

STUDENT VISA CHECKLIST

CONSULATE OF SPAIN IN HOUSTON

Use this checklist if your university or permanent address is located in:
AL, AR, LA, MS, NM, OK, TN, OR TX



BEFORE YOU BEGIN

- Complete the Passport Information post-acceptance form within your [SU Abroad application](#).
- Ensure that your passport is valid through July 2018. If not, you will need to [renew your passport](#) before you can submit your visa application
- As visa requirements can change, please check the [Consulate's website](#) prior to submitting your complete application
- If you have any questions, contact your counselor, Callie Rogemoser at clbest@syr.edu or (315) 443-9425

IMPORTANT NOTES

- You must apply for your student visa **IN PERSON** between May 25 and July 5. Applications will not be accepted more than 90 days in advance, and can take 4 weeks to process.
- Applications will be accepted by **APPOINTMENT** only. Click here to schedule: <https://consulategeneralofspaininhouston.acuityscheduling.com/schedule.php>. Schedule an appointment now as they fill up quickly. Your application does not need to be complete to make an appointment.
- Address of the Spanish Consulate in Houston:
1800 Bering Dr., Suite 660
Houston, TX 77057
Phone: (713) 783-6200
cog.houston@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, as well as a planned round-trip itinerary/printout.
- Passport must be valid through July 2018

2. Application

Forms must be completed in blue or black ink, and in print (not cursive). Before being copied, 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](#))

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 AL, AR, LA, MS, NM, OK, TN, or TX.

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. One per application form. Before submitting your application, scan and email a copy of one photo to Callie at clbest@sy.edu (JPEG).

5. Visa Fee

Exact cash or Money order in the amount of \$160.00 (US citizens) or \$65.00 (non-US citizens) payable to the **Consulate General of Spain**. Money orders must be purchased at any US Post Office.

6. Pre-paid, Self-Addressed Envelope

If you wish for the consulate to mail you back your passport once they process your visa, you must provide a prepaid self-addressed envelope with a tracking number. Only USPS Priority or Express Mail will be accepted. If you reside in Houston, you must pick your passport up in person.

DOCUMENTS THAT SU ABROAD NEEDS TO SEND TO YOU

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

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)

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

10. Medical Certificate

The following statement must be signed by the doctor on the doctor's or medical center's official letterhead, and cannot be older than three months:

The student has been examined and found free of any contagious or infectious diseases according to the International Health Regulation 2005.

11. 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 verified by fingerprints and 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).
- Certificate cannot be older than three months.

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: 21 AUGUST 2017
 - Leave blank if not applicable
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, 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 passport)
 - a. Your passport **MUST** be valid until July 2018
 16. **Issued by** = Place where your passport was issued (located in lower right of US passport.) Usually issued by United States Department of State or regional passport authority.
 17. **Applicant’s Home Address and Email Address** = Your permanent address and email address
 - 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** = 21 AUGUST 2017
22. **Number of Entries requested** = More than two
23. **Applicant's Address 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@syu.edu
 - e. Intended start date of studies = 21 AUGUST 2017
 - f. Intended date of end of studies = 15 DECEMBER 2017
**end date is different if attending UAM/IEU*
 - 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 Houston, the place must be within AL, AR, LA, MS, NM, OK, TN, OR TX.
30. **Signature** (DO NOT FORGET!)