

Syracuse ABROAD

STUDENT VISA CHECKLIST: SPRING 2020 CONSULATE OF SPAIN IN NEW YORK CITY

Use this checklist if your home institution or home address is located in: CT, DE, NJ, NY, PA

The student visa application is due to the Syracuse Abroad office by:

5:00 PM on Monday, October 21st

Either drop off or mail your completed visa application and materials to:

Syracuse Abroad
Attn: Rick Cieri
106 Walnut Place
Syracuse, NY 13244



BEFORE YOU BEGIN

- ✓ Complete the *Passport Information* questionnaire within your [Syracuse Abroad application](#).
- ✓ Ensure that your passport is valid through **December 2020**. 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 are traveling internationally in November or December, you must email your counselor, Rick Cieri at fwcierii@syr.edu. You may not be able to participate in the group submission.
- ✓ If you submit your materials through the group submission, do not contact the consulate for updates or to retrieve your passport.
- ✓ If you have any questions, contact Rick at fwcierii@syr.edu or (315) 443-9425.

DOCUMENTS YOU MUST SUBMIT

1. Official Passport

- Passport must be signed.
- Passport must be valid through **December 2020**
- Passport 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 completed in blue or black ink, in print (not cursive) or typed, and printed single-sided. The application form must be signed 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. One official Passport-size Photo

Passport photo must be recent and professionally taken. Photos can be taken at most Rite Aid/CVS stores, as well as some post offices.

- Print your name lightly on the back of the photo.
- Paperclip the photo to your application form (do NOT glue or staple it).

4. Photocopy of ONE of the following Methods of Identification

Student ID if your home university is located in CT, DE, NJ, NY or PA (preferred) or State ID or Driver's License from CT, DE, NJ, NY, or PA.

- SU students must provide a copy of their SUID. No other ID needed.
- ID must be readable and in color.

5. Visa Fee

Personal check or U.S. Postal Service money order payable to Syracuse University for \$160.00 (U.S. citizens). Other nationalities must [check the fee](#) before filling out the money order.

- Money orders must be purchased at a U.S. Post Office.
- Please print your full name in the 'from' field and your permanent address below that (you can leave the Syracuse University address blank).
- Do not endorse on the back.

6. Self-Addressed, Pre-paid UPS Label

Once the visa is affixed within your passport, the Spanish Consulate will return all passports back to the university representative. Once processed at Syracuse Abroad, passports will be mailed to the address provided on the UPS label.

See instructions on page 6 for how to print a pre-paid UPS label.

- Syracuse Abroad will only accept UPS. Do not use any other carrier.
- Pre-paid label should be addressed to your **permanent address**.
- UPS will not ship to PO Box.

DOCUMENTS THAT SYRACUSE ABROAD WILL ADD TO YOUR APPLICATION

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)

IMPORTANT: If you are NOT participating in the group visa submission, contact Rick at fwcierii@syr.edu to obtain these three letters. Include the best address where he can send them. **These letters are required to obtain your visa.**

ADDITIONAL DOCUMENTS TO SUBMIT FOR FULL-YEAR STUDENTS ONLY: (STUDENTS WHO WILL SPEND ONE ENTIRE ACADEMIC YEAR IN SPAIN)

If you plan to study abroad in Spain for an entire year, you must supply the following:

10. Medical Certificate

Doctor's statement on a doctor's or medical center's letterhead, indicating that the student has been examined and found in good physical and mental health to travel to study abroad and is free of contagious diseases or any other illnesses which could lead to public health repercussions according to the International Sanitary Regulations.

11. Copy of Police Records Certificate

- For persons 18 years old or older from the country of origin or place of residence for the last 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 required).
- Original certificate must be kept and brought to Spain in case required by the Spanish police.

INSTRUCTIONS FOR COMPLETING YOUR VISA APPLICATION FORM

- Write neatly in block letters (CAPITAL LETTERS) in blue or black ink or type your answers. Do not print application double sided- it will not be accepted.
 - Due to the different date format used in Spain, write all dates as: DD MONTH YYYY
 - ❖ **Example: 13 JANUARY 2020**
 - If not applicable, leave blank
1. **Surname:** Fill in your last name as shown in your passport
 2. **Surname(s) at birth:** Only if applicable. Previous last names you may have had, could apply if you are married, adopted, etc.
 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.
 - **Nationality at birth:** Your citizenship when you were born, only if applicable
 8. **Sex:** Check the applicable: Male/Female
 9. **Marital status:** Check current marital status
 10. **In the Case of Minors:** Leave blank
 11. **National Identity Number:** Leave blank
 12. **Type of travel document:** Check “Ordinary Passport”
 13. **Number of travel document:** Passport Number
 14. **Date of Issue:** Date of passport issue, DD/MONTH/YYYY
 15. **Valid until:** DD/MONTH/YYYY (It may appear as “Expiration Date” in your passport)
 - **Your passport MUST be valid through December 2020**
 16. **Issued by:** Place where your passport was issued (usually the U.S. Department of State)
 17. **Applicant’s home address and email address:** Your permanent address and email
 - **Telephone Number(s):** Home AND cell phone number
 18. **Residence in a country other than the country of current nationality:** If you are a U.S. citizen, but your permanent address is in another country, OR if you are a non-U.S. citizen and your permanent address is in a country different from your national passport (ex: non-U.S. citizen living in the U.S. with a green card).
 19. **Current Occupation:** Student (even if you work while in school)
 20. **Main purpose of the journey:** Check “Studies”
 21. **Intended date of arrival in Spain:** 13 JANUARY 2020 (*even if arriving sooner/later*)
 22. **Number of Entries requested:** Check “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**

- **Name of educational establishment:** Instituto Internacional
- **Address of the educational establishment:** Calle Miguel Angel 8, 28010 Madrid Spain
- **Telephone of the educational establishment:** 34. 91. 319. 9942
- **Email address of the educational establishment:** drkuehl@syr.edu
- **Intended start date of studies:** 13 JANUARY 2020
- **Intended date of end of studies:** 8 MAY 2020
- ❖ **End date is different if attending UAM. Please list accordingly.**
- **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 - could be your hometown or university's location. Since you are applying through the Spanish Consulate in NYC, the place must be within CT, DE, NJ, NY, or PA

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

INSTRUCTIONS FOR PRINTING YOUR UPS PRE-PAID LABEL

1. www.ups.com
2. You will need to create an account with UPS in order to print out your label
3. After creating an account, enter your profile information
NOTE: Address should be your home/permanent address
Please use your name - do not enter "Home" as your name.
4. Communication Preferences: Select your own options
5. Go to: **QUICK START** → **Ship**
6. Where is this shipment coming from?
 - a. Select "Edit" - Please enter the following information:
 - i. **Name:** Syracuse Abroad
 - ii. **Contact:** Rick Cieri
 - iii. **Address Line 1:** 106 Walnut Place
 - iv. **City:** Syracuse
 - v. **State:** NY
 - vi. **Zip:** 13244
 - vii. **Telephone:** 315.443.9425
 - viii. **Email:** fwcierii@syr.edu
7. Where is your shipment going?
 - a. Enter your permanent address, or select from address book
8. What kind of packaging are you using? - Select "**UPS Letter**"
 - a. No weight needed
 - b. Value = \$128
9. How would you like to ship?
 - a. Estimated Ship Date - Put any weekday. This does not matter!
 - b. Service = "**UPS 2nd Day Air**" (Should be about \$20-30 for continental USA)
10. Additional Details
 - a. Leave blank
11. How would you like to pay?
 - a. Select **Payment Card**
 - b. Enter your debit/credit card information
 - c. Enter your billing address
12. Would you like to schedule a pickup?
 - a. Leave blank
13. Next
14. Review that the information is correct
 - a. Ship to: **Should be to your HOME Address, not campus address**
 - b. Return Address AND Ship From Address should be Rick Cieri at Syracuse Abroad
15. Ship Now

Successful completion of this process should prompt a print screen. Please print off the label, and submit with your student visa materials. Make note of your tracking number.