



## STUDENT VISA CHECKLIST: Fall 2025

### GROUP SUBMISSION: Consulate of Spain in New York City

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

\*If your home university/institution is NOT in one of the listed states, contact [syrmadrid@syr.edu](mailto:syrmadrid@syr.edu) IMMEDIATELY

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

**5:00 PM (EST) on Thursday, April 17, 2025**

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

**Syracuse Abroad  
Attn: Madrid Visas  
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 2026**.
- ✓ Sign your passport **in ink** on the photo ID page
- ✓ Read through this entire packet thoroughly before beginning your visa application
- ✓ If you are traveling internationally between **April 1** and your departure date, you must immediately email the Syracuse Madrid team at [SyrMadrid@syr.edu](mailto: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 us at [SyrMadrid@syr.edu](mailto:SyrMadrid@syr.edu) or (315) 443-0252.

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## DOCUMENTS YOU MUST SUBMIT

### 1. Official Passport (+ one NOTARIZED color photocopy of the ID page)

- Passport must be signed in ink.
- Passport must be valid through **June 2026**
- Passport must have two blank pages to affix the visa.
- **Non-U.S. citizens** must provide a photocopy of their U.S. Student Visa, I-20/IAP-66 , or Alien Registration Card (Green Card) in addition to their national passport.

### 2. Application Form – ([Link here](#))

Application form must be:

- Completed in blue or black ink
- In print block letters (not cursive) or typed
- **Printed single-sided DO NOT STAPLE.**
- The application form must have a physical ink signature at the bottom of page 6 (no electronic).

**All dates should be written in European format: Day-Month-Year (DD-MM-YYYY)** The application form is accessed by link above.

### 3. One official passport-size photo

A recent, original, and official passport photograph. Photos can be taken at some drugstores (call first to confirm), as well as some post offices. SU students can go to Marshall Square Post Office or SUNY ESF Moon Library.) You may need to [make an appointment](#).

- Must follow [TSA passport photo guidelines](#)
- Cannot be a photocopy.
- Print your name lightly on the back of the photo.
- Paperclip the photo to your application form (**do NOT glue or staple it**).

### 4. NOTARIZED Color photocopy of your student ID card

Color photocopy your home university ID card

- ID must be readable and in color.
- ID must be for a university of institution within one of the following states: NY, NJ, CT, DE, PA
- \*Only non-US citizens: **NOTARIZED** copies of Alien Residence Card (Green-Card) or residence visa (U.S. Student Visa) valid in USA (except B1/B2); photocopy of I-20 or IAP-66.

### 5. Visa Fee

Personal check or [USPS money order](#) payable to Syracuse University. The visa fee is \$160 for U.S. citizens and \$94 for all other nationalities.

- Please print your full name in the 'from' field and your permanent address below that (you can leave the Syracuse University address blank).
- Write your SUID# (if applicable) in the "memo" section
- Do not endorse on the back.

### 6. Group Authorization Release Form -- (Find at the end of instruction packet)

- Signed release form authorizing a Syracuse Abroad representative to submit your application to the Spanish Consulate on your behalf.

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7. **Self-Addressed, Pre-paid UPS Label**

Once your visa is processed and affixed to a page within your passport, the Spanish Consulate will return all passports back to Syracuse Abroad. Passports will then be mailed by Syracuse Abroad to the address provided on the UPS label. **Remember to use your permanent address, not your school address in case the passports are mailed after you have already left campus.**

See instructions below for how to print a pre-paid UPS label.

- Pre-paid label should be addressed to your **permanent address (not your student residence)** because your passport will likely be mailed to you during winter break.
- UPS will not ship to a P.O. Box.

**SYRACUSE STUDENTS ONLY:** SU Students can use the notary services of Theresa Barone at the Syracuse Abroad Office. We accept walk-ins but it is recommended that you make an appointment with Theresa [here](#).

**DOCUMENTS THAT SYRACUSE ABROAD WILL ADD TO YOUR APPLICATION**

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)

**IMPORTANT:** If you are NOT participating in the group visa submission, contact the Syracuse Madrid team at [SyrMadrid@syr.edu](mailto:SyrMadrid@syr.edu) to obtain these three letters. Include the best address where they can send them. **These letters are required to obtain your visa.** Title your email “LAST NAME, First Name – Spanish visa letters”

**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:

**11. 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.

**12. 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

([Link for the application form here](#))

- 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 and do not staple your application.
  - Due to the different date format used in Spain, write all dates as: DD MONTH YYYY
    - ❖ **Example: 4 SEPTEMBER 2025** (*please note that your specific dates may differ*)
  - 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 name(s)
  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 different than current nationality. Otherwise leave blank.
  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 2026
  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

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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 (choose most applicable):**

\*ALL Madrid Center and UAM Direct Enroll students, *even if arriving sooner*: **4 SEPTEMBER 2025**

\*Students participating in Signature Seminar: **26 AUGUST 2025**

22. **Number of Entries requested:** Check “**Multiple Entries**”

23. **Applicant’s Address in Spain:** **Calle Miguel Àngel 8**  
**28010 Madrid, Spain**

24. **Foreign Nation Identification Number (NIE):** **Leave blank**

25. **Data of Notification of Resolution:** **Leave blank**

26. **Data of Sponsor (in case of a family reunion):** **Leave blank**

27. **Data of Employer:** **Leave blank**

28. **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](mailto:drkuehl@syr.edu)
- **Intended start date of studies (NON-SIGNATURE SEMINAR):** **4 SEPTEMBER 2025**
- **Intended start date of studies (SIGNATURE SEMINAR):** **26 AUGUST 2025**
- **Intended date of end of studies (NON-UAM STUDENTS):** **DECEMBER 12**
- **Intended date of end of studies (UAM DIRECT ENROLL STUDENTS):** **23 JANUARY 2026**
- **LEAVE THE REST OF THE BOXES BLANK**

29. **Data of Minor:** **Leave blank**

30. **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**

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

- Cannot be an E-signature! Must be handwritten and signed in ink.

## 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](http://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](mailto: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. Be sure to use your permanent, home address as your passport will be mailed back during the summer.

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 2<sup>ND</sup> 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.





**Designation of Syracuse University Abroad as Representative  
for Visa Application Process**

To the student: in order for Syracuse University Abroad to submit your student visa application to the Consulate on your behalf and retrieve your passport with visa from the Consulate, you must complete and sign the below authorization.

I, \_\_\_\_\_, hereby authorize Syracuse University Abroad staff as representatives of Syracuse University Abroad to submit the necessary student visa application forms, including my passport, to the Consulate on my behalf. I also authorize the representatives to receive my processed visa application materials, including my passport, on my behalf.

\_\_\_\_\_  
Signature of student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cell phone or other contact information