and Lichtenstein traveling with their EU/national passport do not need a visa. Contact Briana Rinaldo for more information.

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Rules for Submitting Your Spanish Visa Application:

1. You MUST be 18 years old at the time of submission.
2. All documents must be submitted/postmarked by the deadline, sent in one package.
3. All documents must be printed single-sided.
4. Do not use any staples, glue, or tape on any portion of your application.
5. All forms with handwritten portions must be legible and written in black ink.
6. All photos, photocopies, and scans must be clear and easy to read.
7. You may print and photocopy in black and white or color.
8. Make copies of all documents for your records and reference.
9. Mail applications through registered mail (FedEx, UPS, USPS with a tracking number).

Note: USPS may take up to two extra days to reach the SU Abroad office.

Checklist of Required Visa Documents

- Official passport
- One official passport photo
**PAPERCLIPPED to application – do not glue
- U.S. Postal Service Money Order for \$160
**Payable to “Consulate General of Spain”
- Spanish visa application
- Pre-Paid UPS label
**You may ONLY use UPS

Your Official Passport

The consulate needs your official signed passport in order to place the visa inside as a permanent page. This confirms your stay in Spain and is required for any student not of European Union Citizenship.

If you do not have a passport or your passport will expire before June 2017, apply for or renew your passport **immediately!** We strongly recommend you have your passport application expedited to ensure your new passport arrives in time to apply for your visa with the group. Applications for passports and passport renewal can be found at travel.state.gov/passport. Once you have applied for your passport, contact Briana Rinaldo and immediately begin working on the remainder of your visa application and submit all other materials by the published deadline. Do not fill out ANY passport information; we will fill that in when your new passport arrives.

One Official Passport Photo

The consulate requires a separate photo to create your visa. This photo does not need to be the same as the photo in your passport. You can have official passport photos taken at various drugstores and other stores for a fee. The photo should be two inches by two inches (2" x 2") and feature only you in front of a white background. You may not take the photo yourself (no "selfies"). Only send one photo with your visa application, but keep the extra photos and bring them abroad with you. Please write your name clearly on the back of the photos. See the sample below.



U.S. Postal Service Money Order

The consulate charges a fee for processing your visa. You must submit a United States Postal Service Money Order for \$160 with your application materials. You may **ONLY** use the United States Postal Service to acquire your money order. No personal checks or cash will be accepted. Print your full name in the "from" field as well as your permanent address below. Leave the consulate's address blank. **DO NOT** sign/endorse the back. If you have any questions, contact Briana Rinaldo.

Visa Application Form

Along with the required documents, you must submit a paper application for your visa. To access the application, please click [here](#). There is another clickable link in the “Welcome to Discovery Madrid!” email I sent you. Please fill out the application according to the following rules:

- Use only black or blue ink and write in **BLOCK LETTERS**
- The date must be written in the following format: **15 April 2016** (date is an example)

Instructions for applications questions (in numerical order):

1. **Surname**: Fill in your last name as shown on your passport
2. **Surname(s) at birth**: Any previous last names you may have had (only if your last name at birth is different than it is now)
3. **First names**: First and middle names
4. **Date of birth**: day, month, year (see example above)
5. **Place of birth**: City and state in which you were born
6. **Country of birth**: Country in which you were born
7. **Current nationality(ies)**: Your current country of citizenship (this is not your race)
 - If you have more than one citizenship, list first the one corresponding with the passport that you are presenting for your application, and then add any other citizenship(s) you may have.
 - **Original nationality (nationality at birth)**: Your citizenship when you were born
8. **Sex**: Check male or female
9. **Marital status**: Check current marital status even if it is different from what appears in your passport (single/married/separated/divorced/widow(er)/other)
10. **LEAVE BLANK**
11. **National Identity Number**: Social Security Number
12. **Type of travel document**: Ordinary passport
13. **Number of travel document**: Passport number
14. **Date of Issue**: Date of passport issue (in your passport), day, month, year
15. **Valid until**: Day, month, year of expiration (in your passport)

16. **Issued by:** Place where your passport was issued (The U.S. Department of State)
17. **Applicant's home address and email:** Your **permanent** address and email address
- o **Telephone Number(s):** Home **and** cell numbers
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-US citizen and your permanent address is in a different country from your national passport (excludes non-U.S. citizens living in the U.S. with a green card)
19. **Current occupation:** Student (even if you work while studying)
20. **Main purpose of the journey:** Studies
21. **Intended date of arrival in Spain:** 29/08/2016
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 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:** 29/08/2015
 - f. **Indented date of end of studies:** 15/12/2015
 - g. **LEAVE THE REST OF THE BOXES BLANK**
27. **Place and date:** The city in which you completed this form and the date
28. **SIGNATURE**

Pre-Paid UPS Label Instructions

You must provide the consulate with a pre-paid UPS label so that they mail your passport and visa directly back to you. **You may ONLY use UPS** as the consulate does not use any other service. Please ensure you use an address at which you WILL reside prior to departing for Spain. Make sure you have access to a printer before beginning this process.

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"
 - a. Agree to terms and click on "next"
4. Enter your profile information (address should be your **home/permanent address**)
5. Communication Preferences (select your own options)
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" and enter the following information:
 - i. **Company or Name:** SU Abroad
 - ii. **Contact:** Briana Rinaldo
 - iii. **Address Line 1:** 106 Walnut Place
 - iv. **City:** Syracuse
 - v. **State:** NY
 - vi. **Zip:** 13244
 - vii. **Telephone:** 315.443.9427
 - viii. **Email:** bmrinald@syr.edu
 - b. "Update"
9. "What are you shipping?"
 - a. 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. Select “Use Another Payment Card”
 - b. Enter credit card information
 - c. “Use my profile as billing address” (if applicable)
- 13. Would you like to schedule a pickup?
 - a. LEAVE BLANK**
- 14. Select “Next”
- 15. Review that the information is correct
 - a. “Ship To” **should be to your HOME Address**
 - b. “Return Address” **AND** “Ship From” Address should be SU Abroad
- 16. Select “Ship Now”
- 17. This should prompt a print screen. Please print off the label and submit with your student visa materials.