



NALCAP NORTH AMERICAN LANGUAGE AND CULTURE ASSISTANTS IN SCHOOLS IN SPAIN

2022-2023

PLEASE NOTE THAT YOU WILL BE APPLYING FOR A STUDY/STUDENT VISA.

Applicants must request an appointment with the Visa's Department, sending an email to visadoscgy@gmail.com. They must deliver **in person** all the required documentation at the Consulate and also collect their passport with the visas at the end of the process.

Fees ([tasa](#)) must be paid with a **money order** issued by [USPS](#).

The visa will be affixed to your passport before you depart the United States and it must be presented at your point of entry into the Schengen countries.

When submitting your student visa application, you can also apply for the visa for your **spouse and children** under 18 years of age. The **marriage and birth certificates will be required**.

It takes at least 3 weeks to process this type of visa. There is no option to expedite the process.

If granted, your visa will allow you to study in Spain for the requested period of time, as specified on the visa sticker: ("**del... al...**"). Keep in mind the **date format in Europe: Day/Month/Year (DD/MM/YYYY)**.

If your **stay** in Spain is for a period **longer than 180 days** you will have to **request**, within one month of your arrival in Spain, an authorization for the completion of your studies as well as the proper **student ID card from the Police Department** in Spain (*Oficina de Extranjería de la Policía Nacional*).

SPECIFIC REQUIREMENTS

Applicants must submit the below mentioned documents.

1. One [national visa application form](#) duly filled out and signed. It is very important to include the applicant's **email address** and telephone number for any response from the Consulate.
2. **Original passport and photocopy**. The passport must be valid for the intended period of your stay in Spain with at least one blank page to affix the visa. **Note**: if the applicant submits a **photocopy** of the passport – because the original passport needs to be kept during the visa processing– the **original passport** will only be accepted when presented **in person** at this Consulate General.
3. One passport size **photograph** in color, 2 x 2 inches (51 x 51 mm) in size, printed on matte or glossy photo quality paper, taken within the last 6 months to reflect your current appearance and in front of a plain white or off-white background. **Stick the photo** on the space provided in the application form. Please **do not staple** or use any other option apart from glue to attach the photo to the form.
4. **Letter of acceptance** as a full time student from the **Spain's University/School or US program**, indicating: name, address and registration number of the school with Spain's Department of Education (*Ministerio de Educación de España*), full payment of tuition, duration of the program, subjects of the study and hours of study per week which must be no less than 20.



5. **Health insurance:** photocopy of the international insurance coverage for health/accident. The insurance policy must cover all the risks insured by Spain's public health system.
6. **Proofs of financial means** during your stay. Please provide **one** of the following:
 - a. **Letter from the university or school** in Spain or in the US assuming full financial responsibility during your stay (this is often included into the acceptance letter).
 - b. **Proof of financial aid or scholarship** for at least \$700 per month for room and board.
 - c. **Notarized letter from the parents or legal guardians** assuming full financial responsibility for at least \$700 per month for room and board. Suggested wording: "I hereby certify that I'm the (father/mother/other) of (...), will support him/her with a monthly allowance of at least \$700 while he/she is in Spain and that I'm financially responsible for any emergency that may arise".
 - d. Personal **bank account statements** showing at least \$700 per month of stay.
7. **Money order** to pay the non-refundable fee. To obtain more information about the consular fees enter this [link](#). Money orders **must be included** along with the rest of the visa application. Do not send money orders separately or this Consulate will not be responsible for additional times on the visa processing.
8. Only for **applicants under 18 years of age:**
 - a. **birth certificate** of the minor,
 - b. **notarized authorization letter** to apply for the visa from the parents or legal custodians,
 - c. **document from the legal custodian/s** in Spain and **certified by a notary public** in Spain, stating that they will take care of the minor and they have no objection that the authorities in Spain can verify their certificate of sexual offences.

FOR PERIODS OF STAY LONGER THAN 180 DAYS IT IS ALSO NECESSARY:

- d. **Original and copy** of the Police Record Certificate for persons 18 years old and up from the country of origin or place/s of residence during periods of more than six months within the past five years, bearing the "Apostille of the Hague Convention". If the country issuing such documents is not part of the "Hague Convention" they must be duly legalized. The **original** certificate must be kept and brought to Spain in case of being required by the Spanish Police. Certificates must be issued by the F.B.I. or State Police, not local Police.
- e. **Medical certificate:** doctor's statement on a doctor or medical center letterhead, indicating that the student has been examined and found in good physical and mental health to travel to study abroad and is free of contagious diseases or any other illnesses which could lead to public health repercussions according to the International Sanitary Regulations-2005 of the World Health Organization.

ADDITIONAL DOCUMENTATION MAY BE REQUIRED BY THE CONSULATE GENERAL OF SPAIN IN NEW YORK.

THESE INSTRUCTIONS ARE A **SIMPLIFIED VERSION** OF THE OFFICIAL INSTRUCTIONS AND REQUIREMENTS ISSUED BY THE CONSULATE GENERAL OF SPAIN IN NEW YORK, IN ORDER TO MAKE THE VISA APPLICATION PROCESS EASIER TO THE NALCAP NORTHAMERICAN LANGUAGE AND CULTURE ASSISTANTS.

DISCLAIMER



IN CASE OF DISCREPANCY BETWEEN THIS DOCUMENT AND THE CONSULATE GENERAL OF SPAIN INSTRUCTIONS, THE CONSULATE'S INSTRUCTIONS WILL ALWAYS PREVAIL:

<https://www.exteriores.gob.es/Consulados/nuevayork/en/Consulado/Paginas/index.aspx>