

**LANGUAGE AND CULTURE ASSISTANTS IN SPAIN**  
**VISA APPLICATION INSTRUCTIONS FOR AUSTRALIAN APPLICANTS**

**SCHOOL YEAR 2023-2024**

Successful candidates for the Language Assistantship Program 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 Program (letter of appointment), you need to apply for a Spanish Visa (National Visa) at the relevant Spanish Consulate in Australia.

- All applications must be lodged **in person by appointment**
- Appointments must be made by email: [emb.canberra@maec.es](mailto:emb.canberra@maec.es)

**REQUIREMENTS:**

1. Proof of residence in Australia in the jurisdiction where the application is lodged, original and photocopy (driver's licence preferred/student card or similar).
2. Acceptance letter (*Nombramiento*) from the School/Association/Institution 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. Some countries won't let you enter unless your passport is valid for six months after you plan to leave that country. Some airlines also impose this rule on their own initiative. It can apply even if you're just transiting or stopping over.
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 and best contact number.**

5. **Flight itinerary** with a return flight (you do not need to buy the actual ticket, just the reservation is sufficient)
6. A non-refundable visa fee of **\$620**. Payment is accepted by cash only.

Without this payment a visa cannot be processed. Fees are subject to change without notice.

**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 **Australia wide National Police Certificate Name and Fingerprints Check** (obtained from the Australian Federal Police) 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

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