

LANGUAGE AND CULTURE ASSISTANTS IN SPAIN VISA APPLICATION INSTRUCTIONS FOR SINGAPOREAN APPLICANTS SCHOOL YEAR 2021-2022

Successful candidates for the Language Assistantship Programme are eligible for a **student visa**. This means that the post as language assistant is regarded as a scholarship. Once you receive an official notification of having been selected for the Programme (letter of appointment), you need to apply for a Spanish Visa (National Visa) at the Embassy of Spain in Singapore.

REQUIREMENTS:

1. Proof of residence in Singapore, original and photocopy. .
2. Official Appointment letter (*Nombramiento*) detailing conditions of agreement.
3. **Original and photocopy of passport** (minimum validity, **90 days** after your foreseen date of departure from Spain or from any of the countries of the European Union) and at least two blank pages.
4. [Application form](#) duly completed and signed with a photocopy of this form and one passport-type photograph glued to each of the application forms.

Please do not forget to include your email address on the visa application form as the Embassy will communicate with applicants via e-mail only.

5. **Flight itinerary** (you do not need to buy the actual ticket, a one-way reservation is sufficient).
6. A non-refundable visa fee of 90.60 SGD (only cash payment).

Without this payment a visa cannot be processed. Fees are subject to change without notice. For updated information, contact the corresponding authority.

Only for stays over 180 days (6 months) the following must also be included:

1. **Medical Certificate** stating the following: "Mr. /Ms. [Applicant's name] does not suffer from any illness or disease that can constitute a public health risk as stipulated in the International Health regulation of 2005, and is fit to travel." This certificate cannot have been issued more than **three months before you submit the application**. No special form is required.
2. Original and photocopy of Singapore Certificate of Clearance (obtained from the Singaporean Police Force) and a **police clearance certificate** for **all other countries** where you have resided in the **last 5 years** (if not in English, please attach translation in Spanish and Apostille). This certificate cannot have been issued more **than three months before you submit the application**.

NOTE: The processing time for this visa is generally **one month**. It is the applicant's responsibility to **lodge the application on time**.

FURTHER INFORMATION

As a general rule, applications must be lodged at the Consular Office of Spain in the applicant's permanent place of residence, Singapore in this case.

Be aware that visitors travelling to **some countries** are required to be in possession of passports that are valid for **six months beyond** the period of their intended stay in those countries. If in doubt, please contact the relevant diplomatic or consular office of that country or the airline with which you will be travelling. **You'll need a passport valid for at least 3 months after the date of departure from the Schengen countries.**

Applications for this visa cannot be lodged earlier than 90 days prior to the beginning of your placement. The processing time for this visa is generally one month, allowing entry into Spain two months prior to the beginning of the validity of your visa. Those who enter as tourists will have to activate their visa within a month of arrival in Spain at the Foreigners' Office (*Oficina de Extranjería*) closest to their place of residence in Spain.

Applications for this visa cannot be lodged while in Spain.

For stays of more than six months, the visa label will read 90 days. This **DOES NOT** mean that the visa has been issued for 3 months only. It means that those concerned must visit the *Oficina de Extranjería* during the first 30 days in Spain to request the issuing of a T.I.E. (*Tarjeta de Identificación de Extranjero*). In the case of a student visa, this card replaces the visa for the duration of the student's stay in Spain.

If the stay is for six months or less, the visa will cover the entire duration of the stay and no card is necessary.

It is the applicant's responsibility to lodge the application on time.

IMPORTANT RECOMMENDATIONS

1. It is highly recommended that you take out travel insurance for any period of travel prior to the commencement or after the completion of the placement.
2. You should have **sufficient funds** available in Spain **for at least the first two months** of your placement. Take into account that you will have a series of expenses upon your arrival and other unforeseen circumstances may arise.
3. Make sure all original documents are returned to you as you will need them in Spain.