

## SPAIN DOCUMENT CHECKLIST FOR A STUDY PERMIT

### General information:

*Visa for stays longer than 90 days with the purpose of carrying out studies, internships or volunteering.*

Stays of 90 days or less for study purposes do not require a study visa. Depending on your nationality, a short-stay visa may be required (see Schengen Visas). Holders of a US passport (or any other nationality that does not require a visa to stay in the Schengen area 90 days in a period of 180 days) do not require any visa for stays of up to 90 days (including for study purposes).

### Activities that merit a General student visa:

- Full-time studies (minimum of 20 hours per week) at an accredited school or educational center that will result in a degree, diploma or certificate (including post-graduate or doctoral studies).
- Secondary school (middle or high school) exchange programs with an accredited school or scientific center.
- Research or training activities that entitles to apply for a study visa (and that does not entitle another type of visa).
- Internships at public or private organizations and that entitles to apply for a study visa (and that do not qualify for an internship visa).
- Volunteer services for programs working in areas of general and/or public interest that entitles to apply for a study visa.

### Required documents:

Please note that we do not accept incomplete visa applications. Only complete applications with all the required documents will be admitted and processed.

### One National Visa application form:

- Each applicant must complete and sign a visa application.
- Visa applications can be filled out electronically or handwritten in capital letters.
- If the applicant is a minor, one of their parents or a duly accredited representative must sign the application.

- Please do not forget to fill out numbers 17 (your address, email and telephone number), 28 (complete information related to the university or education center in Spain) and 21 (intended date of entry) on the application form.

**One photo:**

- Glued or clipped (not stapled) onto visa application form.
- Photo specifications: Passport-size, color photograph, recent (taken within the last 6 months to reflect your current appearance), printed on matte/glossy paper, taken against a white, light, clear, uniform background, facing forward, without dark or reflective glasses, or any garments concealing the applicant's full oval of the face.
- Photos with a dark background or with objects or people that can be seen behind your head will not be accepted.
- Photos of babies must not show any part of the adult holding them.

**Passport or travel document:** Original and photocopy of the page(s) of the passport that contain biometric data.

- Issued in the last 10 years.
- With at least 2 empty pages for visas.
- Valid for at least the intended period of stay.

If the passport does not meet the requirements, it must be renewed before applying for the visa.

**Proof of legal residence in the United States. Non-U.S. citizens** must also submit proof of legal residence in the United States: A photocopy of the valid U.S. long term Visa or a photocopy of the U.S.

**Resident Card (Green card;** please do not submit the original document). - F1 student visa holders must submit a photocopy of the I-20 certificate. - B1/B2 visa holders do not qualify to apply for a visa at this Consular Office. They must apply for a visa in their country of residence or country of origin.

**Proof of residence or study in the Consular district:** Applicant must be a legal resident or enrolled in in-person studies at a center at a center within our consular jurisdiction

(Washington, D.C., Maryland, Virginia, West Virginia and North Carolina). Residence must be proved by one of the following, valid documents: Photocopy of U.S. Driver's license, State ID or University Student ID. Please do not submit the original document.

If you do not have a U.S. Driver's license, State ID or University Student ID, it is possible to prove residence in our consular district by other documents, e.g. a copy of a lease agreement or utility bill.

**Proof of admission in the study program, internship or volunteer activity: Letter of acceptance** for the study, internship or volunteer activity. It can be:

Letter of acceptance to an accredited school for full-time studies.

Letter of acceptance to a student exchange program, including proof of acceptance to a secondary school (middle or high school), certifying accommodation with a family or institution, and organizer's commitment to cover expenses.

Letter of acceptance to a research or training center that entitles to apply for a study visa (and that does not entitle another type of visa).

Letter of acceptance (and signed contract) for an unpaid internship (as part of the study program) based on an agreement signed with a public or private organization that entitles to apply for a study visa (and that does not entitle an Internship visa). Please submit the letter of acceptance and the signed contract. If you need it back, please provide the original and a photocopy.

Letter of acceptance (and signed contract) to a volunteer program based on an agreement signed with a volunteering organization that entitles to apply for a study visa. Please submit the letter of acceptance, the signed contract or agreement with the volunteering organization. The agreement signed with the organization in charge of the volunteer program must include a description of the activities, the schedule and the conditions for carrying them out, as well as the resources available to cover the travel, room and board during the stay. If you need it back, please provide the original and a photocopy.

The document must prove enrollment in: -

- Full-time (minimum 20 hours per week) studies;
- At an authorized university, school, research or education center;
- Leading to obtain a degree, diploma or certificate.

The document must indicate:

- Name of the authorized university, school or education center;
- Address, contact e-mail and telephone number of the education center;
- Student's full name;
- Name of the program;
- Start and ending dates of the program;
- Name (e-mail and telephone number) of person in charge of the program or contact person.

The letter of acceptance must be written in Spanish and be issued in Spain by the authorized university, school or education center.

The letter of acceptance or certificate of admission must certify the enrollment of the student in the study program. We do not accept letters of acceptance that offer the possibility to enroll while indicating that admission is subject to conditions.

In case of enrollment in a Spanish language school, the center must be officially recognized by the Instituto Cervantes.

**Proof of financial means:** The applicant must provide documents certifying that he/she (or parent, legal representative or relative that supports him/her) has sufficient financial means to cover the expenses of student's stay and return, as well as that of the family members accompanying.

The minimum monthly required amount varies each year and is calculated according to Spain's Public Income Indicator of Multiple Effects (IPREM). For the year 2024, the minimum monthly required amounts are as follows:

- If applicant is traveling to Spain alone: 100% of monthly IPREM = 600€ per month of stay (approx. \$700).
- For the first accompanying family member: 75% of monthly IPREM = 450€ per month of stay (approx. \$500) must be added.
- For each additional family member: 50% of monthly IPREM = 300€ per month of stay (approx. \$350) must be added.

It is possible to provide documentation certifying that accommodation for the entire length of the student's stay has been paid for in advance. In this case, this amount will be deducted from the minimum requirement.

**At least one of the following documents must be submitted:**

If the US or Spanish university or school bears full financial responsibility: If the letter of acceptance certifies that the organization assumes full financial responsibility for room and board, it is not necessary to provide any additional proof of financial means. If not, it is possible to certify the financial support in an additional signed statement or letter from the issuing institution. If the original documents are in English, a translation into Spanish must be submitted.

If the applicant bears full financial responsibility: Three most recent monthly bank statements, which must include the applicant's full name and a final balance that exceeds the minimum required amount per month of stay. The bank statements in English do not need to be translated into Spanish.

If applicant is receiving financial aid, loans, scholarships or other economic aid that covers the minimum monthly required amount: Documentation proving the issuing of financial aid, loans, scholarships or other economic aid. If the original documents are in English, a translation into Spanish must be submitted. - If parent, legal guardian or other relative is bearing full financial responsibility:

Notarized letter in which parent, legal guardian or other relative assumes full financial responsibility equal to at least the minimum monthly required amount per month of stay.

Suggested wording:

*"I hereby certify that I, [full name of parent, legal guardian or other relative assuming full financial responsibility], assume full financial responsibility for [full name of applicant]'s round-trip ticket to the United States, as well as monthly room and board expenses while in Spain, and any additional expenses, emergency or otherwise, that may arise during their stay."*

Notarized copy of parent, legal guardian or other relative's ID or passport.

Notarized copy of the student's birth certificate, demonstrating parental or relative's link, or the ruling or decision by which a legal guardian was determined.

Parent, legal guardian or other relative's three most recent monthly bank statements, which must include full name of the person assuming financial responsibility and a final balance that exceeds the minimum monthly required amount per month of stay.

**Health insurance:** Certificate accrediting public or private health insurance subscribed with an insurance entity authorized to operate in Spain. A registry of insurance entities authorized to operate in Spain can be found at the following link: <https://rrpp.dgsfp.mineco.es/>

It must cover all the risks insured by Spain's public health system (100% of medical, hospital, and out-of-hospital expenses).

It must cover all the preventive, diagnostic, treatment and rehabilitation assistance activities that are carried out in health centers or socio-health centers, as well as urgent health transport. It must cover the entire period of the stay.

It should have no coverage limits (Spanish companies offer unlimited coverage), no grace periods for certain benefits, no co-payments, and no deductibles.

However, if the policy has a coverage limited to a specific amount, this limit must not be less than 30,000 euros and meet the other requirements (see above).

If the insurance company is not a Spanish-based company, the supporting documentation must expressly say that the company offers coverage in the rest of the world, or at least in Spain.

Travel insurance and insurance cards are not accepted.

*If the applicant is participating in a volunteer program*, in addition to health insurance, they must provide copy of the civil liability insurance policy subscribed by the organization

#### **Disclaimer form –**

**Payment of the visa fee:** Must be payed in cash or by debit card. No money orders. This fee is non refundable. Fees in 2024:

- For U.S. citizens: \$160.00
- For citizens of Australia: \$476.00
- For citizens of the Ethiopia

For stays shorter than 180 days: \$99.00

For stays longer than 180 days: \$510.00 - For citizens of Mauritania: \$263.00 - For citizens of the UK:

- For stays shorter than 180 days: \$99.00
- For stays longer than 180 days: \$440.00 - For all other non-U.S. citizens: \$99.00

Visa fees are revised quarterly according to current exchange rates and can be subject to changes.

#### **FOR STAYS OF MORE THAN 180 DAYS:**

Criminal background check certificate:

Applicants of legal age (18 years old and older) who apply for a student visa for a stay of more than 180 days must submit the original and a photocopy (not notarized) of their criminal background check(s) issued by their country or countries of residence in the past five years.

- The background check must be issued by the U.S. Department of Justice – Federal Bureau of Investigation (FBI). We do not accept State Background Checks.
- The background check must be issued within the 6 months preceding the submission of the visa application.
- Criminal background checks must be authenticated with the Hague Apostille. We do not accept background checks without the Hague Apostille.
- The apostille must certify the signature on the Criminal Background check, not other signatures. We don't accept apostilles that certify the signature of a notary that stamps a seal on the criminal background check.
- Criminal background checks must be accompanied by an official translation into Spanish by a sworn/certified translator. The official translation can include the translation of the Apostille as well, but it is not necessary (the translation does not need an Apostille and the Apostille does not need a translation).
- The criminal background check be accepted if it has been altered or damaged in any way, including damage caused by removing staples.
- If the applicant has spent more than 6 months (more than 180 days) during the last 5 years in another country (outside the USA) an additional criminal background check from every country of residence must be provided, unless the applicant has resided in Spain. If the applicant has resided in Spain, there is no need to submit a background criminal certificate from Spain.

- The criminal background checks must be authenticated with the Apostille of The Hague, unless it is issued by an EU member state. The criminal background check issued by an EU authority does not need to be apostilled to be accepted. - If the country in which the applicant has lived in the past 5 years does not subscribe to The Hague Convention of 1961, the background check must be authenticated by the Ministry of Foreign Affairs of the issuing country and then by the Consulate of Spain in this country.
- The background check must be accompanied by an official translation into Spanish (if the original is not written in Spanish or does not include the translation into Spanish).

Please submit the original and a photocopy of all the documents: Background check, Apostille and official translation.

- **Medical certificate:** Applicants who apply for a visa for a stay of more than 180 days must submit the original and a copy of the medical certificate demonstrating the applicant does not suffer from any diseases that could have serious repercussions for public health in accordance with the International Health Regulations of 2005.
- The certificate must be issued in the 3 months preceding the submission of the visa application. The certificate must include a stamp from the issuing Medical Center, doctor's name and signature, doctor's License Number and date of expedition.
- The certificate must be written on letterhead paper from hospital/doctor's office or directly on the provided template.
- The certificate must be signed by a Doctor (Physician), not by a Nurse Practitioner or a Physician Assistant.
- If the certificate does not include the text in Spanish, an official or certified translation into Spanish is required. In the case of using the bilingual model from our website, the Spanish translation is not necessary.

Please include a photocopy (not notarized) of the medical certificate with your submitted documents.