REQUIREMENTS FOR A STUDENT VISA

1. **Personal appearance is required** to submit the application. Students or Parents only. Students must appear in person at least once, either to apply or to pick it up.

2. **National Visa Application** form filled out and signed and **one passport size photo**

3. **Passport**. The passport must be valid for at least one year with at least one blank page to affix the visa. If you are **not a US citizen** you must show proof of legal residency in the US (Green Card or proper visa) **B1/B2 holders do not qualify to apply for a visa in this Consulate Office. If you are applying for a student who is MINOR please contact our office at cog.washington@maec.es since you will need extra paperwork.**

4. **Original Letter of Acceptance** from the University or school verifying enrolment as a full time student (at least 20 hours per week and more than 90 days) in an official university or school in Spain. **THIS LETTER MUST ALSO** state that the student has medical insurance coverage while the student is in Spain. If there is no insurance information on this letter, the student **will need a letter from their insurance company** verifying that he/she is covered internationally. **We do not accept insurance cards.**

5. **Proof of Financial Means** during your stay: please provide **one** of the following:

    - Letter from the University or School in Spain or in the USA assuming full financial responsibility during your stay (this is often included into the acceptance letter).
    - Proof of financial aid or scholarship for a minimum of $700 per month for tuition, room, board and personal expenses.
    - If financial responsibility is not assumed by the program, notarized letter from your parents or legal guardians assuming full financial responsibility for at least $700 per month for the student expenses.

6. **Self-addressed and Pre-Paid US "Express-Mail" envelope from the Post Office** if you wish to have your passport returned by mail. We do NOT accept any other type of courier or messenger service. Tracking of mailed items is the sole responsibility of the applicant. However, this will only be accepted if the applicant comes in person to apply.

7. For those **students staying more than 6 months**, please provide the following:

    Police Record if you are 18 years old or older (Criminal Background) original and 1 copy issued by either the State police or Federal police (FBI) where the student has lived for the past six months. This document must be notarized with the Hague Apostille.

    Medical Certificate original and 1 copy: Doctor´s statement on a doctor or medical letterhead, indicating that the student has been examined and found in good physical and mental health to travel abroad and he/she is free of contagious diseases and drug addiction.

8. We will only accept complete applications. YOU MUST bring the **ORIGINAL DOCUMENTS and ONE COPY** of each requirement including copy of your passport, page with the picture and your personal information.

❖ **FEES- ONLY CASH OR MONEY ORDER** US citizens- $160.00 non-refundable
NON US citizens — $71 non-refundable

The visa process could take up to six weeks therefore plan your application in advance. You may apply up to 90 days before your departure date. If you apply less than six weeks before your travel date keep in mind that your visa may not be ready on time and you may have to rearrange your departure.