



US LANGUAGE AND CULTURE ASSISTANTS IN SCHOOLS IN SPAIN 2020-2021

INSTRUCTIONS FOR VISA PROCESSING AT THE CONSULATE GENERAL OF SPAIN IN MIAMI

1. What states does the Consulate of Spain in Miami serve?

Visas for those language assistants who are residents of the States of Florida, Georgia and South Carolina will be processed at the Consulate of Spain in Miami.

2. Should I make an appointment?

Making an appointment is no longer necessary. The Visa Section of the Consulate accepts visa applications Monday through Friday from 8:30 to 13:30 am.

NEVER APPLY FOR A VISA EARLIER THAN 90 DAYS BEFORE THE BEGINNING OF YOUR PLACEMENT

3. What documents must I submit in order to apply for my visa?

You must submit **the original and a copy of** the following documents in order to apply for your Visa:

- **Two National Visa Application form**, completed and signed.

http://www.exteriores.gob.es/Consulados/MIAMI/es/InformacionParaExtranjeros/Documents/National_Visa_Application.pdf

You will find specific instructions for the different sections of this form in Appendix II of this document.

- **Two recent photos in color** (US passport size), with a clear, uniform background, preferably white. Photos with a dark background or with objects or people that can be seen behind your head will not be accepted. Please **do not staple** or use any other option besides glue to attach the photo to the form.
- **Passport or recognized travel document** valid for at least the length of stay requested.
- **Immigration status in US (not applicable for US citizens)**: Green Card, valid US student visa, work permit (stamp on the passport) or parole.
- **Driver's license and/or Student Card** that proves your legal residence in our jurisdiction



- **Letter of acceptance by the Regional Education Authorities and photocopy:** This letter must provide information about the school you have been appointed to (address, phone number, contact email). It must contain information about your grant, duration of the program and the health insurance policy. The Consulate of Spain will ONLY accept original signatures or electronically signed letters. No FAX or copies will be accepted for any reason.
- **Consular fee.** Payment must be made by MONEY ORDER (not refundable). We do not accept any other type of payments.to: "**CONSULATE GENERAL OF SPAIN**". Student visa fee for US citizens is \$160.

<http://www.exteriores.gob.es/Consulados/MIAMI/en/InformacionParaExtranjeros/Pages/Visa%20Requirements/Visas-Fees.aspx>

- **Medical certificate:** A recent doctor's statement, dated no more than three months before the application date, with the doctor or medical center's letterhead, duly signed, stamped and translated into Spanish by a sworn/certified translator stating (Please see Appendix I):

"This medical certificate certifies that Mr. / Ms. (...) Does not suffer from any diseases that may have serious implications for public health in accordance with the provisions of the International Health Regulations 2005".

- **Original and photocopy of the translation into Spanish of the medical certificate:** You may use the medical certificate sample and its translation in Appendix I as a model. Make sure that the one in English is **printed** on the **doctor's letterhead** or **stamped** by his office and the translation is on a different sheet. This translation should be carried out by a certified translator. The translation must be done on the translator's letterhead or bear his/her stamp.
- **Certificate of criminal record dated no more than three months** before the application date, stating that applicant does not have criminal record in any other countries where they may have resided in the past five years.

Within the United States, you can request the one issued by the US Department of Justice- Federal Bureau of Investigation (FBI) or the one issued by the Department of Law Enforcement of your State of residence.

We do not accept local police criminal certificates:

INFO FBI BACKGROUND CHECK DEPARTMENT OF STATE

<https://travel.state.gov/content/travel/en/international-travel/while-abroad/criminal-record-checks.html>

INFO FBI BACKGROUND CHECK

<https://www.fbi.gov/services/information-management/foipa/requesting-fbi-records>



INFO FLORIDA DEPARTMENT OF LAW ENFORCEMENT

<https://www.fdle.state.fl.us/Criminal-History-Records/Obtaining-Criminal-History-Information.aspx>

INFO GEORGIA BACKGROUND CHECK

<https://gbi.georgia.gov/obtaining-criminal-history-record-information>

INFO SOUTH CAROLINA BACKGROUND CHECK

<https://catch.sled.sc.gov/>

Please contact your State Department for more information:

Florida: (850) 245-6945

Georgia: (404) 327-6023

South Carolina: (803) 734-2512.

NOTE: Local police reports or on-line reports are NOT ACCEPTABLE.

The criminal record, whether the FBI or The Department of Law Enforcement ones, must be legalized with the **Apostille certification** and **translated into Spanish by a sworn/certified translator**. (Submit originals of criminal certificate, apostille and translation into Spanish, along with copies of all the documents).

Translations: (AMERICAN TRANSLATORS ASSOCIATION

<https://www.atanet.org/>).

INFO DEPARTMENT OF STATE APOSTILLE

<https://travel.state.gov/content/travel/en/legal/travel-legal-considerations/international-judicial-assistance/authentications-and-apostilles/apostille-requirements.html>

INFO FLORIDA APOSTILLE

<http://notaries.dos.state.fl.us/notproc7.html>

INFO GEORGIA APOSTILLE

https://sos.ga.gov/index.php/Elections/great_seal

INFO SOUTH CAROLINA APOSTILLE

<https://sos.sc.gov/services-and-filings/apostilles>

If the applicant has spent six months or more during the last five years in another country/State, he/she must submit the police records from that country/State, legalized with the Apostille Certification and translated into Spanish. If the country is not a member of the Hague Convention, the document must be legalized by the Ministry of Foreign Affairs and then by the Spanish Consulate in that country.

Once the visa services at the Consulate General of Spain in Miami have your documentation, it will take about three weeks to complete the clerical process. Please, make sure you gather all required documents as soon as possible to avoid unnecessary delays.

APPENDIX I

Medical certificate model:

This health certificate verifies that Mr./Ms is free of drug addiction, mental illness and does not suffer from any disease that could cause serious repercussions to public health according to the specifications of the international sanitary regulation of 2005.

(This certificate must either be printed on the doctor's letterhead or stamped by his office).

Translation of medical certificate:

Este certificado médico acredita que el Sr/Sra. está libre de adicción a las drogas, enfermedades mentales y no padece ninguna de las enfermedades que pueden tener repercusiones de salud pública graves de conformidad con lo dispuesto en el reglamento sanitario internacional de 2005.

(Although the translation of the medical certificate is provided here, it has to be carried out and signed by a certified translator).

APPENDIX II

Tips to fill out the application form.

Item:	Description:	You write:
7.	Current nationality	USA or Canada
12.	Type of travel document	Check off "Ordinary passport"
20.	Main purpose of the journey	Check off "Studies"
21.	Intended date of arrival in Spain	01/09/2019 or else date you have planned
22.	Number of entries requested	Check off "Multiple entries"
23.	Applicant's address in Spain	Address of school or Consejería or Junta of your assigned region
24.	Residence for family reunion	Leave blank
25.	Residence for employee	Leave blank
26.	Data of the educational establishment or research centre...	Contact information for your school or Consejería or Junta of your assigned region
26. continued	Intended date of start of studies or research	01/09/2019 or otherwise specified by acceptance letter
26. continued	Intended date of end of studies or research	30/06/2019 or otherwise specified by acceptance letter
27.	Place and date	Your current city and state of residence and the date. Do not forget!
28.	Signature	Do not forget to sign!