

Language & Culture Assistants Program in Spain 2019-2020

REQUIRED DOCUMENTS TO APPLY FOR VISA

- Complete the documents required.
- Put all the documents in **1 large brown envelope** (with the applicant's surname, name and contact number written in bold letters on the upper left corner of the envelope).
- The applicant **must come personally** on the appointment date and must pay the visa fee upon submission of the application and bring the **exact amount** of money (3,590 pesos for Filipino citizens). You will also need to **pick the visa up personally**.
- Always include **1 photocopy of all the documents**, application form included.

DOCUMENTS:

1. Duly accomplished **Application for National Visa form** (see *How to fill out application for National Visa*)
2. One (1) recent passport-size photo with **white background** (to be pasted on the application form)
3. **Valid passport** (required minimum validity must be for the duration of the stay, recommended until at least September 2020).
4. 1 photocopy of the data page of the valid passport and all previous **visas and stamps**.
5. Previous passports (if applicable) and any Schengen visas on those passports.
6. **Proof of economic means** of the applicant: Bank Certificate, Bank Books, ITR
or
Parent's proof of economic means: Affidavit of support from parents or sponsor, proof of their economic means, ITR, bank certifications, etc. and birth certificate of the applicant.
7. **Medical Certificate** (done at any DOH accredited hospital or clinic) indicating the **non-existence of diseases that may have a serious effect on public health, according to International Sanitary Regulations of 2005** (authenticated by the Department of Foreign Affairs) (validity 3 months from date of issuance).
8. **NBI Clearance** (National Bureau of Investigation) authenticated by the Department of Foreign Affairs (validity is 3 months from date of issuance). Must present Police/NBI Clearance from the places of residence within the last 5 years, authenticated by the corresponding authorities.
9. **Letter of acceptance** (*Carta de Nombramiento*) from the school in Spain.
10. Official University diploma or TOR
11. Those who have any teaching experience, also provide it.