

North American Language and Culture Assistant program Visa

Visa for stays exceeding 90 days to participate in the North American Language and Culture Assistant program (NALCAP program) are sponsored by the Ministry of Education of Spain.

Study stays of less than 90 days do not require a study visa. Depending on the applicant's nationality, a short-stay visa may be required (see "Schengen visas").

Due to the urgency to meet the deadline the Consulate General of Spain in Chicago is accepting these applicants **by mail only** and **applications must be complete**, (incomplete applications will be returned).

Once the visa process is complete, the applicant must come in person to the consulate to pick the passport and visa with no exceptions.

The following family members may obtain a visa to accompany the student:

- The spouse or unmarried partner.
- Children who are minors or who have a disability.

Visas for students' family members do not constitute work permits.

The Consulate General of Spain in Chicago will consider for this kind of visa only if the applicant's permanent address in the Driver's License or US State ID or the Voter's Registration card shows that the applicant lives in: **Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota and Wisconsin.**

Required documents for the North American Language and Culture Assistant

1. **National visa application form (original and one copy).** Each applicant must complete and sign a visa application, filling in each of its sections. The date the application is registered in our visa system, the copy of the form will be stamped and returned by mail to the applicant.
2. **Photograph.** Two recent, passport-size, color photographs, taken against a light background, facing forward, without dark or reflective glasses, or any garments concealing the oval of the face. Photographs must be glued to the form (original and copy).
3. **Valid, unexpired passport.** The original and a photocopy of the page or pages of the passport that contain biometric data must be submitted. The passport must have a minimum validity period of 1 year and contain two blank pages. Passports issued more than 10 years ago will not be accepted.
4. **Copy of the Acceptance Letter by the Regional Education Authorities ("Nombramiento").** This letter must provide information on the school the applicant has been appointed to (address, phone number, contact email). It must also contain information about the grant, the duration of the program and the insurance policy.
5. **For the visa validity.** Fill out numbers 21 (date of entry) and 28 (complete information related to university in Spain) on application form. It is highly recommended not to purchase the travel tickets until the visa has been approved.
6. **Criminal Record Check certificate (stays over 180 days) (original and one copy of document apostilled and translated by a certified translator only).** Applicants of legal age must submit both the original and a

copy of the criminal record check certificate(s) issued by their country or countries of residence for the past 5 years (in case of the country of residence was Spain the applicant does not need to provide its background check). Foreign documents must be legalized or apostilled and, where applicable, must be submitted together with an official translation into Spanish by a sworn/certified translator. It cannot be older than 3 months from the application date. **FBI Background checks without apostille or translations are incomplete.**

The certificate from the US must be issued from FBI and Legalized with the Apostille of the Hague Convention by the Department of State in Washington DC.

Local Police and State background checks will not be accepted.

7. Medical certificate (stays over 180 days and not older than 3 months in doctor's or medical center's letterhead). Original and a copy of a medical certificate accrediting that "the applicant does not suffer from any disease that could cause serious repercussions for public health pursuant to the 2005 International Health Regulations". The medical certificate must have the Doctor's Stamp (in Spanish or translated into Spanish if our template is not used). It is recommended to use our template (please visit our website).

8. Proof of residence in the consular district. Provide a copy (not the original) of US Driver's license or US State ID or Voter's Registration card.

9. Payment of the visa fee. At the Consular Office. Only money orders are accepted. No personal checks, no credit cards, no cash. Please visit our website to check the most recent visa fees (American citizen fee is \$160, for the rest please check our website).

10. One Express Mail envelope self-addressed and with prepaid stamps from the US Postal Service per applicant.

11. Disclaimer form must be presented with application. Please download it from our web page.

12. Evidence of Immigration Status in the US, for non US passport holders only. Please provide a Permanent Resident Card or US Immigrant visa.

13. Type and print on a piece of paper the following applicant's information. Name, last name, email and cell phone number to contact the applicant during business hours if necessary.

Translations into Spanish: AMERICAN TRANSLATORS ASSOCIATION <https://www.atanet.org/>

The Consulate does not track mail or answer emails asking for visa status.

When necessary to assess the application, the Consular Office may request additional documents or data and may also ask the applicant to come in for a personal interview.

Required documents for family members

For each family member accompanying the student, the following must be submitted:

The documents listed above as 1, 2, 3, 6, 7, 8, 9, 10, 11 and 12 and

Proof of adequate financial means. The main applicant must submit originals and copies of the documents accrediting that there are sufficient financial means to cover the expenses while residing in Spain for the first year or, accrediting that there is a family regular source of income of a minimum amount of 100% of the IPREM per family member under the applicant's care. These documents are the following:

- Bank statements of the last 3 months from all your bank accounts (no need to translate into Spanish language).
- Any other source of income totaling the minimum required.
- Last 3 years of complete TAX IRS returns (no need to translate into Spanish language).

Moreover, the certificates proving kinship with the student (marriage certificate, unmarried couple certificate, or birth certificate, as applicable) must be provided. Foreign documents must be legalized or apostilled and, where applicable, must be submitted together with an official translation into Spanish.

When necessary to assess the application, the Consular Office may request additional documents or data and may also ask the applicant to come in for a personal interview.

Procedure

This Consular Office is competent to accept visa applications from individuals residing in the consular district.

Applying for a study visa also entails applying for a study stay permit if studies are longer than 180 days.

Visa application period. Visa applications must be submitted sufficiently in advance of the beginning of the pertinent study programs (not before 90 days prior to the beginning of the studies in Spain), as the procedure entails consultations with other authorities. **Incomplete applications will be returned, only complete applications will be admitted.**

The Consulate of Spain in Chicago will consider applications for these kind of visas **BY MAIL ONLY**.

Rectifying the application: The Consular Office may ask the applicant to submit any missing documents, or to provide additional documents or data that are necessary for a decision regarding the application. The applicant may also be called in for a personal interview.

Decision period: Once the application is accepted as complete, the legal period for reaching a decision is of 1 month from the day after the application has been registered on the visa system (not from the date of the application is received in this Consulate General), but this period may be extended if an interview or additional documents are requested.

Collecting the visa: The applicant must come in person to the consulate to pick the passport and visa with no exceptions. No appointment needed. Email with instructions will be sent to applicants once the visa is ready.

Refusal of the visa or study stay permit. Refusals of the visa or study stay permit will always be notified by mail, setting forth the grounds on which the decision adopted was based.

Appeals. If a study stay permit or visa is refused, the applicant may submit an appeal in Spanish language (by mail with tracking number) for reconsideration to this Consular Office within 1 month of the day following the date on which notification of the refusal is received. An application for judicial review may also be filed with the High Court of Justice of Madrid within the 2-month period beginning the day after the date on which the applicant receives notification of the visa refusal or of the dismissal of the reconsideration appeal.

Validity period of the visa. If the study stay does not exceed 6 months, the visa will be valid for the entire stay and it will not be necessary to obtain a Foreigner Identity Card.

If the study stay is for longer than 6 months, the visa will be valid for a 90-day stay. The student must apply for a Foreigner Identity Card within a period of 1 month from their entry into Spain, at the Foreign Nationals' Office or the Police Station of the province in which the permit was processed.