

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 program coordinator, 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 must apply for visas at the consulate with jurisdiction over his/her state of permanent residence.** Please refer to: <http://www.mae.es/Embajadas/Washington/en/MenuPpal/Servicios+Consulares/> 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 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 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, note that you must appear in person 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, you should obtain a **three-month visa**.
Within a month of your arrival in Spain, you will 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. Once in Spain, prior to the end of the three-month period, the Marquette University Study Center office will provide all full-year students with the forms necessary to obtain the student residency card, which will permit them to remain in Spain for as long as they are enrolled in the Marquette University Study Center in Madrid program.
 - 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 **three-month visa**.

5. For those documents needing notarization, you can find a Notary Public at Union Station or the Information Desk in the AMU. You will also find Notary Publics at many banks.
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. Please find a sample application in the back pocket of your handbook.
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. An official acceptance letter from the Marquette Study Center in Madrid will be provided by OIE and is sufficient.
- f. Proof of financial means: Provide **one** of the following:
 - **Notarized** letter of parents/custodians, assuming full financial responsibility for at least \$350.00 per month of stay, for room and board. Suggested wording: “I hereby certify that I, _____, the _____ of _____, will support him/her with a monthly allowance of \$350.00 while he/she is in Spain. I am financially responsible for any emergency that may arise”. (There is a notary public on Marquette's campus at the Information Desk in the AMU and at the US Bank branch office in the AMU.)
 - Personal financial statements for at least \$350.00 per month of stay.
- 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.
- h. Medical certificate (ONLY IF staying 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.

- i. Visa fee: 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. The visa fee is not refundable.
 - US passport holders: \$100.00
 - Non-US Citizens**: \$79.20
 - j. Certificate by Police authorities (ONLY IF staying over six months): Certificate(s) by police authorities of all places where applicant resided during the last five years must certify as to the absence of police records in that period of time. If the country is not the US, the certificate must be legalized by the Spanish Consulate in that country
 - 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), 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, May 9, 2008 at 4:30 pm**.
- a. Place the following in a sealed 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 (included in the back pocket of the handbook or available in OIE) granting permission to the MU representative to act on your behalf before the Spanish Consulate.
 - b. Attach a separate **self-addressed (to the address you will be at this summer) FedEx way bill and envelope** along with your visa application packet for the return of your passport to you. You will need to provide a credit card number or account number on the waybill, in order to be billed for the shipment. **Please request OVERNIGHT delivery.**

ANY APPLICATIONS NOT RECEIVED BY May 9 WILL NOT BE INCLUDED IN THE BATCH TAKEN TO THE CONSULATE. 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 be picked up by the MU representative in **July or August**. OIE will then mail your passport back to you in the self-addressed courier envelope you provide.