North American Language and Culture Assistants in Spain

MANUAL 1:
VISA APPLICATION FOR US APPLICANTS

School year 2019/2020
Visa Application Instructions for US 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. Information from the consular offices prevails over the one provided here, if any discrepancy between this document and the consular offices were detected.

1. General Information

Congratulations! Now that you have accepted your North American Language and Culture Assistants assignment for the 2019-2020 academic year, you are closer to Spain. We wish you a most successful experience in your school and your assignment!

The next step for you is waiting to receive your carta de nombramiento (acceptance letter) from the Regional Office of Education in Spain in the Comunidad Autónoma where the school you have been assigned to is located.

Once you have that document, you will be able to start your visa process.

Both Embassies of Spain to the U.S.A. and to Canada as well as all Consulates General of Spain know the Language and Culture Assistants Program well, and they are willing to help you to process your visa diligently and fast. It is important that you understand, though, that the visa process is a responsibility of the Consulates and the Ministry of Foreign Affairs, not the Ministry of Education, Culture and Sport of Spain.

Please, read this manual carefully and spend time learning about the process. Find out which Consulate you need to work with in order to process your visa and become familiar with its website and contacts there.

DO NOT PURCHASE ANY NON-REFUNDABLE PLANE TICKET or a TICKET THAT DOES NOT PERMIT CHANGES, until you have your visa with you. That will save you potential and future headaches and unexpected problems.

2. Visa Process for Language and Culture Assistants from the U.S.A.

Instructions for student visa processing

As a recipient of this scholarship, you will be in Spain under a Long-Term National type Student Visa. You will need to fill out the form for the National Visa, and follow the instructions for the National Visa – Long-Term Student Visa.

• You cannot leave for Spain before obtaining a visa.

• You will need to apply for this visa within the next few weeks, but never earlier than 90 days before the beginning of your placement.

• You cannot process the visa in Spain.
Before starting your visa application

To locate the specific Consulate General of Spain in the U.S. to apply for your visa, please click here, then click on "Embajada" (on the left-hand side) and select "Consulados" on the drop-down menu. You can also check section 6 of this document, or the links to each of the visa application instructions by consulate, available in our web page. However, we recommend the consulate webpage to ensure you are accessing up-to-date information.

http://www.spainemb.org/

Please look up the web page of your corresponding Consulate General to obtain information about the documents you will need. Start gathering them as soon as possible. Information may vary depending on the Consulate, and the process may take up to 4 weeks.

You may start gathering all your documents now, but you will need your carta de nombramiento to make your appointment and to process your visa.

Please, check the Consulate whose jurisdiction your residence or your school falls into. You will process your visa there.

Receiving the acceptance letter (carta de nombramiento)

Before applying for the Long-Term National type Student visa you need to receive an original acceptance letter (Carta de nombramiento) issued by your Regional Office of Education in Spain – Comunidad Autónoma. This letter may come to you as an email attachment, by regular mail, or both. You will need to present this original at the Consulate together with a copy. Be sure to have the original returned to you after applying for the visa. THE ORIGINAL letter will be necessary later in Spain.

Please remember that the Embassy of Spain or the Spanish Consulates are not involved in the issuance of the letter, cannot rush it, nor affect any part of the process.

Making your appointment

In most cases you will need to apply for the visa IN PERSON at the Consulate that has jurisdiction over your residence - normally your home residence or where your driver’s license or ID was issued.
Check with your Consulate to see how to make your appointment. The appointments can be made by phone or online, depending on the Consulate. Please, check the link that corresponds to your Consulate to see important information on your visa application. You can either click on the direct link or copy and paste the link in your web browser.

Questions

Any questions regarding visa applications should be directed to your corresponding Consulate, not to your regional advisor.

3. Required documents

Please check with your Consulate for specific document requirements as they may vary depending on the specific consulate. Below are general guidelines.

Before you hand in your application and documents, check whether the consulate will return any of the documents with your passport and visa. If they will not return the documents, make one notarized copy of your background check and your medical certificate. If you have received 2 copies of the acceptance letter, make sure you keep one; if not, make a notarized copy and keep the original.

Although these are the generally required documents, please check with your Consulate first:

- Passport (It must be signed and valid for a minimum of three months beyond the expected day of return) together with a photocopy.
- Original and photocopy of your Driver's License or State issued ID, and student ID if you have one.
- 2 recent and original passport photos on white background.
- The original acceptance letter (carta de nombramiento) from the Autonomous Community offering you a position in Spain, as well as a photocopy of this document. *This letter is EXTREMELY IMPORTANT as it contains information about your grant, the duration of your stay in Spain, the school where you will be placed with name, address, and phone number and about the insurance policy. You will need the original letter again in Spain, make sure you carry it with you.
- A money order for the visa processing fee: US$ 160 (for US citizens). Fee must be paid by money order, made payable to Consulado General de España.
- Original medical certificate and a translation of this document into Spanish (please check with the Consulate about the specific content and translation requirements of this certificate). Do not forget that this document is only valid for 3 months. You will need the original again in Spain.
- Original State Police Background Check (Certificate of Good Conduct) Please, check with the Consulate about the translation requirements of this document and the need to have it certified with the Apostille of The Hague. Arizona does not issue this document which has to be substituted by a FBI Background Check Report. This document is only valid for 3 months. IMPORTANT NOTE: Please make sure the original Certificate is returned to you, as it will be requested by the Education authorities in Spain.
- 2 National Visa application forms properly filled out and a photocopy of these documents.
### 4. Visa application form tips

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>You write:</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Current nationality</td>
<td>USA or Canada</td>
</tr>
<tr>
<td>12</td>
<td>Type of travel document</td>
<td>Check off &quot;Ordinary passport&quot;</td>
</tr>
<tr>
<td>20</td>
<td>Main purpose of the journey</td>
<td>Check off &quot;Studies&quot;</td>
</tr>
<tr>
<td>21</td>
<td>Intended date of arrival in Spain</td>
<td>01/09/2016 or other date you have planned</td>
</tr>
<tr>
<td>22</td>
<td>Number of entries requested</td>
<td>Check off &quot;Multiple entries&quot;</td>
</tr>
<tr>
<td>23</td>
<td>Applicant's address in Spain</td>
<td>Address of school or Consejería or Junta of your assigned region</td>
</tr>
<tr>
<td>24</td>
<td>Residence for family reunion</td>
<td>Leave blank</td>
</tr>
<tr>
<td>25</td>
<td>Residence for employee</td>
<td>Leave blank</td>
</tr>
<tr>
<td>26</td>
<td>Data of the educational establishment or research centre…</td>
<td>Contact information for your school or Consejería or Junta of your assigned region</td>
</tr>
<tr>
<td>26 cont.</td>
<td>Intended date of start of studies or research</td>
<td>01/09/2017 or otherwise specified by acceptance letter</td>
</tr>
<tr>
<td>26 cont.</td>
<td>Intended date of end of studies or research</td>
<td>30/06/2018 or otherwise specified by acceptance letter</td>
</tr>
<tr>
<td>27</td>
<td>Place and date</td>
<td>Your current city and state of residence and the date. Do not forget!</td>
</tr>
<tr>
<td>28</td>
<td>Signature</td>
<td>Don't forget to sign!</td>
</tr>
</tbody>
</table>
5. Upon arrival in Spain

The visa you will get is ONLY VALID FOR 90 DAYS. Within the first 30 days after your arrival in Spain you need to take this visa, your original acceptance letter, your original health certificate and the original police record to the closest police station or immigration office (Oficina de Extranjería) and request your temporary resident alien ID card and number (NIE - Número de Identificación de Extranjero). Please ask for assistance at your school or from your regional education officers in Spain.

This NIE will cover the full stay in the country. APPLY FOR IT AS SOON AS YOU GET THERE. It may take a few weeks to get an appointment. Do not let your visa expire or you will have to return to the USA or Canada and apply for a new one.

6. Consulate general of Spain: which consulate do you belong to?

<table>
<thead>
<tr>
<th>Consulado General de España en Boston</th>
<th>31 ST James Avenue, Suite 905</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel. (617) 536-2506/2527</td>
<td>Tel. (617) 536-8512</td>
</tr>
<tr>
<td>Fax: (617) 536-8512</td>
<td>E-mail: <a href="mailto:cog.boston@maec.es">cog.boston@maec.es</a></td>
</tr>
<tr>
<td>Página Web: <a href="http://www.exteriores.gob.es/consulados/boston/es/Paginas/inicio.aspx">http://www.exteriores.gob.es/consulados/boston/es/Paginas/inicio.aspx</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Consulado General de España en Chicago</th>
<th>180 N. Michigan Ave., Suite 1500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel. (312) 782-4588/4589</td>
<td>Fax: (312) 782-1635</td>
</tr>
<tr>
<td>Fax: (312) 782-1635</td>
<td>E-mail: <a href="mailto:cog.chicago@maec.es">cog.chicago@maec.es</a></td>
</tr>
<tr>
<td>Jurisdicción: Illinois, Indiana, Iowa, Kansas, Nebraska, North Dakota, South Dakota, Ohio, Kentucky, Michigan, Minnesotta, Missouri, Wisconsin.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Consulado General de España en Houston</th>
<th>1800 Bering Dr., Suite 660</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel. (713) 783-6200/6205/6214</td>
<td>Fax: (713) 783-6166</td>
</tr>
<tr>
<td>Fax: (713) 783-6166</td>
<td>E-mail: <a href="mailto:cog.houston@maec.es">cog.houston@maec.es</a></td>
</tr>
<tr>
<td>Página Web: <a href="http://www.exteriores.gob.es/consulados/houston/es/Paginas/inicio.aspx">http://www.exteriores.gob.es/consulados/houston/es/Paginas/inicio.aspx</a></td>
<td></td>
</tr>
<tr>
<td>Jurisdicción: Alabama, Arkansas, Louisiana, Mississippi, Tennessee, New Mexico, Oklahoma, Texas.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Consulado General de España en Los Angeles</th>
<th>5055 Wilshire Blvd., Suite 860</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel. (323) 938-0158/0166</td>
<td>Fax: (323) 938-2502</td>
</tr>
<tr>
<td>Fax: (323) 938-2502</td>
<td>E-mail: <a href="mailto:cog.la@maec.es">cog.la@maec.es</a></td>
</tr>
<tr>
<td>Página Web: <a href="http://www.exteriores.gob.es/consulados/losangeles/es/Paginas/inicio.aspx">http://www.exteriores.gob.es/consulados/losangeles/es/Paginas/inicio.aspx</a></td>
<td></td>
</tr>
</tbody>
</table>
Jurisdicción: California (condados de Imperial, Kern, Los Angeles, Orange, Riverside, Bernardino, San Diego, San Luis Obispo, Barbara y Ventura), Arizona, Colorado, Utah.

Consulado General de España en Miami
2655 Le Jeune Rd., Suite 203
Coral Gables, FL 33134
Tel. (305) 446-5511/5512/5513
Fax: (305) 446-0585
E-mail: cog.miami@maec.es; E-mail (visas): mailto:cog.miami.vis@maec.es
Página Web: http://www.exteriores.gob.es/consulados/miami/es/Paginas/inicio.aspx
Jurisdicción: Florida, South Carolina, Georgia

Consulado General de España en Nueva York
150 East 58th Street, 30th Floor
New York, NY 10155
Tel. (212) 355-4080/4081/4082/4085/4090
Fax: (212) 644-3751
E-mail: cog.nuevayork@maec.es
Página Web: http://www.exteriores.gob.es/consulados/nuevayork/es/Paginas/inicio.aspx

Consulado General de España en San Francisco
1405 Sutter St.
San Francisco, CA 94109
Tel. (415) 922-2995/2996
Fax: (415) 931-9706
E-mail: cog.sanfrancisco@maec.es
Página Web: http://www.exteriores.gob.es/consulados/sanfrancisco/es/Paginas/inicio.aspx

Consulado General de España en Washington DC
2375 Pennsylvania Ave., N.W.
Washington D.C. 20037
Tel. (202) 728-2330
Fax: (202) 728-2302
E-mail: cog.washington@maec.es
Página Web: http://www.exteriores.gob.es/consulados/washington/es/Paginas/inicio.aspx
Jurisdicción: Maryland, Virginia, West Virginia, District of Columbia, North Carolina.

Consulado General de España en Puerto Rico
Edificio Mercantil Plaza, Piso 11 Oficina 1101
Ave. Ponce de León s/n
San Juan - Puerto Rico 00918
Enviar correspondencia a:
Apartado Postal 9243
Santurce, PR 00908
Tel. (787) 758-6090/6142/6279
Fax: (787) 763-0190
E-mail: Cog_SanJuandePuertoRico@maec.es
Página Web: http://www.exteriores.gob.es/Consulados/sanjuanepuertorico/es/Paginas/inicio.aspx

7. Additional information

Information on a wide array of legal issues that often affect Americans traveling or living abroad:

TRAVEL.STATE.GOV