

STUDENT VISA CHECKLIST

CONSULATE OF SPAIN IN BOSTON

Use this checklist if your university or permanent address is located in:
MA, ME, NH, RI, or VT



BEFORE YOU BEGIN

- Complete the Passport Information post-acceptance form within your [SU Abroad application](#).
- Ensure that your passport is valid through November 2016. If not, you will need to [renew your passport](#) before you can submit your visa application
- If you have any questions, contact your counselor, Rachel Ladenheim at rmladenh@syr.edu or (315) 443-9425

IMPORTANT NOTES

- You must apply for your student visa **IN PERSON** between April 22 and July 29, 2016. Applications will not be accepted more than 4 months in advance or less than three weeks before departure.
- Applications will be accepted by **APPOINTMENT** only. Click here to schedule: <https://app.timetrade.com/tc/login.do?url=cgsb>. Schedule an appointment now as they fill up quickly. Your application does not need to be complete to make an appointment.
- Once your visa has been processed, you will need to return in person to pick up your passport, or it must be collected by a duly authorized representative, within a period of one month from the date that notification is given.
- Address of the Spanish Consulate in Boston:
31 Saint James Ave, Suite 905
Boston, MA 02116
Phone: (617) 536-2506. (617) 536-2527
cog.boston@maec.es

DOCUMENTS TO SUBMIT

You must submit an original AND photocopy of each document

1. Official Passport

- Passport must be signed.
- Passports 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 + Supplement Form

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

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

Supplemental form must be downloaded from the [Boston Consulate website](#) (scroll down to Student Visa) – [Instructions Below](#)

3. Proof of Residence

One of the following: US Driver's License, Student ID, State ID, **OR** Voter's Registration Card –whichever you choose must be from MA, ME, NH, RI, or VT.

4. Two Official Passport-size Photos

Passport photos must be recent and professionally taken. Passport photos can be taken at any Kinko's, Walgreens, CVS, etc. Before submitting your application, scan and email a copy of one photo to Rachel at rmladenh@syr.edu (JPEG) by May 27.

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). Canadian citizens must send an email to cog.boston@maec.es for visa fee information.

- 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

DOCUMENTS THAT SU ABROAD NEEDS TO SEND TO YOU

Contact Rachel at rmladenh@syr.edu at least two weeks before your visa appointment to obtain these three letters. Include the best address where she should send them.

6. Proof of health insurance

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

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

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

9. Medical Certificate

The following statement must be signed by the doctor on the doctor's or medical center's official letterhead. Cannot be older than three months.

This medical certificate attests that Mr./ Mrs. does not suffer from any illness that would pose a threat to public health according to the International Health Regulations of 2005.

10. Police Records Certificate

- For persons 18 years old or older from every U.S. state and country where you have lived for more than six months in the past five years.
- Must be translated into Spanish and 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 also required).
- Certificate cannot be older than three months.

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
 - Use blue or black ink
 - 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 on your passport
 2. **Surname(s) at birth** = Previous last names you may have had, could apply if you are married, adopted, etc. Only if applicable.
 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/ies** = 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 citizenships 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** = Circle your current marital status
 10. **Leave blank**
 11. **Spanish 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 (in passport) 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 (located in lower right of US passport.) Usually distributed by US Department of State or regional passport authority.
 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 US citizen, but your permanent address is in another country, OR if you are a non-US citizen and your permanent address is in a country different from your national passport (ex: non-US citizen living in the US with a green card).

19. **Current Profession** = 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** = More than two
23. **Postal address of applicant in Spain** = Calle Miguel Angel 8, 28010 Madrid, Spain
24. **Leave blank**
25. **Leave blank**
26. **Leave all boxes blank**
27. **Leave all boxes blank**
28. **Data of the educational establishment or research centre 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 ALL OTHER BOXES BLANK
29. **Place and Date** = Where (the city) and when (the date) you completed this form. The location **MUST** correspond to the Consulate's jurisdiction. Since you are applying through the Spanish Consulate in Boston, the place must be within ME, MA, NH, RI, or VT.
30. **Signature** (DO NOT FORGET!)

INSTRUCTIONS FOR COMPLETING THE SUPPLEMENTAL FORM

- Must write in all capital letters
1. GESTIÓN DE VISADOS
 - a. Last Name
 - b. First Name
 - c. Sex: Check appropriate box
 - d. Passport number
 - e. Date of Birth: DD/MONTH/YYYY
 - f. Place of Birth: *City & State*
 - g. Country
 - h. Current Nationality
 - i. Legal Status: *If US Citizen - National Citizen, if not – your legal status in US*
 2. DATOS SOLICITANTE
 - a. Maiden Name
 - b. Marital Status: *Check appropriate box*
 - c. Address of Residency: *Put address that is in Boston Consulate's jurisdiction (permanent or school address)*
 - d. Telephone number
 - e. Type of Visa: LEAVE BLANK
 - f. N°: LEAVE BLANK
 - g. Exp. Date: LEAVE BLANK
 - h. Profession: *Student*
 - i. Company Name: *Syracuse University*
 - j. Company's Address: *106 Walnut Place, Syracuse, NY 13244*
 3. DATOS VISADOS
 - a. Number of Entrances: *Check Mult.*
 - b. From: *22/08/2016 TO 15/12/2016*
 - c. Duration of Stay: *115 Days*
 - d. Port of Entry: *Madrid, Spain*
 - e. Main Destination: *Madrid, Spain*
 - f. Purpose of Travel: *Study*
 - g. Contact Information: *Dr. Roberto Kuehl*
 - h. Reference (*)/Address: *Calle Miguel Angel, 8,*
 - i. City: *Madrid*
 - j. Zip Code: *28010*
 - k. Province: *Madrid*
 4. DATE: DD/MONTH/YYYY
 5. SIGNATURE: Do not forget to sign!