VISA REQUIREMENTS

Seville

Alicante

Barcelona

2019
IMPORTANT VISA INFORMATION

- For programs under 90 days (January Terms, May Terms, Summer Terms, and some fall or spring semesters), U.S. citizens do **NOT** need a visa. Citizens of other countries may require a Schengen Visa for short-term programs, however.
- If your program is over 90 days (most - but not all - fall and spring semesters), U.S. citizens **WILL** need to apply for a visa using the Spanish consulate’s National Visa Application.
- Non-U.S. citizens may not need to apply for a visa ahead of time, but instead once they are in Spain. Students who are non-U.S. citizens should contact the Spanish embassy in their country of residence about visa requirements, no matter how long the program is that they plan to attend.
- Since the visa process can take up to 8 weeks you should plan on starting the process as soon as you are accepted.
- If your program is over 180 days you will need to take extra steps; please follow the instructions for Academic Year students starting on the next page. Please note that academic year visa process can take more than 15 weeks.

If you are uncertain about the length of your program, you can use a date duration calculator (always include end date in calculation): [https://www.timeanddate.com/date/duration.html](https://www.timeanddate.com/date/duration.html), or contact your Admissions Advisor for assistance.

**It is important to understand a few basic points before attempting to acquire your visa:**

**MAKE SURE YOUR PASSPORT IS VALID**

Your passport should be valid for at least 6 months after the program end date. If it is not, you should renew it right away since this will add to the processing time. Please note that you will need to provide your passport to the consulate with your visa application. Applications with passports not valid 6 months past the program end date may be delayed or rejected.

**LOCATE YOUR SPANISH CONSULATE AND MAKE AN APPOINTMENT**

Appointments are different at each consulate, so read the website for the consulate in your jurisdiction carefully. You will need to make an appointment at the consulate that is either in your home address jurisdiction OR your school’s jurisdiction depending on the

Please note that Spanish Studies Abroad is only responsible for providing the necessary documentation in support of a visa application in the cases where the length of your program requires you to obtain one. If your program 90 days or less and you want to extend your stay for independent travel, we cannot guarantee that the Spanish Consulate will issue you a visa.
specific Consulate’s rules. Keep in mind that most consulates will not allow you to make an appointment more than 90 days from the start of your program.

If your **permanent residency** is in the Spain Consulate General of New York’s jurisdiction (CT, NY, PA, DE, NY), then you will be required to be represented by Spanish Studies Abroad via a batch service appointment. Please contact us for information regarding this service at info@spanishstudies.org.

**READ CAREFULLY WHAT YOUR CONSULATE REQUIRES YOU TO BRING**

Every consulate is different and requires specific documents for you to fill out and bring in addition to the National Visa Application. It’s important you familiarize yourself with these items as soon as possible. Remember: you may be required to visit your consulate in person to process your application. Be sure to have prepared all your required documents, to have a current passport in hand, and to have clarified with your consulate ahead of time what will be expected of you.

If you have not yet provided your passport information to Spanish Studies Abroad, please contact our U.S. office right away. We need your passport information in order to send you the necessary documents you will need from Spanish Studies Abroad in order to apply for your visa.

**DOCUMENTS FROM SPANISH STUDIES ABROAD**

Spanish Studies Abroad will provide you with the following hard copies for you to include with the National Visa Application and other materials required by the consulate (please visit your consulate jurisdiction’s website for specific materials required and to download their version of the National Visa Application):

1. An official Acceptance Letter
2. A visa letter (in Spanish), which provides:
   a. The consulate with evidence of funds
   b. Proof of full time enrollment
   c. Contact information of our staff in Spain and the university information
3. Proof of health insurance

**ACADEMIC YEAR STUDENTS**

**Academic-year students must get a head start on their visa applications.** All Spanish consulates now require an apostilled background check and a medical certificate for
Please note that Spanish Studies Abroad is only responsible for providing the necessary documentation in support of a visa application in the cases where the length of your program requires you to obtain one. If your program is 90 days or less and you want to extend your stay for independent travel, we cannot guarantee that the Spanish Consulate will issue you a visa.

Background Check

Police criminal record clearance, or background check, must be verified by fingerprints. It cannot be older than 3 months from the application date. You must get a police record from the countries in which you have lived during the past 5 years.

A U.S. Criminal Record must be either from:

a) The Department of Justice of the State where you have lived in the past 5 years. It must be legalized with the Apostille of the Hague Convention from the corresponding Secretary of the State.

OR

b) FBI Records for International purposes issued by the U.S. Department of Justice – Federal Bureau of Investigation and must be legalized with the Apostille of the Hague Convention from the U.S. Department of State (in this case the Apostille must be from the Department of State and not from the Secretary of State). To learn how to obtain an FBI background check, visit: https://www.fbi.gov/services/cjis/identity-history-summary-checks. These background checks can take up to 12-14 weeks to be processed, so please apply early!

*Please note that local police background checks will NOT be accepted.

Note: For criminal record documents issued by a state authority, they must be apostilled by the Secretary of State of your state. If the document has been issued by a federal authority, you must get the Apostille from the U.S. Department of State in Washington, D.C. You cannot get a criminal record document issued by a state authority apostilled by a federal authority.

Medical Certificate

Your medical certificate cannot be older than three months from the date of your visa appointment. It has to be on the medical center’s or doctor’s office letterhead, and signed by an M.D. It must indicate with the following phrase that you, the applicant (identified by Passport’s First and Last name), was found in good physical and mental health to travel to
study abroad and “has been examined and found free of any contagious diseases according to the International Health Regulation 2005.”

**VISA VALIDITY**

All student visas are issued to start approximately 10 days before your program will begin. Therefore, your intended date of entry should not be over 10 days from the beginning of the program. The visa will be affixed to your passport and must be presented at your point of entry into Schengen areas.

**EXAMPLE DOCUMENTS**

On the following pages is a list of consulate jurisdictions throughout the U.S. and Canada. There are also line-by-line instructions for the National Visa Application and an example of the application itself. Please note that these examples only match the actual application of a few consulates. Even though the order of some of the questions may not match your consulate’s application, you can still use these instructions to complete your application.

Please contact the Amherst office with any questions about the application or visa process at:

Phone: (413) 256-0011
Email: info@spanishstudies.org
SPANISH CONSULATES IN THE UNITED STATES

If your home address is in: Contact the Spanish Consulate at:

ME, MA, NH, RI, VT
31 St. James Avenue, Suite 905
Boston, MA 02116
telephone #: (617) 536-2506 / 2527
e-mail: cog.boston@maec.es

IL, IN, IA, KS, KY, MI
WI, MN, MO, NE, ND, SD, OH
180 North Michigan Avenue, Suite 1500
Chicago, IL 60601
telephone #: (312) 782-4588
e-mail: Cog.Chicago@maec.es

NM, OK, TX, AL, AR, LA, MS, TN
1800 Bering Drive, Suite 660
Houston, TX 77057
telephone #: (713) 783-6200
e-mail: cog.houston@maec.es

AZ, CO, UT, Southern CA
5055 Wilshire Boulevard, Suite 860
Los Angeles, CA 90036
telephone #: (323) 938-0158 / 59
e-mail: cog.losangeles@maec.es

AK, HI, ID, MT NV, OR
WA, WY, Northern CA,
Pacific Islands
1405 Sutter Street
San Francisco, CA 94109
telephone #: (415) 922-2995 / 2996
e-mail: Cog.sanfrancisco@maec.es

MD, VA, WV, NC,
District of Columbia
2375 Pennsylvania Avenue N.W.
Washington, DC 20037
telephone #: (202) 728-2330, 452-0100
e-mail: cog.washington@maec.es

CT, NJ, PA, DE, NY
150 East 58th Street, 30th floor
New York, NY 10155
telephone #: (212) 355-4080 / 81 / 82 / 85 / 86 / 90 / 91
e-mail: cog.nuevayork@maec.es
PR, VI
Edificio Mercantil Plaza, piso 11, oficina 1101
Avenida Ponce de León s/n
Hato Rey, PR  00918
Send Correspondences to:
Apartado Postal 9243
Santurce, PR 00908
telephone #: (787) 758-6090/6142/ 6279
e-mail: Cog.SanJuandePuertoRico@maec.es

FL, SC, GA
2655 Le Jeune Road, Suite 203
Coral Gables, Miami, FL  33134
telephone #:  (305) 446-5511, 12, 13
e-mail: cog.miami@maec.es

SPANISH CONSULATES IN CANADA

If your home address is in: Contact the Spanish Consulate at:

BC, AB, SK, MB, 2 Bloor Street East, Suite 1201
YT, NU, NWT, Toronto, Ontario   M4W 1A8
ON (except National Capital Region) telephone #:  (416) 977-1661 / 3923 / 4075 / 4705
e-mail: cog.toronto@maec.es

Ottawa/Gatineau 74 Stanley Avenue
(National Capital Region) Ottawa, Ontario   K1M 1P4
telephone #:  (613) 747-2252 / 7293 / 1143 / 6181
e-mail: emb.ottawa@maec.es

NB, NS, PEI, NL , 1, Westmount Square, Suite 1456
QC (except National Capital Region) Montréal, QC H3Z 2P9
telephone #: (514) 935-5235
e-mail: cog.montreal@maec.es
http://www.exteriores.gob.es/consulados/montreal/es/Paginas/inicio.aspx
<table>
<thead>
<tr>
<th>Line #</th>
<th>They ask for:</th>
<th>You should answer:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Surname / Apellido(s)</td>
<td>Your last name</td>
</tr>
<tr>
<td>2</td>
<td>Surname at birth / Apellido(s) de nacimiento, apellido(s) anterior(es)</td>
<td>Leave BLANK, unless you have a maiden name</td>
</tr>
<tr>
<td>3</td>
<td>First name(s) / Nombre(s)</td>
<td>Your first name</td>
</tr>
<tr>
<td>4</td>
<td>Date of birth (day-month-year) / Fecha de nacimiento</td>
<td>DAY/MONTH/YEAR of your birth date</td>
</tr>
<tr>
<td>5</td>
<td>Place of birth / Lugar de nacimiento</td>
<td>Write the State, Province, or Territory where you were born</td>
</tr>
<tr>
<td>6</td>
<td>Country of birth / País de nacimiento</td>
<td>Write the Country where you were born</td>
</tr>
<tr>
<td>7</td>
<td>Current Nationality(ies) &amp; Nationality at birth, if different / Nacionalidad(es) Actual(es) &amp; Nacionalidad de nacimiento, si difiere de la actual</td>
<td>Write your nationality as applicable (i.e. “United States of America”) &amp; nationality at birth, if different</td>
</tr>
<tr>
<td>8</td>
<td>Sex / Sexo</td>
<td>Check “Male/Varón” or “Female/Mujer” as applicable</td>
</tr>
<tr>
<td>9</td>
<td>Marital Status / Estado Civil</td>
<td>Check answer as applicable</td>
</tr>
<tr>
<td>10</td>
<td>In case of minors... / Para los menores de edad...</td>
<td>If under 18, write surname, first name, address (if different from applicant’s) and nationality of parental authority/legal guardian</td>
</tr>
<tr>
<td>11</td>
<td>National identity number / Número de documento nacional de identidad</td>
<td>Leave blank</td>
</tr>
<tr>
<td>12</td>
<td>Type of travel document / Tipo de documento de viaje</td>
<td>Check “Ordinary Passport/Pasaporte ordinario”</td>
</tr>
<tr>
<td>13</td>
<td>Number of travel document / Número del documento de viaje</td>
<td>Fill in your passport number</td>
</tr>
<tr>
<td>14</td>
<td>Date of issue / Fecha de expedición</td>
<td>DAY/MONTH/YEAR passport was issued</td>
</tr>
<tr>
<td>15</td>
<td>Valid until / Válido hasta</td>
<td>DAY/MONTH/YEAR passport expires</td>
</tr>
<tr>
<td>16</td>
<td>Issued by / Expedido por</td>
<td>Write the name of the country which issued your passport (i.e. “United States”)</td>
</tr>
<tr>
<td>17</td>
<td>Applicant’s home address and email address &amp; Telephone Number(s) / Domicilio postal y dirección de correo electrónico del solicitante y Números de teléfono</td>
<td>Enter home address, email address, and telephone number</td>
</tr>
<tr>
<td>18</td>
<td>Residence in a country other than the country of current nationality / Residente en un país distinto del país de nacionalidad actual</td>
<td>Leave BLANK if you live in your country of citizenship; complete if applicable</td>
</tr>
<tr>
<td>19</td>
<td>Current occupation / Profesión actual</td>
<td>Write “Student”</td>
</tr>
<tr>
<td>20</td>
<td>Main purpose of journey / Motivo principal del viaje</td>
<td>Check “Studies/Estudios”</td>
</tr>
<tr>
<td>21</td>
<td>Intended date of arrival in Spain / Fecha de entrada prevista en España</td>
<td>The DAY/MONTH/YEAR you plan to arrive in Spain; see the calendar in your acceptance packet for the suggested date of departure to Spain</td>
</tr>
<tr>
<td>22</td>
<td>Number of entries requested / Número de entradas solicitando</td>
<td>Circle: “Multiple entries/Entradas multiples”</td>
</tr>
</tbody>
</table>
|   | Applicant's address in Spain / Domicilio postal de solicitante en España | For programs in Seville write: Calle Harinas 16 y 18 CP 41001 Sevilla
For programs in Alicante write: Universidad de Alicante Edificio Germán Bernácer PS013 03690 San Vicente del Raspeig Alicante
For programs in Barcelona:
Write this address for UPF programs: Universitat Pompeu Fabra Study Abroad Programs Ramon Trias Fargas 25-27 08005 Barcelona
Write this address for UAB programs: Universitat Autònoma de Barcelona Campus Sant Pau Sant Antoni Maria Claret, 171 08041 Barcelona |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>Spanish Foreign National Identity Number (NIE) / Número de Identificación de Extranjero (NIE)</td>
</tr>
<tr>
<td>25</td>
<td>Date of notification of decision issued by competent body for non-nationals / Fecha de notificación de la resolución dictada por el órgano de extranjería competente</td>
</tr>
<tr>
<td>26</td>
<td>Information of the individual resident in Spain in case of applying for a residence visa for family reunion / Datos del reagrupante en caso de solicitar un visado de residencia para reagrupación familiar</td>
</tr>
<tr>
<td>27</td>
<td>Information of the employer or the company in case of applying for a residence visa for employees, self-employed or temporary work / Datos del empleador o de la empresa en caso de solicitar un visado de residencia y trabajo</td>
</tr>
<tr>
<td>28</td>
<td>Information of the educational establishment or research center in case of applying for a student or research visa / Datos del centro de estudios o investigación en caso de solicitar un visado de estudios o de investigación</td>
</tr>
<tr>
<td><strong>Name of the educational establishment or research center</strong> / Nombre del centro de estudios o investigación</td>
<td>Write “Spanish Studies Abroad”</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>
| **Address of the educational establishment or research center** / Dirección postal de centro de estudios o investigación | For programs in Seville write:  
Calle Harinas 16 y 18  
CP 41001 Sevilla  
For programs in Alicante write:  
Universidad de Alicante  
Edificio Germán Bernácer PS013  
03690 San Vicente del Raspeig  
Alicante  
For programs in Barcelona:  
Write this address for UPF programs:  
Universitat Pompeu Fabra  
Study Abroad Programs  
Ramon Trias Fargas 25-27  
08005 Barcelona  
Write this address for UAB programs:  
Universitat Autònoma de Barcelona  
Campus Sant Pau  
Sant Antoni Maria Claret, 171  
08041 Barcelona |
| **Telephone of the person or organization responsible** / Número de teléfono del centro de estudios o investigación | For Seville write “Phone: 95-422-4107”  
For Alicante write: “Phone 69-077-4830”  
For Barcelona write: “Phone 68-976-6723” |
<p>| <strong>E-mail address of the educational establishment or research center</strong> / Correo electrónico del centro de estudios o investigación | Write “<a href="mailto:info@spanishstudies.org">info@spanishstudies.org</a>” |
| <strong>Intended start date of studies or research</strong> / Fecha prevista de inicio de los estudios o investigación | Write the start date of your academic program (DAY/MONTH/YEAR) |
| <strong>Intended end date of studies or research</strong> / Fecha prevista de finalización de los estudios o investigación | Write the end date of your academic program (DAY/MONTH/YEAR) |
| <strong>In case of temporary stay of children with the purpose of studying in Spain within the framework of a program of a public administration, a non-profit organization or a charity or other establishment of persons who do not hold their parental authorities/are not their legal guardians:</strong> / En caso de desplazamiento temporal de menores con fines educativos en programas promovidos y financiados por las Administraciones públicas, asociaciones sin ánimo de lucro o fundaciones u otras entidades o personas ajenas a quienes ejercen su patria potestad o tutela: | If a minor, see sections below. If you are 18 years of age or older, do not fill out the following sections. |</p>
<table>
<thead>
<tr>
<th><strong>Surname (Family name) and first name(s) of the person responsible or name of the organization and surname (Family name) and first name(s) (Given name(s)) of the contact person in the organization</strong> / Apellidos y nombre de la persona que vaya a acoger al menor o nombre de la entidad de acogida y apellidos y nombre de la persona de contacto de la entidad</th>
<th>Write “Spanish Studies Abroad” and for Seville, “Michelle Durán” for Alicante, “Josefa María Vives Aragonés” for Barcelona, “Adriana Pajares”</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address of the person or organization responsible</strong> / Dirección postal de la persona que vaya a acoger al menor o de la entidad de acogida</td>
<td>For programs in Seville write: Calle Harinas 16 y 18 CP 41001 Sevilla For programs in Alicante write: Universidad de Alicante Edificio Germán Bernácer PS013 03690 San Vicente del Raspeig Alicante For programs in Barcelona: Write this address for UPF programs: Universitat Pompeu Fabra Study Abroad Programs Ramon Trias Fargas 25-27 08005 Barcelona Write this address for UAB programs: Universitat Autònoma de Barcelona Campus Sant Pau Sant Antoni Maria Claret, 171 08041 Barcelona</td>
</tr>
<tr>
<td><strong>Telephone of the person or organization responsible</strong> / Número de teléfono de la persona que vaya a acoger al menor o de la entidad de acogida</td>
<td>For Seville write “Phone: 95-422-4107” For Alicante write: “Phone 69-077-4830” For Barcelona write: “Phone 68-976-6723”</td>
</tr>
<tr>
<td><strong>Email of the person or organization responsible</strong> / Correo electrónico de la persona que vaya a acoger al menor o de la entidad de acogida</td>
<td>Write “<a href="mailto:info@spanishstudies.org">info@spanishstudies.org</a>”</td>
</tr>
<tr>
<td><strong>Spanish Alien’s Identity Number (NIE) or number of the Spanish National Identity Card (DNI) of the person responsible or of the contact person in the organization</strong> / Número de Identidad de Extranjero o Documento Nacional de Identidad de la persona que vaya a acoger al menor o de la persona de contacto de la entidad</td>
<td>For programs in Seville, write “N.I.E. X2581951-V” For programs in Alicante, write “21483256Z” For programs in Barcelona, write “72690795P”</td>
</tr>
<tr>
<td><strong>Place and date</strong> / Lugar y fecha</td>
<td>Write your location and today’s date</td>
</tr>
<tr>
<td><strong>Signature (for minors, signature of parental authority/legal guardian)</strong> / Firma (en caso de menores, firma de la persona que ejerce la patria potestad o del tutor legal)</td>
<td>REMEMBER to SIGN YOUR NAME! (If you are a minor, have your parent or guardian sign here).</td>
</tr>
</tbody>
</table>
# Application for National Visa

This application form is free

<p>| | | |</p>
<table>
<thead>
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<tbody>
<tr>
<td>1</td>
<td>Surname(s)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Surname(s) at birth (previous surname(s))</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Forename(s)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Date of birth (day-month-year)</td>
<td></td>
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<tr>
<td>5</td>
<td>Place of birth</td>
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<tr>
<td>6</td>
<td>Country of birth</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Nationality at birth, if different:</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Sex</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Marital status</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>For minors: surname(s), forename(s), address (if different from that of applicant) and nationality of person who exercises parental responsibility or legal guardian</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Spanish National Identity Document Number, where applicable</td>
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</tr>
<tr>
<td>12</td>
<td>Type of travel document</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Number of travel document</td>
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<td>14</td>
<td>Date of Issue</td>
<td></td>
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<td>15</td>
<td>Valid until</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Issued by</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Postal and e-mail address of applicant</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Residence in country other than country of current nationality</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Current Profession</td>
<td></td>
</tr>
</tbody>
</table>

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1. To be completed according to data which appears in travel document.
2. To be completed according to data which appears in travel document.
3. To be completed according to data which appears in travel document.

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**SAMPLE**

Please check your consulate for specific instructions
### 20. Principal purpose of journey:

- □ Residence without work permit
- □ Residence - Family reunion
- □ Residence - Employee
- □ Residence - Self employed
- □ Residence - Temporary work as employee (nine months a year)
- □ Studies
- □ Research (within the framework of hosting agreement signed by research organisation)
- □ Accreditation

### 21. Date of intended entry into Spain

### 22. Number of entries requested: □ one □ two □ more than two

### 23. Postal address of applicant in Spain

### 24. Spanish Foreign National Identity Number (NIE) 4

### 25. Date of notification of decision issued by competent body for non-nationals 5

### 26. Data of individual resident in case of application for residence visa for family reunion

<table>
<thead>
<tr>
<th>Surname(s) and forename(s) of individual resident in Spain</th>
<th>Relationship (between applicant and individual resident in Spain)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ spouse</td>
</tr>
<tr>
<td></td>
<td>□ registered partner</td>
</tr>
<tr>
<td></td>
<td>□ son/daughter(of the individual resident or spouse)</td>
</tr>
<tr>
<td></td>
<td>□ dependent direct relative (of spouse or partner )in the ascending line of the individual resident</td>
</tr>
<tr>
<td></td>
<td>□ dependent person subject to legal representation of individual resident</td>
</tr>
<tr>
<td>Date of birth</td>
<td>Nationality</td>
</tr>
<tr>
<td>Postal address of individual resident in Spain</td>
<td>Spanish Foreign National Identity Number or Spanish National Identity Number</td>
</tr>
<tr>
<td>Telephone number of individual resident</td>
<td>E-mail address of individual resident</td>
</tr>
</tbody>
</table>

### 27. Data of employer or company in the case of application for residence and employment visa

<table>
<thead>
<tr>
<th>Surname(s) and forename(s) of employer or company name and surname(s) and forename(s) of contact person within company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postal address of employer or company</td>
</tr>
<tr>
<td>Telephone number of employer or company</td>
</tr>
<tr>
<td>E-mail address of employer or company</td>
</tr>
<tr>
<td>Spanish Foreign National Identity Number or Spanish National Identity Number of employer or contact person within company</td>
</tr>
<tr>
<td>Spanish Company Tax Identification Code</td>
</tr>
</tbody>
</table>

---

**SAMPLE**

**PLEASE CHECK YOUR CONSULATE FOR SPECIFIC INSTRUCTIONS**

4 Essential when a decision has been previously issued by competent body for non-nationals in which applicant has received authorisation to reside or work

5 Essential when a decision has been previously issued by competent body for non-nationals in which applicant has received authorisation to reside or work
<table>
<thead>
<tr>
<th>28. Data of educational establishment or research centre in case of applying for student or research visa</th>
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</thead>
<tbody>
<tr>
<td>Name of educational establishment or research centre</td>
</tr>
<tr>
<td>Postal address of educational establishment or research centre</td>
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<tr>
<td>Telephone number of educational establishment or research centre</td>
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<tr>
<td>E-mail of educational establishment or research centre</td>
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<tr>
<td>Intended starting date for study or research</td>
</tr>
<tr>
<td>Intended finishing date for study or research</td>
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</tbody>
</table>

In the case of temporary stay of minors for educational reasons in programmes promoted and funded by Public Administrations, non-profit associations or foundations or other bodies or persons who do not exercise parental responsibility or who are not legal guardians:

Surname(s) and forename(s) of person providing minor with accommodation or name of accommodating organisation and surname(s) and forename(s) of contact person within organisation

Postal address of person providing minor with accommodation or accommodating organisation

Telephone number of person providing minor with accommodation or accommodating organisation

E-mail of person providing minor with accommodation or accommodating organisation

Spanish Foreign National Identity Number or National Identity Number of person providing minor with accommodation or contact person of organisation

I am aware of and consent to the following: the collection of the data required by this application form and the taking of my photograph are obligatory for the visa application to be examined. Any personal data concerning me which appears on the visa application form, as well as my photograph, will be supplied to the relevant authorities and processed by those authorities for the purposes of deciding on my visa application. Such data as well as the decision taken on my application will be entered into and stored in a database. The authority responsible for its processing is the Consular Post at which the visa application was submitted. Data shall be accessible to those authorities competent to carry out checks on visas at external borders and in Spain, immigration and asylum authorities for the purposes of verifying whether the conditions for the legal entry, stay and residence in the territory of Spain are fulfilled, for identifying persons who do not or who no longer fulfil these conditions, for examining asylum applications and for determining responsibility for such examination.

I am aware that I may exercise my rights of access, rectification, opposition and deletion of my personal data, pursuant to the provisions of Organic Law 15/1999, of 13 December, on Protection of Personal Data, by writing to: Dirección General de Asuntos y Asistencia Consulares del Ministerio de Asunto Exteriores y de Cooperación; calle Ruiz de Alarcón 5, 28071 Madrid.

**SAMPLE**

PLEASE CHECK YOUR CONSULATE FOR SPECIFIC INSTRUCTIONS
I declare that to the best of my knowledge and belief all particulars supplied by me are correct and complete. I am aware that any false statements shall lead to my application being refused or to the annulment of a visa already granted.

I am aware that once the visa request has been submitted, a copy of this form, stamped to indicate the date and place of reception, shall be returned to the applicant and that arrangements may be made with the applicant as to the channel for requesting corrections or the supply of documents or certificates required, as well as for serving notice of summons and for notifying him/her of the decision adopted.

Notices and requests shall be made by telephone or fax to the contact number provided by the interested party or his legal representative. If these go unanswered, they shall be served in writing to the domicile set out in the application, which must be located within the consular district.

Summons and requests served must be complied with within a period not exceeding ten days, unless personal attendance is required, in which case the deadline is fifteen days.

Once all the possibilities of serving a notice have been exhausted, it shall be carried out by means of an announcement posted on the relevant notice board of the Consular Post for ten days.

If no reply is received to a request or summons within the time period, the applicant shall be deemed to have withdrawn his/her request and he/she shall be notified of the decision establishing this to be the case.

Decisions on a visa application shall be notified within a maximum period of one month, which cannot be extended, counting from the day following the date the application was submitted at the competent Consular Post for processing, except in the case of residence visas without work permit in which case the maximum period shall be three months. In this latter case, the application for the relevant residence authorisation which must be issued by the corresponding Government Department Office or Provincial Government Office shall put a hold on this time period until this authorisation is notified to the Consular Post.

SAMPLE

PLEASE CHECK YOUR CONSULATE FOR SPECIFIC INSTRUCTIONS
Once the visa is granted it must be collected within a month, unless it is a visa for a family reunion or a visa for study purposes; in these cases, the period for collection is two months. If a visa is not collected within the aforesaid periods, the applicant shall be deemed to have renounced the visa granted and the application and accompanying documentation will be archived.

**I am aware that the visa fee is not refundable if the visa is refused**

| 27. Place and date | 28. Signature (for minors, signature of person exercising parent responsibility or legal guardian) |

**SAMPLE**

**PLEASE CHECK YOUR CONSULATE FOR SPECIFIC INSTRUCTIONS**