

Spain

****You must check the appropriate Spanish consulate's website for updated information regarding visa applications. The requirements, fees and deadlines change frequently.**

These instructions are written for US citizens. If you are not a citizen of the US, please contact your study abroad advisor, as the process may vary significantly. Please remember, it is your responsibility to ensure that the appropriate visa or entry clearance is obtained.

1. **Students normally must apply for visas at the consulate with jurisdiction over his/her state of permanent residence (Marquette students from outside the Chicago consulate's jurisdiction may be able to have their applications processed in Chicago if they appear in person).** Please refer to:
<http://www.maec.es/subwebs/Embajadas/Washington/en/MenuPpal/Servicios%20Consulares/Paginas/Consular%20Services.aspx> to determine to which Spanish consulate general you should apply. *Each consulate has its own procedures for visa applications.* Read all directions carefully and do not assume that you will be required to send the same materials as a student applying through another consulate.
2. ***Be certain that you have ALL requisite materials, including copies,*** before applying for your visa. In general, consulates do not make exceptions and will deny your request if you are missing any of the materials.
3. Student visas usually must be applied for in person. ***An individual in the Office of International Education at Marquette University will facilitate the process by acting as a legal representative on behalf of any students within the Chicago consulate jurisdiction and take any visa application packets, in a batch, to the Chicago consulate.*** Please see number 7 below. If you do not choose or are not eligible to have your visa application processed with the group through the Chicago consulate, note that you will most likely need to appear in person (or may be able to designate a legal representative to appear on your behalf) to the appropriate consulate to both DROP OFF and PICK UP your visa application. Make sure you **call or e-mail your consulate** to find out if an appointment is needed.
4. If you are studying in Spain for the **entire academic year (or are even considering doing so!)** you should indicate the academic year dates on your application. Within a month of your arrival in Spain, you should begin processing your student residency card and authorization to extend your stay until completion of studies. Students who are citizens of countries that do not have a reciprocity agreement with Spain must obtain their residency card BEFORE traveling out of Spain.
 - a. If you are studying in Spain for one semester and you are 100% sure that you will not be extending your stay to the full year, you should obtain a **six-month visa**. You will not have to do any other paper work upon your arrival in Spain.
 - b. If you would like to keep open the option to extend your stay to a full year, you should apply for a **visa using the academic year dates**. It becomes very complicated to stay for an entire year if you have only been issued a six-month visa!

5. For those documents needing notarization, The Office of International Education often sets up times for documents to be notarized. You will be notified of these times. Otherwise, at Marquette, you can find a Notary Public at Union Station or the Information Desk in the AMU. You will also usually find Notary Publics at a bank.
6. Please refer to the appropriate Consulate's website to determine the materials required to obtain your visa. Those working with the Chicago Consulate should visit <http://www.consulate-spain-chicago.com/> and may refer to the list below to assist them in collecting the necessary materials.

The list below is intended to assist you, but does not replace or take precedence over anything listed on the consular webpage.

- a. The completed original Schengen application form and one copy: The application form can be found on the website listed above. It must be signed and filled out in print and then copied.
Non-US Citizens: original and three copies
- b. Passport: U.S. Citizens – Passport, signed by you and valid for at least one additional year from the date of application, with at least one blank page to affix the visa.
Non-US Citizens: Provide foreign passport and an “Alien Registration Card” or a US Visa with I-20/IAP-66.
- c. Proof of Residence in the Consulate's jurisdiction: Provide a photocopy of one of the following that shows proof of your residence in the Consulate's jurisdiction: U.S. Driver's License, U.S. State ID Card, or Voter's Registration Card.
- d. Two official passport photos: GLUE (do not staple) one recent standard **official passport photograph** to each visa application form.
Non-US Citizens: 4 photos
- e. Proof of Admission: to Spanish Academic Center as a full-time student from the Spanish Center or U.S. program. Note: If you are even considering staying for a full year, make sure your acceptance letter indicates these dates.
- f. Proof of financial means: Please see the Consulate's website for details.
- g. Proof of medical insurance (original form): Provide evidence of medical/accidental insurance with international coverage for the intended period of stay in Spain. Proof of enrollment in the mandatory Marquette CISI health/accident overseas insurance will be provided by OIE and will be sufficient. Please use the letter provided to you in the envelope at the pre-departure orientation.
- h. Medical certificate (ONLY IF applying to stay over six months): A doctor's recent statement (issued within three months of the application date) on the doctor's or medical center's letterhead, indicating that the student has been examined and found in good physical and mental health to travel and study abroad. See the website for specific wording.
- i. Visa fee: If you are having your application processed through Marquette, you will write out a check to Marquette University. If applying to the consulate directly, the fee can be paid by money order only, made payable to the Consulate General of Spain (can be

obtained from a local bank). No cash, personal checks, no credit cards are accepted. The visa fee is not refundable.

- j. **FBI Criminal Background Check (ONLY IF applying to stay over six months):** Must be verified by fingerprints and issued by the **U.S. Department of Justice – Federal Bureau of Investigation** (www.fbi.gov/hq/cjisd/fprequest.htm). This certificate cannot be older than three months from the application date and **must be legalized with the Apostille of the Hague Convention** (contact the Secretary of State of the state where it is issued (http://travel.state.gov/law/info/judicial/judicial_2545.html)). You must obtain a police record (criminal background check) from the countries you have lived in the past five years for more than 6 months (original + 1 copy). If the country is not the U.S. the certificate must be legalized by the Spanish Consulate or Embassy in that country. This **does not apply** if you lived in any **EU country** in the past 5 years.
 - k. **Letter of authorization (ONLY IF under 18 years of age; original form).** Notarized, written authorization of parents/custodians.
7. To submit your application to be processed with the group (if you are within the Chicago consulate’s jurisdiction or have received permission from OIE), present all of your application materials **as are required by the Spanish Consulate** to the Study Abroad Office in the Alumni Memorial Union, 425 no later than **Friday, April 29**.
- a. Place the following in an envelope with your name clearly marked on the outside:
 - i. All necessary supporting documents **in the order listed** in points a – k above.
 - ii. **Notarized** “Authorization to Drop Off Visa Application” and “Authorization to Pick up Visa Application” forms (obtained from OIE) granting permission to the MU representative to act on your behalf before the Spanish Consulate.
 - b. Include a COMPLETED USPS Express Mail, pre-paid flat rate envelope (These cost around \$18) with:
 - i. The address of OIE in the “from” section
Marquette University
Office of International Education, AMU 425
1442 W. Wisconsin Ave.
Milwaukee, WI 53233
 - ii. The address to which you would like your passport sent in the “to” section (Remember you will be on break!)
 - iii. Note the tracking number so you can track your returned passport, if necessary

Note that you are responsible for ensuring that all application materials and documents are filled out completely and accurately and that you have included all supporting documents. The Office of International Education will *not* check through these applications to make sure they are complete and the consulate will not hesitate to reject incomplete applications.

Also note that if you have your visa applications processed with the group, your passports and visas will likely be picked up by the MU representative in **August**. OIE will then mail your passport back to you in the self-addressed courier envelope you provide.