

# 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.

## Important tips:

### When do I apply?

You must be accepted to a program in order to apply for a visa. Generally, the processing of the visa takes at least 4-8 weeks.

### Set up an appointment now OR apply through the Marquette representative

Usually, though, it is required that you schedule an appointment to drop off your visa application in person. This should be done as soon as you have been accepted, as appointments can fill quickly! Visit the consulate's website to schedule an appointment. Phone calls and emails are usually not accepted.

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 instructions below.

### Where do I apply?

**You normally must apply for visas at the Spanish consulate with jurisdiction over your state of permanent residence**, though there are exceptions. To determine to which Spanish consulate general's jurisdiction you fall under, visit <http://www.maec.es/SUBWEBS/EMBAJADAS/WASHINGTON/EN/MENUPPAL/CONSULAR/Paginas/Consular%20Services.aspx>.

**If your permanent address IS in the Chicago consulate's jurisdiction** (see link above), you can:

- 1) Appear in Chicago on your own to drop off and pick up your materials OR
- 2) Apply through the Marquette representative (See instructions below)

**If your permanent address is NOT in the Chicago consulate's jurisdiction**, generally you can:

- 1) Apply in person at the consulate with jurisdiction over your permanent address (see link above)
- 2) Appoint a representative to appear on your behalf to drop off and/or pick up your materials at the consulate with jurisdiction over your permanent address (see specific consulate's requirements)
- 3) Appear in person to drop off and pick up your materials at the consulate with

jurisdiction over your state of school attendance  
**\*\*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.

### **How do I apply through Marquette?**

*If your permanent address is within the Chicago consulate's jurisdiction, you can have a Marquette representative appear on your behalf to drop off your application and pick up your visa. Please do the following:*

- 1) Present all of the following materials **in an envelope with your name printed on the outside to OIE in Holthusen Hall, 4<sup>th</sup> Floor, no later than Friday, April 13.**
  - a. All necessary supporting documents in the order listed in points a – k below.
  - b. 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.
  - c. 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  
Holthusen Hall, 4<sup>th</sup> Floor  
1324 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 summer 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.

### **What if my application is not complete when I visit the consulate?**

Be certain that you have ALL requisite materials, *including copies of everything*, before applying for your visa. In general, consulates do not make exceptions and will require you to come back on a different date if you are missing something. Your original passport is required and will be retained by the consulate until you pick up your visa.

### **What type of visa do I apply for?**

All students should apply for a student visa with **multiple entries**. You will either apply for a “short stay” or “long stay” visa.

**If you are studying in Spain for the entire academic year (or would like to keep your**

**options open!!!**) you should indicate the dates of the full academic year on your application and obtain a three-month, or “short stay” visa. 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.

**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 **“long stay” visa**. You will not have to do any other paper work upon your arrival in Spain.

### **Application Requirements:**

Please refer to the appropriate Consulate’s website to determine the materials required to obtain your visa. Those working with the Chicago Consulate should **click the link for the “student visa” under the “long stay” category** at the bottom of the following page:

<http://www.maec.es/subwebs/Consulados/Chicago/en/MenuPpal/DocumentacinRequisitosparaServiciosConsulares/RequirementsEntrSpainVisas/Paginas/Visas.aspx>

**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.
- b. Passport plus one copy: U.S. Citizens – Passport, signed by you and valid for the duration of your stay in Spain, with at least one blank page to affix the visa.
- c. Proof of Residence in the Consulate’s jurisdiction plus one copy: Present the original and 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.  
\*If your permanent address is not in the consulate’s jurisdiction, you should present your student ID, along with a photocopy.
- d. Two official passport photos: GLUE (do not staple) one recent standard **official passport photograph with a white background** to each visa application form. These can be obtained from a local Walgreens, or the like.
- e. Letter of Acceptance: to Spanish Academic Center as a full-time student from the Spanish Center or U.S. program. You will be notified by email when this letter is available for pick-up.
- g. International Health Insurance: All Marquette students studying abroad, or non-MU students studying on Marquette’s program, are covered by a policy through Cultural Insurance Services International (CISI), which meets the requirements for a visa.

**Marquette will indicate that you have sufficient coverage in a letter distributed with your letter of acceptance.**

- f. Evidence of Funds: Please see the Consulate's website for details. Proof can be:
- Letter from program, assuming financial responsibility – **For Marquette programs, this will be included in the letter distributed with your letter of acceptance.**
  - Proof of financial aid
  - Notarized letter from parents/custodians assuming financial responsibility
  - Recent bank statements
- h. Non-refundable Visa fee of \$140 (US Passport holders):
- **If you are submitting your application directly to the consulate:** Paid by money order only, made payable to the "Consulate General of Spain" (can be obtained from a local bank). No cash, personal checks, credit cards.
  - **If you are submitting your application through Marquette:** Paid by cash, personal check, or money order to "Marquette University"

**Additional Requirements for students staying (or wanting to keep open the option to stay!) over 180 days:**

- i. Medical certificate and one copy (ONLY IF staying over 180 days): 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 website for wording.
- j. FBI or State Police Criminal Background Check (ONLY IF staying over 180 days): notarized and legalized by the "Apostille of the Hague." Note: As of June 15, 2010, local police background checks are **NO LONGER ACCEPTED**. If the country is not the US, the certificate must be legalized by the Spanish Consulate in that country.

\*\*Letter of authorization and birth certificate are required for students under 18 years of age