

# STUDENT VISA CHECKLIST

## CONSULATE OF SPAIN IN WASHINGTON, D.C.

Use this checklist if your university or permanent address is located in:  
WASHINGTON, D.C., MD, NC, VA, OR WV



### 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 have any questions, contact your counselor, Rachel Ladenheim at [rmladenh@syr.edu](mailto:rmladenh@syr.edu) or (315) 443-9425

### IMPORTANT NOTES

- You must apply for your student visa IN PERSON, 9 am - 1 pm, Mon - Thurs (no appointment necessary) between May 20 and July 20. Applications will not be accepted more than 3 months in advance or less than one month before departure.
- A parent or guardian can apply on behalf of a student, however, written, notarized authorization is required and the student must then appear in person to pick up the passport/visa.
- Address of the Spanish Consulate in DC:  
2375 Pennsylvania Ave NW  
Washington, D.C. 20037  
Phone: (202) 728-2330

## 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

Form must be 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. You can find the application form on the Consulate's website [here](#) (scroll down to Student Visa). [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. Before submitting your application, scan and email a copy of the photo to Rachel at [rmladenh@syr.edu](mailto:rmladenh@syr.edu) (JPEG) by Friday, May 27.

### 4. Visa Fee

Exact cash only, \$160.00 (US citizens) or \$65.00 (non-US citizens). Exception: \$38 (Citizens of Russia, Ukraine, Macedonia, Serbia, Montenegro, and Moldavia).

### 5. Self-Address, Pre-Paid "USPS Express Mail" Envelope

Once your visa has been processed, you can either pick it up in person or provide a pre-paid envelope, which the consulate will use to mail your passport back to you.

- Do not provide any other type of envelope, the Consulate will not accept it.
- Pre-paid envelope should be addressed to your **permanent address**.
- Tracking of the passport is the sole responsibility of the applicant.
- If a parent or guardian applied for the visa on your behalf, you must appear in person to pick up your passport.

## DOCUMENTS SU ABROAD WILL ADD TO YOUR APPLICATION

Contact Rachel at [rmladenh@syr.edu](mailto: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

Signed statement by doctor on doctor's or medical center's letterhead, stating: The applicant (First and last name as appears in your passport) has been examined and found in good physical and mental health to travel to study abroad and is free of contagious diseases. Cannot be older than three months.

### 10. Police Records Certificate

- For persons 18 years old or older from every country or U.S. state you have lived in for more than 6 months in the past 5 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 also required).

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
1. **Surname** = Fill in your last name as shown in 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 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 your current marital status
  10. **Leave blank**
  11. **(Spanish) National Identity Number** = Leave blank, unless applicable
  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 United States 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 Greencard).
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 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](mailto: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
27. **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 Washington, DC, the place must be within Washington, D.C., MD, NC, VA or WV!
28. **Signature** (DO NOT FORGET!)