



*School year 2018/2019*

## *Visa Application Instructions for Canadian Applicants*

### IMPORTANT NOTICE

*This guide is intended as a general guide to facilitate the application for the corresponding visa in the Consulate. We strongly encourage applicants to confirm the information with their corresponding Consulate as detailed below.*

#### 1. Documentation

To request a student visa, an applicant must submit the following documentation, both original and a copy:

- **A valid passport** or travel document recognized by Spain with a minimum validity equal to the intended stay in Spain.
  - **Acceptance letter from the “Comunidad Autónoma” in Spain**
  - **Overseas medical insurance** coverage.
  - **Proof of accommodation:** Hotel reservation or confirmation letter from the Academic Institution indicating the conditions of your accommodation. Private housing must be accompanied by an invitation.
  - A **medical certificate** issued by your family doctor worded as follows:  
“This medical certificate states that Mr./Mrs. .... does not suffer from any diseases that may have serious consequences on public health in accordance with the provisions contained in the 2005 International Health Regulations.” . (This certificate must either be printed on the doctor's letterhead or stamped by his / her Office).
  - A Police Check issued by the authorities of all the countries where an applicant has resided for the last 5 years, including Canada. *The Police Check has to be legalized and translated into Spanish.*
  - **NOTE:** The Police Check should be issued by the **RCMP Headquarters** and contain the fingerprints of the visa applicant. You can find information on how to obtain one [here](#).
- We will not accept Police Checks issued by local Police Stations.**
- **Flight reservation** or travel itinerary. We advise not to buy the ticket until the visa has been issued.
  - A **completed and signed [visa application form](#)** with one (1) recent full-face photograph attached to its right top corner. The photograph should be a Canadian passport size picture, in color, on a light, plain and uniform background, without dark glasses or any garment that may prevent identification of the applicant
  - Payment of consular fees: CAD \$125.00.
    - Cash (*if you come physically to the consular office; do not mail in any cash*),
    - Money order or certified cheque payable to the Embassy of Spain (for those applications processed in Ottawa). **If you need to process your application in the General Consulate of Spain in Montreal or in Toronto, a cheque must be made payable to each specific Consulate (check the Consulate you belong to for further information on this matter).**

## PROCESSING THIS TYPE OF VISAS CAN TAKE UP TO 45 DAYS.

### 2. Application

Applicants should check how to submit their applications at the Consular Office of the Embassy or Consulate General corresponding to their province of residence:

- The consular jurisdiction of the [Spanish Embassy in Ottawa](#) includes **ONLY** the National Capital Region (Ottawa and Gatineau).
- The consular jurisdiction of the [Consulate General of Spain in Toronto](#) includes the provinces/territories of Alberta, British Columbia, Manitoba, Ontario (except Ottawa), Saskatchewan, Northwest Territories, Yukon and Nunavut.
- The consular jurisdiction of the [Consulate General of Spain in Montreal](#) includes the provinces of Prince Edward Island, Nova Scotia, New Brunswick, Québec (except Gatineau), and Newfoundland and Labrador.

**NOTE:** Applicants residing in Ottawa or Gatineau, in Greater Toronto Area and its vicinity or in Greater Montreal must apply in person at their respective Consular Office or Consulate General. All other applicants may submit their application by mail. In this case, they should also provide a prepaid and self-addressed PRIORITY COURIER or XPRESSPOST envelope issued only by CANADA POST, for their documents to be returned.

### 3. Upon your arrival to Spain

You must apply for a foreign national's identity card or TIE (Tarjeta de Identidad de Extranjero) at a Foreigners Office within a month of your entry into Spain (it may take a few weeks to get an appointment). This card will entitle you to remain in Spain for the duration of your stay, THE VISA ITSELF HAS ONLY A VALIDITY OF 90 DAYS.

Please ask for assistance at your school or from your regional education officers in Spain

To book an appointment on line, go to:

<https://sede.administracionespublicas.gob.es/icplus/index.html>

Then choose the Spanish province where you reside and the type of application you require, i.e.:

“TOMA DE HUELLAS (EXPEDICIÓN DE TARJETA) Y RENOVACIÓN DE TARJETA DE LARGA DURACIÓN”

The system will then prompt you to provide your personal data and later display a list Police Offices where you could to book your appointment.