

SPANISH  
STUDIES  
ABROAD

The CENTER for CROSS-CULTURAL STUDY

# 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>, 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

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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](mailto: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 will 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

students staying in Spain longer than 6 months. Depending on the consulate, you may also be required to obtain Spanish translations of these documents. Again, each consulate has different requirements and it is important that you read your consulate's website carefully.

### **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

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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](mailto: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](mailto:cog.boston@maec.es)  
<http://www.exteriores.gob.es/Consulados/BOSTON/en/>

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](mailto:Cog.Chicago@maec.es)  
<http://www.exteriores.gob.es/Consulados/CHICAGO/en/>

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](mailto:cog.houston@maec.es)  
<http://www.exteriores.gob.es/Consulados/HOUSTON/en/>

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](mailto:cog.losangeles@maec.es)  
<http://www.exteriores.gob.es/Consulados/LOSANGELES/en/>

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](mailto:Cog.sanfrancisco@maec.es)  
<http://www.exteriores.gob.es/Consulados/SANFRANCISCO/en/>

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](mailto:cog.washington@maec.es)  
<http://www.exteriores.gob.es/Consulados/WASHINGTON/en/>

CT, NJ, PA, DE, NY

150 East 58th Street, 30<sup>th</sup> floor  
New York, NY 10155  
telephone #: (212) 355-4080 / 81 / 82 / 85 / 86 / 90 / 91  
e-mail: [cog.nuevayork@maec.es](mailto:cog.nuevayork@maec.es)  
<http://www.exteriores.gob.es/Consulados/NUEVAYORK/en/>

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](mailto:Cog.SanJuandePuertoRico@maec.es)  
<http://www.exteriores.gob.es/Consulados/SANJUANDEPUERTORICO/en/>

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](mailto:cog.miami@maec.es)  
<http://www.exteriores.gob.es/Consulados/MIAMI/en/>

## SPANISH CONSULATES IN CANADA

If your home address is in:

Contact the Spanish Consulate at:

BC, AB, SK, MB,  
YT, NU, NWT,  
ON (except National Capital Region)

2 Bloor Street East, Suite 1201  
Toronto, Ontario M4W 1A8  
telephone #: (416) 977-1661 / 3923 / 4075 / 4705  
e-mail: [cog.toronto@maec.es](mailto:cog.toronto@maec.es)  
<http://www.exteriores.gob.es/Consulados/TORONTO/en/Consulado/Pages/inicio.aspx>

Ottawa/Gatineau  
(National Capital Region)

74 Stanley Avenue  
Ottawa, Ontario K1M 1P4  
telephone #: (613) 747-2252 / 7293 / 1143 / 6181  
e-mail: [emb.ottawa@maec.es](mailto:emb.ottawa@maec.es)  
<http://www.exteriores.gob.es/Embajadas/OTTAWA/en/Embajada/Pages/inicio.aspx>

NB, NS, PEI, NL,  
QC (except National Capital Region)

1, Westmount Square, Suite 1456  
Montréal, QC H3Z 2P9  
telephone #: (514) 935-5235  
e-mail: [cog.montreal@maec.es](mailto:cog.montreal@maec.es)  
<http://www.exteriores.gob.es/consulados/montreal/es/Paginas/inicio.aspx>

# Line-by-line instructions for the National Visa Application

Line #	They ask for:	You should answer:
1	<b>Surname</b> / Apellido(s)	Your last name
2	<b>Surname at birth</b> / Apellido(s) de nacimiento, apellido(s) anterior(es)	Leave <b>BLANK</b> , unless you have a maiden name
3	<b>First name(s)</b> / Nombre(s)	Your first name
4	<b>Date of birth (day-month-year)</b> / Fecha de nacimiento	<b>DAY/MONTH/YEAR</b> of your birth date
5	<b>Place of birth</b> / Lugar de nacimiento	Write the State, Province, or Territory where you were born
6	<b>Country of birth</b> / País de nacimiento	Write the <b>Country</b> where you were born
7	<b>Current Nationality(ies) &amp; Nationality at birth, if different</b> / Nacionalidad(es) Actual(es) y Nacionalidad de nacimiento, si difiere de la actual	Write your nationality as applicable (i.e. " <b>United States of America</b> ") & nationality at birth, if different
8	<b>Sex</b> / Sexo	Check "Male/Varón" or "Female/Mujer" as applicable
9	<b>Marital Status</b> / Estado Civil	Check answer as applicable
10	<b>In case of minors...</b> / Para los menores de edad...	<b>If under 18</b> , write <b>surname, first name, address</b> (if different from applicant's) and <b>nationality</b> of parental authority/legal guardian
11	<b>National identity number</b> / Número de documento nacional de identidad	Leave <b>blank</b>
12	<b>Type of travel document</b> / Tipo de documento de viaje	Check " <b>Ordinary Passport/Pasaporte ordinario</b> "
13	<b>Number of travel document</b> / Número del documento de viaje	Fill in your <b>passport number</b>
14	<b>Date of issue</b> / Fecha de expedición	<b>DAY/MONTH/YEAR</b> passport was issued
15	<b>Valid until</b> / Válido hasta	<b>DAY/MONTH/YEAR</b> passport expires
16	<b>Issued by</b> / Expedido por	Write the name of the country which issued your passport (i.e. " <b>United States</b> ")
17	<b>Applicant's home address and email address &amp; Telephone Number(s)</b> / Domicilio postal y dirección de correo electrónico del solicitante y Números de teléfono	Enter <b>home address, email address, and telephone number</b>
18	<b>Residence in a country other than the country of current nationality</b> / Residente en un país distinto del país de nacionalidad actual	Leave <b>BLANK</b> if you live <b>in</b> your country of citizenship; complete if applicable
19	<b>Current occupation</b> / Profesión actual	Write " <b>Student</b> "
20	<b>Main purpose of journey</b> / Motivo principal del viaje	Check " <b>Studies/Estudios</b> "
21	<b>Intended date of arrival in Spain</b> / Fecha de entrada prevista en España	The <b>DAY/MONTH/YEAR</b> you plan to arrive in Spain; see the <b>calendar</b> in your acceptance packet for the suggested date of departure to Spain
22	<b>Number of entries requested</b> / Número de entradas solicitando	Circle: " <b>Multiple entries/Entradas multiples</b> "

23	<b>Applicant's address in Spain / Domicilio postal de solicitante en España</b>	<p>For programs in Seville write:  <b>Calle Harinas 16 y 18</b>  <b>CP 41001 Sevilla</b></p> <p>For programs in Alicante write:  <b>Universidad de Alicante</b>  <b>Edificio Germán Bernácer PS013</b>  <b>03690 San Vicente del Raspeig</b>  <b>Alicante</b></p> <p>For programs in Barcelona:  Write this address for UPF programs:  <b>Universitat Pompeu Fabra</b>  <b>Study Abroad Programs</b>  <b>Ramon Trias Fargas 25-27</b>  <b>08005 Barcelona</b></p> <p>Write this address for UAB programs:  <b>Universitat Autònoma de Barcelona</b>  <b>Campus Sant Pau</b>  <b>Sant Antoni Maria Claret, 171</b>  <b>08041 Barcelona</b></p>
24	<b>Spanish Foreign National Identity Number (NIE) / Número de Identificación de Extranjero (NIE)</b>	Leave <b>BLANK</b>
25	<b>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</b>	Leave <b>BLANK</b>
26	<b>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</b>	Leave <b>BLANK</b>
27	<b>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</b>	Leave <b>BLANK</b>
28	<b>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</b>	See sections below.

	<b>Name of the educational establishment or research center / Nombre del centro de estudios o investigación</b>	Write <b>"Spanish Studies Abroad"</b>
	<b>Address of the educational establishment or research center / Dirección postal de centro de estudios o investigación</b>	<p>For programs in Seville write:  <b>Calle Harinas 16 y 18</b>  <b>CP 41001 Sevilla</b></p> <p>For programs in Alicante write:  <b>Universidad de Alicante</b>  <b>Edificio Germán Bernácer PS013</b>  <b>03690 San Vicente del Raspeig</b>  <b>Alicante</b></p> <p>For programs in Barcelona:          Write this address for UPF programs:  <b>Universitat Pompeu Fabra</b>  <b>Study Abroad Programs</b>  <b>Ramon Trias Fargas 25-27</b>  <b>08005 Barcelona</b></p> <p>Write this address for UAB programs:  <b>Universitat Autònoma de Barcelona</b>  <b>Campus Sant Pau</b>  <b>Sant Antoni Maria Claret, 171</b>  <b>08041 Barcelona</b></p>
	<b>Telephone of the person or organization responsible / Número de teléfono del centro de estudios o investigación</b>	For Seville write <b>"Phone: 95-422-4107"</b> For Alicante write: <b>"Phone 69-077-4830"</b> For Barcelona write: <b>"Phone 68-976-6723"</b>
	<b>E-mail address of the educational establishment or research center / Correo electrónico del centro de estudios o investigación</b>	Write <b>"info@spanishstudies.org"</b>
	<b>Intended start date of studies or research / Fecha prevista de inicio de los estudios o investigación</b>	Write the <b>start date</b> of your academic program <b>(DAY/MONTH/YEAR)</b>
	<b>Intended end date of studies or research / Fecha prevista de finalización de los estudios o investigación</b>	Write the <b>end date</b> of your academic program <b>(DAY/MONTH/YEAR)</b>
	<b>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: / 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:</b>	<b>If a <u>minor</u></b> , see sections below. If you are 18 years of age or older, do not fill out the following sections.

	<p><b>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 /</b>  <b>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</b></p>	<p>Write <b>"Spanish Studies Abroad"</b> <u>and</u>  for Seville, <b>"Michelle Durán"</b>  for Alicante, <b>"Josefa María Vives Aragonés"</b>  for Barcelona, <b>"Adriana Pajares"</b></p>
	<p><b>Address of the person or organization responsible /</b> Dirección postal de la persona que vaya a acoger al menor o de la entidad de acogida</p>	<p>For programs in Seville write:  <b>Calle Harinas 16 y 18</b>  <b>CP 41001 Sevilla</b></p> <p>For programs in Alicante write:  <b>Universidad de Alicante</b>  <b>Edificio Germán Bernácer PS013</b>  <b>03690 San Vicente del Raspeig</b>  <b>Alicante</b></p> <p>For programs in Barcelona:  Write this address for UPF programs:  <b>Universitat Pompeu Fabra</b>  <b>Study Abroad Programs</b>  <b>Ramon Trias Fargas 25-27</b>  <b>08005 Barcelona</b></p> <p>Write this address for UAB programs:  <b>Universitat Autònoma de Barcelona</b>  <b>Campus Sant Pau</b>  <b>Sant Antoni Maria Claret, 171</b>  <b>08041 Barcelona</b></p>
	<p><b>Telephone of the person or organization responsible /</b> Número de teléfono de la persona que vaya a acoger al menor o de la entidad de acogida</p>	<p>For Seville write <b>"Phone: 95-422-4107"</b>  For Alicante write: <b>"Phone 69-077-4830"</b>  For Barcelona write: <b>"Phone 68-976-6723"</b></p>
	<p><b>Email of the person or organization responsible /</b> Correo electrónico de la persona que vaya a acoger al menor o de la entidad de acogida</p>	<p>Write <b>"info@spanishstudies.org"</b></p>
	<p><b>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 /</b> 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</p>	<p>For programs in Seville, write <b>"N.I.E. X2581951-V"</b></p> <p>For programs in Alicante, write <b>"21483256Z"</b></p> <p>For programs in Barcelona, write <b>"72690795P"</b></p>
27	<p><b>Place and date /</b> Lugar y fecha</p>	<p>Write your location and today's date</p>
28	<p><b>Signature (for minors, signature of parental authority/legal guardian) /</b> Firma (en caso de menores, firma de la persona que ejerce la patria potestad o del tutor legal)</p>	<p><u>REMEMBER to SIGN YOUR NAME!</u>  <u>(If you are a minor, have your parent or guardian sign here).</u></p>



**SAMPLE**  
PLEASE CHECK YOUR CONSULATE FOR  
SPECIFIC INSTRUCTIONS

**Application for National Visa**

This application form is free

PHOTO

1. Surname(s) <sup>1</sup>				FOR OFFICIAL USE ONLY	
2. Surname(s) at birth (previous surname(s)) <sup>2</sup>				Date of application:	
3. Forename(s) <sup>3</sup>				Visa application number:	
4. Date of birth (day-month-year)		5. Place of birth		7. Current nationality	
6. Country of birth		Nationality at birth, if different:		File processed by:	
8. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		9. Marital status <input type="checkbox"/> Single/a <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/> Others (specify)			
10. For minors: surname(s), forename(s), address (if different from that of applicant) and nationality of person who exercises parental responsibility or legal guardian				Documents presented: <input type="checkbox"/> Travel document <input type="checkbox"/> Government authorisation <input type="checkbox"/> Request for government authorisation <input type="checkbox"/> Means of livelihood <input type="checkbox"/> Proof of accommodation <input type="checkbox"/> Medical certificate <input type="checkbox"/> Criminal record certificate <input type="checkbox"/> Travel medical insurance <input type="checkbox"/> Note verbale <input type="checkbox"/> Others:	
11. Spanish National Identity Document Number, where applicable					
12. Type of travel document <input type="checkbox"/> Ordinary passport <input type="checkbox"/> Diplomatic passport <input type="checkbox"/> Service passport <input type="checkbox"/> Official passport <input type="checkbox"/> Special passport <input type="checkbox"/> Other travel document (please specify)				Decision on visa: <input type="checkbox"/> Refused  <input type="checkbox"/> Issued:	
13. Number of travel document		14. Date of Issue		15. Valid until	
16. Issued by		Valid from ..... until .....			
17. Postal and e-mail address of applicant				Telephone number(s)	
18. Residence in country other than country of current nationality <input type="checkbox"/> No <input type="checkbox"/> Yes. Residence permit or equivalent document.....N°.....Valid until.....				Number of entries: <input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Over Two	
19. Current Profession					
Number of days:					

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.

20. Principal purpose of journey:		<input type="checkbox"/> Residence - Temporary work as employee (nine months a year) <input type="checkbox"/> Studies <input type="checkbox"/> Research (within the framework of hosting agreement signed by research organisation) <input type="checkbox"/> Accreditation
<input type="checkbox"/> Residence without work permit <input type="checkbox"/> Residence - Family reunion <input type="checkbox"/> Residence - Employee <input type="checkbox"/> Residence - Self employed		
21. Date of intended entry into Spain	22. Number of entries requested: <input type="checkbox"/> one <input type="checkbox"/> two <input type="checkbox"/> more than two	
23. Postal address of applicant in Spain		
24. Spanish Foreign National Identity Number (NIE) <sup>4</sup>	25.- Date of notification of decision issued by competent body for non-nationals <sup>5</sup>	
<b>26. Data of individual resident in case of application for residence visa for family reunion</b>		
Surname(s) and forename(s) of individual resident in Spain		
Relationship (between applicant and individual resident in Spain)		
<input type="checkbox"/> spouse <input type="checkbox"/> registered partner <input type="checkbox"/> son/daughter(of the individual resident or spouse)		
<input type="checkbox"/> dependent direct relative (of spouse or partner )in the ascending line of the individual resident <input type="checkbox"/> dependent person subject to legal representation of individual resident		
Date of birth	Nationality	Spanish Foreign National Identity Number or Spanish National Identity Number
Postal address of individual resident in Spain		Telephone number of individual resident
		E-mail address of individual resident
<b>27. Data of employer or company in the case of application for residence and employment visa</b>		
Surname(s) and forename(s) of employer or company name and surname(s) and forename(s) of contact person within company		
Postal address of employer or company		Telephone number of employer or company
		E-mail address of employer or company
Spanish Foreign National Identity Number or Spanish National Identity Number of employer or contact person within company		
Spanish Company Tax Identification Code		

**SAMPLE**  
PLEASE CHECK YOUR CONSULATE FOR  
SPECIFIC INSTRUCTIONS

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

<sup>5</sup> Essential when a decision has been previously issued by competent body for non-nationals in which applicant has received authorisation to reside or work

**28. Data of educational establishment or research centre in case of applying for student or research visa**

Name of educational establishment or research centre

Postal address of educational establishment or research centre

Telephone number of educational establishment or research centre

E-mail of educational establishment or research centre

Intended starting date for study or research

Intended finishing date for study or research

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.

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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**

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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**