

Syracuse ABROAD

STUDENT VISA CHECKLIST: FALL 2022 CONSULATE OF SPAIN IN NEW YORK CITY

(updated March 28, 2022)

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

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

5:00 PM on Thursday, April 21, 2022

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

**Syracuse Abroad
Attn: Katie Wells
106 Walnut Place
Syracuse, NY 13244**



BEFORE YOU BEGIN

- ✓ Complete the *Passport Information* questionnaire within your [OrangeAbroad portal](#).
- ✓ Ensure that your passport is valid through **June 2023**.
- ✓ As visa requirements can change, please check it's always a good idea to double check requirements on the website prior to submitting your complete application.
- ✓ If you are traveling internationally over the summer (May-August), you must email your advisor, Katie Wells at SyrMadrid@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 Katie at SyrMadrid@syr.edu or (315) 443-9425.

DOCUMENTS YOU MUST SUBMIT

1. Official Passport (+ color photocopy)

- Passport must be signed.
- Passport must be valid through **June 2023**
- Passport must have two blank pages 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. The application is attached to this email (please find [application instructions below](#)).

3. One official passport-size photo

A recent, passport-size, color photograph, taken against a light background, facing forward, without dark or reflective glasses, or any garments concealing the oval of the face. 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. The visa fee is \$160.00 for U.S. citizens, \$97 for Canadian citizens, and \$90 for all other nationalities.

- 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 Syracuse Abroad. 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 Katie at SyrMadrid@syr.edu to obtain these three letters. Include the best address where she 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. Foreign documents must be legalized or apostilled and, where applicable, must be submitted together with an official translation into Spanish.

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: 22 AUGUST 2022**
 - 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. **Given 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. **Must match your passport.**
 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 June 2023**
 16. **Issued by (country):** 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 (**use an email you will check often - preferably your @syr.edu !**)
 - **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:** 22 AUGUST 2022 (for ALL Madrid Center students, *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. **Data of the individual resident in Spain:** Leave blank
25. **Data of employer:** Leave blank
26. **Data of the educational establishment or research center in case of applying for a student or research visa**
 - **Name of the study or research center:** Instituto Internacional
 - **Address of the study or research center:** Calle Miguel Angel 8, 28010 Madrid Spain
 - **Telephone of the study or research center:** 34. 91. 319. 9942
 - **Email address of the study or research center:** drkuehl@syr.edu
 - **Intended start date of studies:** 22 AUGUST 2022
 - **Intended date of end of studies:** 15 DECEMBER 2022
 - 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

You must provide Syracuse Abroad with a pre-paid UPS label in order to have your passport and visa returned to you. You do not need to provide Syracuse Abroad with an envelope, just the label. Following are directions on how to create one. The label is available for printing for 24 hours. If you do not have immediate access to a printer, you can save the label as a PDF file and print it later.

Go to www.ups.com

Please note that directions may change as UPS updates their website!

At the top of ups.com, select "Create a Shipment" from the Shipping tab

1. Where is your shipment coming from?

a. **You are shipping FROM Syracuse Abroad**

106 Walnut Place

Syracuse, NY 13244

T: 315.443.9428, SyrMadrid@syr.edu (check the box to send status updates to this email address)

b. Continue

Where are you shipping to?

c. **You are shipping TO your home address.** Enter those details here.

d. Continue

2. What kind of packaging are you using?

a. From the drop down list, select "**UPS LETTER**", weight 1lb, replacement value \$170 USD

b. You can add a reference number or other options if you like, but it's not required

c. Continue

3. How would you like to ship?

a. Select "**I'll drop off my shipment or include it in another pickup.**" Skip the estimated ship date.

b. From the selection of boxes shown, disregard the dates listed and choose the box that says "**UPS 2ND DAY AIR**". You can choose next day air if you prefer.

c. Continue

4. Almost done. Let's check a few more details.

a. What are you shipping? Enter a descriptor such as "**Spanish visa**"

b. Add your personal email address so you can receive notifications of your passport's whereabouts. Select any other options you wish.

c. Continue

5. How would you like to pay?

a. Select payment card and fill out your billing information.

6. Review the details; if everything is correct, click "PAY AND GET LABEL".

a. If you can't print the label out right away, save it as a PDF so you can print it later. The label is available for printing for 24 hours. If you wait longer than 24 hours, you will have to call UPS customer service for assistance to print the label.

IMPORTANT: Although we will do everything in our power to help you locate a missing package, Syracuse Abroad cannot be responsible for shipments that are wrongfully delivered or lost by UPS. It is UPS policy to require a signature for a package unless otherwise instructed and to leave packages in a secure

location. However, we unfortunately have no control over individual drivers and whether they adhere to UPS policy.

Syracuse Abroad recommends that you track your package when you are notified that your passport has been sent. If you have special requirements for delivery (a specific door, ringing the doorbell, etc.), these must be addressed by you as the customer with UPS.

Please contact UPS Customer Service at 800-PICK-UPS (800-742-5877) with your tracking number if you have questions about the delivery of your package or to file a claim for a missing package. You may also file a claim from your online account.