



OBTAINING A STUDENT VISA FOR UP TO 180 DAYS FROM A SPANISH CONSULATE IN THE U.S.

Please give this requirement **careful attention** as it is a lengthy process and remember that **grants cannot be initiated without having the required visa** affixed to your passport.

Passports, visas, and the other items mentioned in this document require advanced planning of at least four months prior to the date of departure. Most consulates require an appointment to begin the visa process, and visa appointment slots fill up very quickly so you should consult the appropriate consulate website to secure a convenient date well in advance. Do not wait until you have all of the documentation prepared to make an appointment!

This document will explain in detail the requirements for applying for your visa, but remember to always **confirm the requirements of your specific consulate**, as they do vary and **can be modified by the consulate at any time.**



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I U.S. PASSPORTS

All individuals, minors included, must travel with their own passport. The official Department website the U.S. https://travel.state.gov/content/travel/en/passports.html/ has application forms and information on procedures and fees. You can traditionally apply for a passport at one of over 9,000 public acceptance facilities nationwide or by mail, though due to COVID-19 many Passport Agencies remain closed around the country. You should check here for information about your local Passport Agency's status: https://travel.state.gov/content/travel/en/passports/get-fast/passport-agencies.html. Four to six weeks are required for normal service, so plan for delays approximately double the normal processing time due to COVID-19 and reach out to your local Passport Agency to find out more information about their specific status and processing times. If you need to apply for or renew your U.S. Passport (or one or more of your official dependents do), you should call those Passport Agencies near you as soon as possible to ask when you should do so (if in phase 1, 2, or 3 of the re-opening protocol).

The above website also provides a photography guide for U.S. passport photos. You will need similarly-sized photos for other IDs and for your visa application, but only get enough now for your present needs. **Please note that standard photo sizes are different in Spain and the U.S.** and Spain's official *carnet*-size photos are inexpensive and easy to acquire once in Spain.

In order to apply for a **Spanish student visa for up to 180 days** your passport must be signed and valid for the entirety of your intended stay in Spain and sometimes for 3 or 6 months after your return to the U.S. (specific requirements for validity vary by consulate, so be sure to check your consulate's website). If you do not have a U.S. passport, it will expire during the grant, or will expire within 6 months of the end of the grant, please contact your main contact person at the Commission **as soon as possible**.

II THE VISA

Visas must be issued by a Spanish Consulate, the diplomatic representation of the Spanish government abroad, and which is under the jurisdiction of the *Ministerio de Asuntos Exteriores, Unión Europea y Cooperación*. They cannot be obtained in Spain and it is very difficult for U.S. citizens to obtain a Spanish visa from a Spanish consulate outside of the U.S.

As per the instructions of the *Ministerio de Asuntos Exteriores, Unión Europea y Cooperación*, all Fulbright grantees on awards of more than three months (90 days),



including Senior Scholars, must apply for and obtain a **student** visa at a Spanish consulate. You can find all of the contact details for Spain's consulates in the last section of this document, titled "2020-2021 Guide to Spanish Consulates in the U.S." It is particularly important that you pay attention to each consulate's jurisdiction, as consulates will **not** process visa applications for applicants whose residence is in another consulate's jurisdiction.

Some consulate jurisdictions are quite vast and, in most cases, you are required to physically travel to your consulate at least once. Please note that **neither the Fulbright Program nor the U.S.-Spain Fulbright Commission can provide any funds** to cover costs associated with procuring the visa (passport renewal, travel to the consulate, background check fees, etc.). Because of this, we encourage you to submit your documentation to the Commission and IIE as soon as possible in order to receive your round-trip travel allowance early and thereby have access to the funds you may need to cover these costs.

It is vital that you begin reviewing your consulate's procedures well in advance of your departure date. Requirements vary between consulates, but most recommend applying for visas either three or four months prior to departure since processing times can be much greater during the summer and fall due to the high number of student visa applications being handled at those times. You should confirm minimum and maximum processing time, if your physical presence and/or an appointment to submit the documentation is required, and the number of photos and photocopies required for each document with your consulate. Remember that any accompanying family members will have a visa related to yours (often referred to as a "student dependent visa") and will need to have their own visa appointment, if appointments are required by your consulate.

Your visa will be valid either for the length of your stay in Spain or (approximately) 180 days.

III MAKING A VISA APPOINTMENT

There are nine Spanish Consulates serving the U.S.:

- 1. Boston
- 2. Chicago
- 3. Houston
- 4. Los Angeles
- 5. Miami
- 6. New York
- 7. San Francisco
- 8. San Juan, Puerto Rico
- 9. Washington, D.C.



As mentioned above, you can only apply at the consulate with jurisdiction over the state – or part of the state in the case of California – of your permanent address. For details about each consulate, please refer to its specific website. All pertinent links are listed below in <u>Section VI</u>.

Due to changing local conditions due to COVID-19, Spanish Consulates in the U.S. are experiencing more frequent changes than usual in their visa appointment protocols. It is your responsibility to continuously confirm your consulate's protocol. Some consulates require you to schedule an appointment online while others require that you email them to schedule an appointment. It is also possible, if a consulate were to close temporarily to the public, that you be directed to mail in your student visa application, though this is usually only in exceptional cases.

Most consulates traditionally require an appointment to begin the visa process so find out today if yours requires one. If at this time your Consulate requires that student visa applicants schedule an online appointment you should make your appointment online immediately to secure a convenient date. Visa appointment slots fill up very quickly and you should not wait until you have all of the documentation prepared. If your consulate is not currently offering appointments online, you should check back every few days as this could change at any time.

For Fulbrighters beginning their grant in mid-January 2021, having the visa appointment between mid-October and mid-November is ideal. For Fulbrighters beginning their grant in mid-April 2021, having the visa appointment between mid-January and mid-February is ideal Before this, most consulates will not accept your visa application, and after these windows you may not have enough time to receive the visa, as it normally takes at least four weeks to process.

Please note that most consulates do not accept visa applications more than three months prior to the program start date, so be sure to double check with your specific consulate. (The **Boston** and **Los Angeles Consulates** are currently accepting applications up to 120 days in advance of the program start date, though this may change at any time.)

Remember, you must consult your consulate's website to ascertain minimum and maximum processing times, physical presence requirements, how to make an appointment to submit the documentation (if required), and the number of photos and photocopies required for your specific consulate.

All consulates technically require that the applicant visit them in person **at least once**. Usually this visit is to submit the visa application and paperwork and the consulate can then mail back your passport with the visa affixed to it (via USPS Express or Priority Mail). However, sometimes applicants are also required to pick up the visa in person (this is the case of the Los Angeles Consulate). Again, check the conditions with your



specific consulate. In some cases you can also ask a relative or friend to collect your visa, but they will need to present a notarized authorization to do so. Remember that visa application protocols can change at any time, so be sure to continuously check your consulate's website.

IV WHAT TO BRING TO YOUR VISA APPOINTMENT

As has been said before, you should begin the application process approximately four months prior to your departure. The following list will give you a general idea of what you will need to apply for a visa, but you **must confirm the requirements of your specific consulate**, as they do vary. Make sure that you take the **correct number of photocopies** of each document, including your passport, as specified by your consulate.

Remember that you are applying for a *visado de estudios para estancias hasta 180 días*, with *entradas múltiples*. On the Consulates' websites, follow the instructions for long stay visas ("national visa," not a short stay Schengen visa). Under long stay visas you will find the specific student visa instructions.

The main difference with the long-stay student visa that is valid for over 180 days is that that the student visa over 180 days requires the applicant to present a police criminal background check, and a medical certificate. For stays under 180 days, you do not need the criminal background check or the medical certificate. Again, be sure to request "multiple entries," so that you can travel in and out of Spain during your grant.

U.S. PASSPORT

Your passport must be signed and valid for 3-6 months beyond your intended stay in Spain and you must bring it and at least one photocopy with you to your visa appointment. If you do not have a U.S. passport, it will expire during the grant, or will expire within 6 months of the end of the grant, please contact your main contact person at the Commission **as soon as possible**. If you have dual citizenship with an EU country, please also contact your main contact person at the Commission. For more details, see the section on U.S. Passports above.

VISA APPLICATION FORM ("SOLICITUD DE VISADO NACIONAL")

You can download a copy of the form <u>here</u>. Please note that as late as August 2020 the Spanish Consulates in Los Angeles, New York, and Washington, D.C. were using an older version of the application form. The form is quite simple and easy to complete,



although you may have doubts on the following questions (though because the format of the visa application form differs slightly by consulate, the numbering also varies slightly on the last questions, as noted in italics):

- Question 10: complete only for the visa application of under-age dependents accompanying you. Otherwise, leave blank.
- Question 11: you must state your National Identity Number, or NIE (Número de Identidad de Extranjero) number **only** if you previously had one when you lived/studied in Spain. (This number will be on the visa you previously received and/or on your Spanish residency card, TIE, if you had to apply for one.)
- Question 20 "Principal purpose of journey" ("Motivo principal del viaje"): check "Studies" ("Estudios").
- Question 21 "Date of intended entry into Spain" ("Fecha de entrada prevista en España"): indicate an approximate date. You do not need to have a plane ticket to Spain in order to complete this form.
- Question 22 "Number of entries requested" ("Número de entradas solicitadas"): check "More than two" ("múltiples").
- Question 23: As you do not yet have an address in Spain, you may use either the Commission's address if you are in Madrid or, if in another city, your host institution's address.
- Questions 24, 25, 26 & 27: leave blank, they do not apply to you. (For the forms available from the consulates in Los Angeles, New York, and Washington, D.C., leave blank questions 24 and 25.)
- Question 28 (for the forms available from the consulates in Los Angeles, New York, and Washington, D.C., this is question 26): complete only the first half of this box with the details of your host institution. Leave blank after "In the case of temporary stay of minors..." ("En caso de estancias temporales de menores ...")

The **Spanish Consulate in Boston** requires an additional form, the "supplemental registration form" which is available to download as a Word document from the general Visa page of the Spanish Consulate General in Boston's website. Other Consulates may specify additional requirements at any time, so be sure to check your consulate's specific student visa instructions.

PASSPORT-SIZED PHOTOGRAPHS

United States passport photos must be recent and 2 x 2 inches (51 x 51 mm) in size. More information on photo requirements can be found at: https://travel.state.gov/content/passports/en/passports/photos/photos.html.



FULBRIGHT GRANT AUTHORIZATION

You will receive your **Grant Authorization** by email from the Commission approximately two months prior to your visa appointment, along with the Commission Terms and Conditions and your Visa Certificate. You must take the *signed and dated* original and at least one photocopy to your visa appointment. You should **keep the original** the day of your visa appointment. This document, with your Visa Certificate, fulfills the consular requirements of: 1) Proof of medical insurance (for you, not for any dependents), 2) Proof of acceptance to a full-time study program, and 3) Proof of financial means (your grant stipend is usually enough to prove this for you and any accompanying dependents).

Please note that this document will **not** be emailed until you have uploaded your passport data page to the <u>Fulbright Spain website</u>.

VISA CERTIFICATE

You will receive your **Visa Certificate** by email from the Commission approximately two months prior to your visa appointment, along with your Grant Authorization and the Commission Terms and Conditions. The Commission will notify you when it has been sent. You must bring the original Visa Certificate, signed by the Commission and addressed to the consulate, with you to your visa appointment; the Consulate will keep the original. This letter, with the Grant Authorization, fulfills the consular requirements of: 1) Proof of medical insurance (for you, not for any dependents), 2) Proof of acceptance to a full-time study program, and 3) Proof of financial means (your grant stipend is usually enough to prove this for you and any accompanying dependents). Since the visa certificate is issued in Spanish, you do not need to get any documents translated to comply with these three consular requirements.

Please note that this document will **not** be emailed until you have uploaded your passport data page to the <u>Fulbright Spain website</u>.

VISA FEE

In September 2016 all Spanish Consulates in the U.S. were instructed by the *Ministerio de Asuntos Exteriores, Unión Europea y Cooperación* that Fulbright grantees are officially exempt from paying the \$160 visa fee, in compliance with governmental reciprocity agreements, and in November 2018 this was extended to all Fulbrighters' dependents. As a result, you should **not** be asked to pay the visa fee for anyone traveling with you on your grant to Spain if you apply for your student visa from a Spanish Consulate in the U.S. Should a specific consulate or consular employee tell you



something different, please let your main contact at the Commission know as soon as possible.

FAMILY MEMBERS

Any family members accompanying you to Spain as an official dependent (usually, a spouse and/or minor children) will also need to complete their own **student** (dependent) visa application (the nomenclature varies slightly between consulates), which will be related to the grantee's long-term student visa, and provide all the required accompanying documentation. This means that, although they can be on the same day as your appointment, you must book separate visa appointments for each dependent.

Non-U.S. citizens must provide evidence of legal residence in the U.S. (plus the indicated number of copies of their resident card) in order to apply for their visa at a Spanish Consulate in the U.S.

Spouses

The following are commonly required for **spouses** (in addition to all of the other documentation required for a student visa for up to 180 days):

- The original and the indicated number of copies of a marriage certificate. This "new original" must be requested no earlier than a few months before your visa appointment; check your consulate's website for the validity of this document (usually 6 or 3 months). Once you have the "new original" of your marriage certificate, you will need to get it legalized by the Apostille of the Hague, which you must request from the Secretary of State of the state in which you were married. (If you were married in a country other than the U.S., you must follow the requirements for that country to get a new original of your marriage certificate and get it legalized with the Apostille of the Hague, or equivalent authentication if the country in which you were married is not a signatory of the Hague Convention. Please contact the Commission immediately if this is your situation.) Some consulates also require an official ("sworn" or "legal") translation (traducción jurada). You can access the MAEC's official list of translators here: http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/Documents/Listado%20actualizado.pdf
- Sometimes, a bank statement and the indicated number of copies of the previous year's tax return are also requested, though this is not common.

<u>Note</u>: Spouses may be able to complete a power of attorney and not have to go in person to the consulate. Check with your specific consulate to see if this is an option. However, you must make a **separate visa appointment** (if required at your consulate) for your spouse.



Minors (Under 18 Years Old) & Minors Traveling with Only One Parent

Generally speaking, birth certificates, legalized by the Hague Apostille, are required for children in addition to the documentation normally required for a student visa for up to 180 days. Check your consulate's website for the validity of this document (usually 6 or 3 months) and to ascertain whether or not an official ("sworn" or "legal") translation (traducción jurada) is required. You can access the MAEC's official list of translators here:

http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/Documents/Listado%20actualizado.pdf

Note that in an effort to prevent international child abduction, many governments have instituted procedures at entry and exit points, including requiring documentary evidence of relationship and permission of the parent(s) or legal guardian(s) not present for the minor child's travel. Please obtain the necessary information if this is your case.

Any Fulbright grantee who intends to bring a minor child on the grant without the child's other legal parent or guardian must also send a notarized letter from the other parent or guardian to the Program Officer in the corresponding U.S. cooperating agency (IIE or CIES) and to Katherine Matles, U.S. Program Officer of the U.S.-Spain Fulbright Commission, authorizing the grantee to take the child out of the U.S.

Remember that although it/they can be on the same day as your appointment, you must book **separate visa appointments for each child**.

APOSTILLE OF THE HAGUE CONVENTION

The "International Hague Apostille" (Apostilla de la Haya) is a seal used by many countries to recognize each other's official documents as legal, according to an international agreement among those nations (including Spain and the U.S.). Any state or federally-issued document that you are required to present to a Spanish Consulate at the time of your visa application, or to an official in Spain, such as a birth certificate, marriage license, diploma, transcript and, in some cases, children's academic records, will likely be required to bear this seal.

The Apostille is issued by the state in which a document was issued. For documents issued in the U.S., the seal may be obtained from the Secretary of State of the issuing state, or from other competent authorities. See the complete list of competent authorities in the U.S. on the Hague Convention website: www.hcch.net/index_en.php?act=authorities.details&aid=353 (please note that some of the links on this website are outdated, but searching "[your state] Apostille" or [your



state] authentication" should bring you to the correct website on the page of your state's Secretary of State).

To complete the process, you must mail in the document that must be Apostilled, a form requesting the Apostille specifying that it is needed to obtain a student visa from the Spanish consulate (the country does matter), and the required fee, and your Secretary of State will attach the Apostille and mail it back to you. Most states require that the document in question first be notarized, so be sure to check whether or not this is a requirement **before** requesting the document (i.e. marriage certificate), as many times the notarization may be requested at the same time. Some states provide expedited Apostille services, usually for a fee, and others allow applicants to go in person. Be sure to search the specifications for your state(s).

For any **federally-issued document** (for most of you, the only federally-issued document you would submit with your student visa application is the FBI background check), you will need to request your Apostille from the U.S. Department of State. Please check the DOS' website for more information. If you are running out of time (in the summer it can take up to a month to receive the Apostille back via mail from the DOS), there are channelers that can expedite this process. However, these channelers can be extremely expensive. If you think you might need to use a channeler for an Apostille from the DOS, please contact the Commission as soon as possible.



V STUDENT VISA (UP TO 180 DAYS) CHECKLIST

Important note: Always be sure to verify your Consulate's student visa requirements, as procedures can be modified at any time. Due to COVID-19 we anticipate that some consulates will change their visa application procedures multiple times during fall 2020, so you must check your consulate's website frequently. All deadlines are based on current processing times, but closures of U.S. offices may affect this so you should complete every step as soon as possible. This checklist does not replace the information in the above Fulbright Visa Guide; you must read the information in this very carefully.

•By August 30: Schedule visa appointment and notify Commission via: https://forms.gle/Xa27sS7DFk9VKDvv5

By October 15: Review your consulate's requirements and fill out the National Visa Application Form. Email the Commission with any questions

By November 15: Go to your visa appointment with all of the necessary documents (passport, GA, Visa Cert., photograph(s), visa application form., etc., according to your Consulate's requirements) and the required copies.



VI 2020-2021 GUIDE TO SPANISH CONSULATES IN THE U.S.

BOSTON

Contact Info:

31 St. James Avenue, Suite 905 Boston, MA 02116 Tel: (617) 536-2506/2527

Fax: (617) 536-8512

Email: cog.boston@maec.es

Jurisdiction: Maine, Massachusetts, New Hampshire, Rhode Island, Vermont

Visas (you must consult the Student Visa section, located at the bottom of the page): http://www.exteriores.gob.es/Consulados/BOSTON/en/ServiciosConsulares/ConsularSer vicesBoston/Pages/Visas.aspx

Please note there is a "supplemental registration form" which is available to download as a Word document from the general visa page of the Spanish Consulate General in Boston's website. The link to the Word document is found right after the National Visa Application link in the Student Visa section.

CHICAGO

Contact Info:

180 N Michigan Ave., Suite 1500 Chicago, IL 60601

Tel: (312) 782-4588/4589 Fax: (312) 782-1635

Email: cog.chicago.vis@maec.es

Jurisdiction: Illinois, Indiana, Iowa, Kansas, Nebraska, North Dakota, South Dakota, Ohio, Kentucky, Michigan, Minnesota, Missouri, Wisconsin

General Visa Information:

http://www.exteriores.gob.es/Consulados/CHICAGO/en/ServiciosConsulares/consularser vicesinchicago/visas/Pages/inicio.aspx

Student visas (please disregard the text in point 4 referring to a certificate or degree and point 7 requiring proof of accommodation; these requirements do **not** apply to Fulbriaht arantees):

http://www.exteriores.gob.es/Consulados/CHICAGO/es/ServiciosConsulares/Serviciosco nsularesenchicago/Documents/documentosvisados/estudiante_no_college_student.p df



HOUSTON

Contact Info:

1800 Bering Dr. Suite 660 Houston, TX 77057 Tel: (713) 783-6200/05/14

Fax: (713) 783-6166

Email: cog.houston@maec.es or cog.houston.vis@maec.es

Jurisdiction: Alabama, Arkansas, Louisiana, Mississippi, Tennessee, New Mexico,

Oklahoma, Texas

General Website:

Student visas:

http://www.exteriores.gob.es/Consulados/HOUSTON/en/InformacionParaExtranjeros/Documents/Student%20Visa.pdf

LOS ANGELES

Contact Info:

5055 Wilshire Blvd., Suite 860 Los Angeles, CA 90036

Tel: (323) 938-0158/0159 Fax: (323) 938-0112

Email: cog.losangeles.vis@maec.es

Jurisdiction: California (southern counties: Imperial, Inyo, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, and Ventura), Arizona, Colorado, Utah

General Visa Information:

http://www.exteriores.gob.es/Consulados/LOSANGELES/en/InformacionParaExtranjeros/Pages/Visas%20(2017).aspx

Student Visas ("Studies Between 90 days and 180 days"):

http://www.exteriores.gob.es/Consulados/LOSANGELES/en/InformacionParaExtranjeros/Pages/Study-Visa-for-more-than-90-days-and-less-than-180-days.aspx

MIAMI

Contact Info:

2655 Le Jeune Rd., Suite 203 Coral Gables, FL 33134 Tel: (305) 446-5511/12/13

Fax: (305) 446-0585

Email: cog.miami.vis@maec.es

Jurisdiction: Florida, Georgia, and South Carolina



Student visas:

http://www.exteriores.gob.es/Consulados/MIAMI/en/InformacionParaExtranjeros/Pages/Visa%20Requirements/Student-Visa.aspx

NEW YORK

<u>NOTE:</u> Although the student visa page says individual visa applications will not be accepted, Fulbrighters must schedule a visa appointment and submit their application individually to the Spanish Consulate in New York. You will also be required to go in person to pick up your passport once the visa has been processed.

Contact Info:

150 East 58th St., 30th Floor New York, NY 10155 Tel: (212) 355-4080/81/82/85/86/90/91

Fax: (212) 644-3751

Email: cog.nuevayork@maec.es

Jurisdiction: Connecticut, Delaware, New Jersey, New York, Pennsylvania

General Visa Information:

http://www.exteriores.gob.es/Consulados/NUEVAYORK/en/ServiciosConsulares/Pages/CSNewyork/Visas-New-York.aspx

Student visas:

http://www.exteriores.gob.es/Consulados/NUEVAYORK/en/ServiciosConsulares/Documents/Student%20Visa.pdf

PUERTO RICO

Please note that all information on this website is in Spanish.

Contact Info:

Edificio Mercantil Plaza, Piso 11, Oficina 1101 Av. Ponce de León, S/N Hato Rey – Puerto Rico 00918 Tel: (787) 758-6090/6142/6279

Fax: (787) 763-0190

Email: cog.sanjuandepuertorico@maec.es

Jurisdiction: Puerto Rico, Islas de Culebra y Viegues, U.S. Virgin Islands

General visa & student visa information:

http://www.exteriores.gob.es/Consulados/SANJUANDEPUERTORICO/es/ServiciosConsulares/Paginas/ServiciosConsularesEn.aspx



SAN FRANCISCO

Contact Info:

1405 Sutter St. San Francisco, CA 94109 Tel: (415) 922-2995/96 Fax: (415) 931-9706

Email: cog.sanfrancisco.vis@maec.es

Jurisdiction: Alaska, Northern California (**counties** of: Alameda, Alpine, Amador, Buttle, Calaveras, Colusa, Contracosta, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Inyo, Kings, Lake, Lassen, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehema, Trinity, Tulare, Toulumne, Yolo, Yuba), Hawaii, Idaho, Guam, Montana, Nevada, Oregon, Washington, Wyoming,

General Visa Information:

http://www.exteriores.gob.es/Consulados/SANFRANCISCO/en/ConsularServices/C

Student visas:

http://www.exteriores.gob.es/Consulados/SANFRANCISCO/en/ConsularServices/Consular-Services-in-San-Francisco/Documents/Student%20Visa%20Guidelines.pdf

WASHINGTON, D.C.

Address:

2375 Pennsylvania Avenue, NW Washington, D.C. 20037 Tel: (202) 728-2330

Fax: (202) 728-2302

Email: cog.washington@maec.es

Jurisdiction: Washington, D.C.; Maryland; North Carolina; Virginia; West Virginia

Visas (you must consult the "Student Visa" section near the middle of the page linked below; it is the first type of visa under the section "2. Long stay visas"): http://www.exteriores.gob.es/Consulados/WASHINGTON/en/Consulado/Pages/Visas.as
px