

## Spanish Visa Application Instructions - Spring 2010

### ★ Please Keep in Mind ★

*The Consulates General of Spain are not affiliated with New York University. They are entities of the Spanish national government that issue visas for students and perform other functions. Please keep in mind that Consulates independently create their requirements for obtaining a Student Visa and requirements may sometimes change without us knowing. Therefore, it always a good idea to call or visit the Spanish Consulate's website for up to date and more specific information*

Consulate General of Spain in New York / 150 E. 58<sup>th</sup> St. / New York, NY 10155 / 212-355-4080  
Open: Monday through Friday 9:00am to 12:30pm by appointment only  
<http://www.maec.es/Consulados/NuevaYork/es/Home/>

**If you have been admitted to NYU in Madrid, you should look into the process of applying for a student visa RIGHT AWAY.**

## General FAQ

### What is a visa anyway?

It is an official stamp issued by the Spanish government that gets affixed to a page inside your passport before you depart the United States. It must be presented to immigration control when you arrive in Spain.

### Why is a visa necessary?

Visitors staying in Spain for more than 90 days require a visa (depending on nationality - this is explained in the next section). Spanish immigration control is weary of individuals staying in Spain for more than 90 days without a valid and specific reason - a visa lets them know that you are there for valid and official reasons.

### Does every student on the NYU in Madrid program need a visa?

- If you are a U.S. citizen: Yes, you will need to apply for a student visa.
- If you are a citizen of the European Union: No, you do not need a student visa. You may enter Spain with your valid E.U. passport.
- If you are not a citizen of the U.S. or the E.U.: Maybe. You should check with the Spanish Embassy at <http://www.spainemb.org/> to see if your nationality requires a visa to study in Spain for more than 90 days.

### Who will issue my visa?

You will need to apply for your visa through a General Consulate of Spain. There are several Spanish Consulate offices in the United States: Boston, Chicago, Houston, Los Angeles, Miami, New Orleans, New York, and San Francisco.

You should use the **Consulate of Spain in New York** if:

- You are a full-time NYU student
- You are a full-time student at a college/university located in New York, Connecticut, Delaware, Pennsylvania, or New Jersey.
- Your permanent home address is in New York, Connecticut, Delaware, Pennsylvania, or New Jersey.

If you do not meet the criteria for the Consulate of Spain in New York, please scroll to the end of this document to see the list of Spanish Consulates and their jurisdictions. You will use the consulate that has jurisdiction over the state in which you live.

Keep in mind that **visa application requirements and procedures may vary among the different consulates**. Be sure to read your consulate website and follow their particular guidelines for applying for a student visa. They may not be the same as the requirements for the Spanish Consulate in New York.

**What kind of visa should you apply for?**

**180-day student visa (recommended for semester students):**

- Valid for six months
- Allows multiple entries (meaning it allows you to travel in and out of Spain without being interrogated by Spanish immigration control)
- Cannot be extended (meaning if you decide to extend your study abroad period in Spain to a full year, you will have to go back to the US and go through the visa process again)
- Does not require you to obtain a “Spanish Residency Card” upon arrival in Spain
- Recommended for students studying abroad in Spain for a single semester

**When should you submit your application?**

**The Spanish Consulate in New York requires at least seven (7) weeks to process applications**, so waiting until the last minute means you may not get your visa in time for your departure date. Don't let this happen to you! Be sure to allow the consulate **at least** seven weeks to process your visa application.

On the other hand, the Spanish Consulate in New York will not accept an application too far in advance. **If it is earlier than four (4) months in advance of your departure date for Spain, your application will not be accepted.**

Consulates in other cities may have different timelines. Be sure to check with your particular consulate.

## Finally: How, exactly, do I apply for a visa?

### 1 Make your consular appointment NOW.

- Your visa application must be submitted **in person** by you or through an authorized representative (it must have a notarized authorization). **The New York Spanish Consulate does NOT accept applications by mail.**
- To apply for a visa through the Spanish Consulate in New York, you need a confirmed appointment. **Appointments must be made on-line at <http://www.maec.es/Consulados/NuevaYork/es/Home/>.**

### 2 Get your passport.

- If you don't have a passport that is valid through **November 2010** for spring semester students, apply for a new passport today! Check out <http://travel.state.gov/> for more information.
- Make sure to start this process early! Keep in mind that you can only apply for your visa with the **passport you will actually be traveling on**. If appropriate, select expedited processing (2-week turnaround time).
- If you do not have two weeks to spare, you can then go to the US Passport Agency to request a passport the same day. For a Passport Agency near you and for more information, please refer to their

website [http://travel.state.gov/passport/about/agencies/agencies\\_913.html](http://travel.state.gov/passport/about/agencies/agencies_913.html). In addition to the Passport Agency requirements, please contact someone from our office so that we can provide you with the appropriate letter.

### 3 Apply for your student visa.

Please use the checklist below as a guideline to compile your visa application materials. However, keep in mind that requirements may vary depending on your nationality and background and which Consulate you apply to.

#### For a 180-day Student Visa:

##### Passport

- Must be signed and valid through **November 2010** for spring 2010 students.
- Make sure there are at least one blank page for your visa.

##### 2 Application Forms for a “Schengen Visa”

- Linked on the Admitted Students page and available at <http://www.maec.es/subwebs/SiteCollectionDocuments/Documentación%20consular/Visado Es En.pdf>
- use online sample as a reference, available at <http://www.nyu.edu/studyabroad/pdf/SampleVisaSpain.pdf>
- Both forms must be completed and signed with a recent passport photo stapled to each.

##### ID to Prove Jurisdiction

- Must be a U.S. driver’s license, U.S. State ID card, or current student ID.
- Make sure you provide an ID from a state that falls under the Consulate’s jurisdiction. For example, if you are applying through the New York Spanish Consulate make sure you bring a New York state driver’s license or your NYU ID.

##### 2 Recent Original Passport-Style Photo

- Official passport-quality photos ONLY: no photocopies, personal photos, or photos from home printers will be accepted!
- Must be 2 x 2 inches on a white background
- Write your full name on the back of both and staple one to each application form
- *Note: this photo DOES NOT have to be identical to the one in your actual passport.*

##### Enrollment Verifications (2)

- These are letters to verify that you will be enrolled as a full-time student in Spain.
- **NYU will provide you with these letters in your Acceptance Packet.** One is written in English and the other is written in Spanish on NYU in Madrid letterhead.

##### APUNE Statement of Individual Financial Responsibility

NYU will provide you with this form. It is on yellow paper. This form should be completed by whoever will assume responsibility for your estimated expenses while you are in Spain.

- You'll need to prove that there is at least \$1000 readily available to you per month of your intended stay in Spain. Indicate the exact amount that will be available to you.
- If you're assuming responsibility for yourself, then you should fill in your name ("I, [*your name*]"), and then mark an (X) next to 'personal'.
- If one of your parents is assuming responsibility, then they should fill in their name, ("I, [*your parent's name*]"), and then mark an (X) next to 'family.'
- **Whoever signs the form will also have to have their signature notarized by a notary public. You can usually find a notary public at a bank or post office.**

#### Health Insurance (original form):

- International insurance coverage for health/accident with a minimum coverage equal to €30,000 during the planning period of stay in Spain (or its equivalency in dollars).
- **You can use the HTH letter in your acceptance packet to fulfill this requirement.**

#### Visa Application Processing Fee

- Money Order (ONLY!!!) in the amount of \$100 made payable to the "Consulate of Spain" (for U.S. passport holders using the Spanish Consulate in New York.)
- Checks, cash, and other methods of payment are NOT accepted.
- The fee is non-refundable.
- Applicants of other nationalities or those who are not using the Spanish Consulate in New York should check with their consulate to determine processing fees and acceptable methods of payment.

#### Pre-paid, Self-Addressed USPS Overnight Express Mail Envelope

- Submit this ONLY if you want your visa and passport mailed to you after processing.
- The stamp typically costs around \$16.25. Please verify this with the Post Office.
- The consulate does NOT accept any other type of courier or messenger service.
- **Tracking of mailed items is the sole responsibility of the applicant.**

#### Additional Requirements for non-U.S. / non-EU citizens

- Evidence of migratory status is usually required. Provide your "Alien Registration Card" or "US Visa with I-20/IAP-66" (except B1-B2).

### Other Important Info:

- Although the New York Consulate does NOT accept visa applications by mail, they will return your visa to you by mail if you provide a self-addressed pre-paid U.S. Postal Service Express mail envelope. They will not accept any other kind of courier service.
- Consulates other than New York, especially those whose jurisdiction covers many states over a large geographical area, may issue visa applications by mail. Be sure to call your consulate or check its website to verify whether or not they accept visa applications by mail.
- If you are able to apply by mail, you may be required to present additional paperwork or copies so make sure to find this out ahead of time.

**\* Please Keep in Mind \***

The Spanish Consulates may change their policies and requirements suddenly and without notice. We have created this document as a guide designed to help you, but keep in mind it is your responsibility to work directly with the Spanish Consulate to obtain your visa and to follow their most current visa application procedures and requirements.

**\* Insider Tip \***

If you are having trouble contacting the Spanish Consulates in the USA, from past experience, the best way to get a response from them is through email or fax. Send your inquiry to the attention of: Student Visa Officer. Make sure you include your contact information including phone number in your letter.

## List of Consulates General of Spain in the United States

### Consulate General of Spain in Boston

31 ST James Avenue, Suite 905  
Boston, MA. 02116  
Tel. (617) 536-2506/2527  
Fax: (617) 536-8512  
E-mail: [conspbos@mail.mae.es](mailto:conspbos@mail.mae.es)  
Website: <http://www.maec.es/Consulados/boston/es/Home>  
Jurisdiction: Maine, Massachusetts, New Hampshire, Rhode Island, Vermont.

### Consulate General of Spain in Chicago

180 N. Michigan Ave., Suite 1500  
Chicago, IL 60601  
Tel. (312) 782-4588/4589  
Fax: (312) 782-1635  
E-mail: [cgspain.chicago@mail.mae.es](mailto:cgspain.chicago@mail.mae.es)  
Website: <http://www.consulate-spain-chicago.com/>  
Jurisdiction: Illinois, Indiana, Iowa, Kansas, Nebraska, North Dakota, South Dakota, Ohio, Kentucky, Michigan, Minnesota, Missouri, Wisconsin.

### Consulate General of Spain in Houston

1800 Bering Dr., Suite 660  
Houston, TX 77057  
Tel. (713) 783-6200/05/14  
Fax: (713) 783-6166  
E-mail: [spainconsulatehoust@prodigy.net](mailto:spainconsulatehoust@prodigy.net)  
Website: <http://www.maec.es/Consulados/houston/es/Home>  
Jurisdiction: New Mexico, Oklahoma, Texas.

### Consulate General of Spain in Los Angeles

5055 Wilshire Blvd., Suite 860  
Los Angeles, CA 90036  
Tel. (323) 938-0158/0166  
Fax: (323) 938-2502  
E-mail: [consplax@mail.mae.es](mailto:consplax@mail.mae.es)  
Website: <http://www.maec.es/Consulados/LosAngeles/es/Home/>  
Jurisdiction: California (Counties: Kern, Los Angeles, Orange, Riverside, Bernardino, San Diego, San Luis Obispo, Barbara y Ventura), Arizona, Colorado, Utah.

**Consulate General of Spain in Miami**

2655 Le Jeune Rd., Suite 203  
Coral Gables, FL 33134  
Tel. (305) 446-5511/12/13  
Fax: (305) 446-0585  
E-mail: [cgspain.miami@mail.mae.es](mailto:cgspain.miami@mail.mae.es)  
Website: <http://www.conspainmiami.org/>  
Jurisdiction: Florida, South Carolina, Georgia

**Consulate General of Spain in New Orleans**

2102 World Trade Center.  
2 Canal Street  
New Orleans, LA 70130  
Tel. (504) 525-4951/7920  
Fax: (504) 525-4955  
E-mail: [conspneworleans@mail.mae.es](mailto:conspneworleans@mail.mae.es)  
Website: <http://www.maec.es/Consulados/NuevaOrleans/es/home>  
Jurisdiction: Alabama, Arkansas, Louisiana, Mississippi, Tennessee.

**Consulate General of Spain in New York**

150 East 58th Street, 30th & 31st Floors  
New York, NY 10155  
Tel. (212) 355-4080/81/82/85/90  
Fax: (212) 644-3751  
E-mail: [spainconsulny@mail.mae.es](mailto:spainconsulny@mail.mae.es)  
Website: <http://www.maec.es/Consulados/NuevaYork/es/Home/>  
Jurisdiction: New York, Connecticut, Delaware, Pennsylvania, New Jersey

**Consulate General of Spain in San Francisco**

1405 Sutter St.  
San Francisco, CA 94109  
Tel. (415) 922-2995/96  
Fax: (415) 931-9706  
E-mail: [conspsf@maec.es](mailto:conspsf@maec.es)  
Website: <http://www.maec.es/Consulados/sanfrancisco/es/Home/>  
Jurisdiction: Alaska, California, Hawaii, Idaho, Montana, Nevada, Oregon, Washington, Wyoming, posesiones estadounidenses en el Pacífico.

**Consulate General of Spain in Washington DC**

2375 Pennsylvania Ave., N.W.  
Washington D.C. 20037  
Tel. (202) 728-2330  
Fax: (202) 728-2302  
E-mail: [cog.washington@maec.es](mailto:cog.washington@maec.es)  
Website: <http://www.maec.es/consulados/washington/es/home>  
Jurisdiction: Maryland, Virginia, West Virginia, District of Columbia, North Carolina.

**Consulate General of Spain in Puerto Rico**

Edificio Mercantil Plaza, 11th.floor of 1101  
Hato Rey - Puerto Rico 00919  
Enviar correspondencia a:  
Apartado Postal 9243  
Santurce, PR 00908  
Tel. (787) 758-6090/6142/6279  
Fax: (787) 758-6948  
E-mail: [cgesp.pr@correo.mae.es](mailto:cgesp.pr@correo.mae.es)  
Website: <http://www.mae.es/Consulados/SanJuanPuertoRico/es/Home/>  
Jurisdiction: Puerto Rico, Island of Culebra and Vieques, Islas Vírgenes.

