

# STUDENT VISA CHECKLIST

## CONSULATE OF SPAIN IN LOS ANGELES

Use this checklist if your university or permanent address is located in: AZ, CO, UT, or Southern CA (Imperial, Inyo, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, & Ventura)



### 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](mailto:clbest@syr.edu) or (315) 443-9425.

### IMPORTANT NOTES

- You must apply for your student visa **IN PERSON** between May 1 and July 5. Applications will not be accepted more than 120 days in advance, and can take 4 weeks to process.
- Applications will be accepted by **APPOINTMENT** only. Click here to schedule: <https://app.timetrade.com/tc/login.do?url=spanconsul>. Schedule an appointment now as they fill up quickly. Your application does not need to be complete to make an appointment.
- A parent or guardian can apply on behalf of a student, however, written, notarized authorization is required.
- Address of the Spanish Consulate in Los Angeles:  
5055 Wilshire Blvd., Suite 860  
Los Angeles, CA 90036  
Phone: (323) 938-0158. (323) 938-0159  
Email: [cog.losangeles@maec.es](mailto:cog.losangeles@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

Application Forms must be filled out in capital letters. Before being copied, the application form must be signed at the bottom of page 4.

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

### 3. Documents Checklist – Please find [here](#)

### 4. 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 AZ, CO, UT, or Southern CA.

### 5. One Official Passport-size Photo

Passport photo must be recent and professionally taken. Passport photo can be taken at any Kinko's, Walgreens, CVS, etc. Before submitting your application, scan and email a copy of the photo to Callie at [clbest@syr.edu](mailto:clbest@syr.edu) (JPEG).

### 6. Disclaimer Form – Found [here](#)

### 7. Visa Fee

U.S. Postal Service money order payable to the **Consulate General of Spain** for \$160.00 (U.S. citizens), \$95.00 (Canadian Citizens), or \$65.00 (other nationals).

- Do not submit cash, personal checks, or bank checks, the Consulate does not accept them. Money orders must 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

### 8. Self-Address, Pre-Paid "FedEx or 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 mailed items is the responsibility of the applicant.

## **DOCUMENTS THAT SU ABROAD NEEDS TO SEND TO YOU**

Contact Callie at [clbest@syrr.edu](mailto:clbest@syrr.edu) at least two weeks before your visa appointment to obtain these three letters. Include the best address where she should send them.

### **9. Proof of health insurance**

### **10. Letter of acceptance** (One in English and one in Spanish)

### **11. Proof of financial means** (Part of your acceptance letter)

## **ADDITIONAL DOCUMENTS TO SUBMIT FOR ACADEMIC YEAR STUDENTS (FALL AND SPRING SEMESTERS)**

### **12. Medical Certificate**

The following statement must be signed by the doctor on the doctor's or medical center's official letterhead with the official stamp of the administering center. Cannot be older than three months. Must be translated into Spanish.

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.

### **13. 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.

## 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
  - If not applicable, leave blank
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** = 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. **Original nationality** (nationality at birth) = Your citizenship when you were born
  8. **Sex** = Check the applicable: Male/Female
  9. **Marital status** = Check current marital status
  10. **Leave blank**
  11. **National Identity Number** = Driver's License Number, if you have one, if not, 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 JULY 2018
  16. **Issued by** = Place where your passport was issued (usually the US 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 US citizen, but your permanent address is in another country, OR if you are a non-US citizen & 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 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** = 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](mailto:drkuehl@syr.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 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 LA, the place must be within AZ, CO, UT, or Southern CA.

28. **Signature** (DO NOT FORGET!)