

# STUDENT VISA CHECKLIST

## CONSULATE OF SPAIN IN SAN FRANCISCO

Use this checklist if your university or permanent address is located in: AK, HI, ID, GUAM, MT, NV, OR, WA, WY, or CA (except the counties of 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 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](mailto:rmladenh@syr.edu) or (315) 443-9425

### IMPORTANT NOTES

- You must apply for your student visa **IN PERSON** between April 20 and July 8. Applications will not be accepted more than 4 months in advance, and can take 4-6 weeks to process.
- Applications will be accepted by **APPOINTMENT** only. Click here to schedule: <http://www.vfsglobal.com/Spain/usa/SanFrancisco/>. 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 and the student must then appear in person to pick up the passport/visa.
- Address of the Spanish Consulate in San Francisco:  
1405 Sutter St  
San Francisco, CA 94109  
Phone: (415) 922-2995, (415) 922-2996, (415) 922-0170  
[cog.sanfrancisco@maec.es](mailto:cog.sanfrancisco@maec.es)
- You can [check the status](#) of your visa with the personal code given to you at your visa appointment.

## 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 form must be typed. Before being copied, the application form must be signed in blue or black ink at the bottom of page 4. All dates should be written 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 AK, HI, ID, GUAM, MT, NV, OR, WA, WY, or CA.

### 4. Two Official Passport-size Photos (one per application form)

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](mailto:rmladenh@syr.edu) (JPEG) by May 27.

### 5. Planned Roundtrip Airline Reservation or Itinerary

USA – Spain – USA.

### 6. 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 can be purchased at any US Post Office.

### 7. 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 (no metered stamps), 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.
- If a parent or guardian applied for the visa on your behalf, you must appear in person to pick up your passport.
- You can pick up your visa Monday-Friday from 1:00-2:00 p.m.

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

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.

### **8. Proof of health insurance**

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

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

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

### **11. Medical Certificate**

Must be issued in the place of residence and cannot be older than three months. The following statement must be signed by the doctor on the doctor's or medical center's official letterhead:

This medical certificate attests that Mr./ Mrs. .... has been examined and found free of any contagious diseases according to the International Health Regulations of 2005.

### **12. 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 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

- 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 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. **Original nationality** (nationality at birth) = Your citizenship when you were born
  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, 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 (Usually distributed by United States 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 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 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. **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@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 Miami, the place must be within AK, HI, ID, GUAM, MT, NV, OR, WA, WY, or CA (except the counties of Imperial, Inyo, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, & Ventura)

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