

**NALCAP NORTH AMERICAN LANGUAGE AND CULTURE
ASSISTANTS IN SCHOOLS IN SPAIN**

2022-2023

“NALCAP is referred to as Conversation Class Assistants on the Consulate website”

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

Please send the following documents via email and in PDF format to this address:
cog.sanfrancisco.vis@maec.es

1. PDF – Photocopy of a valid, unexpired passport (no more than 500 Kb) of the page or pages of the passport that contain biometric data. The passport must be valid at least for the duration of the planned stay and contain two blank pages. Passports issued more than 10 years ago will not be accepted.
2. PDF - copy of letter of acceptance (no more than 500 Kb). 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.

After reviewing the documents, we will send you an e-mail with an appointment to bring the following documents to process your visa application:

1. PDF –National Visa Application completed and signed.

Do not forget to indicate your **email in section #17**.

2. Original and a photocopy of the passport. The passport must be valid at least for the duration of the planned stay and contain two blank pages. Passports issued more than 10 years ago will not be accepted.
3. A recent, passport-size, color photograph, same size required for US passport taken against a light background, facing forward, without dark or reflective glasses, or any garments concealing the oval of the face. Please do not staple or use any other option besides glue to attach the photo to the form.
4. Photocopy of your Driver’s License that proves your legal residence in the Consulate jurisdiction.
5. Original and copy of the letter of acceptance. 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.

6. Criminal record check certificate. Applicants of legal age who apply for a visa for a stay of more than 180 days must submit 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. Documents must be legalized or apostilled and with an official translation into Spanish.

7. Medical certificate. Applicants requiring a visa for a stay of more than 180 days must submit the original and a copy of a medical certificate accrediting that they do not suffer from any disease that could cause serious repercussions for public health pursuant to the 2005 International Health Regulations. Foreign documents must be submitted together with an official translation into Spanish.

8. Payment of the visa consular fee, 160 Dollars. Payment must be made in cash or MONEY ORDER (not refundable) to the Consulate General of San Francisco.

9. Required documents for family members/relatives.

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

Marriage certificate, unmarried couple certificate, or birth certificate. Foreign documents must be legalized or apostilled and 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 or who are studying in a College/University belonging to the Consular District.

- Visa Application period: visa applications must be submitted sufficiently in advance of the beginning of the pertinent study program, as the procedure entails consultations with other authorities.
- **Place of submission:** Applications must be submitted in person at the Consular Office. An appointment is necessary.
- **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:** The legal period for reaching a decision is of 1 month from the day after the application submission date, but this period may be extended if an interview or additional documents are requested.
- **Collecting the visa:** The visa can be collected in person or via USPS prepaid envelope.

- **Refusal of the visa or study stay permit:** Refusals of the visa or study stay permit will always be notified in writing, 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 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.

IMPORTANT NOTE: Never detach the Apostille from the document it is on. ***If the Apostille is detached it will no longer be valid.*** You will need to scan both the original document and the Apostille but make sure they do not detach.

Please be sure the PDFs are clear and can easily be read.

We thank you for your kind collaboration and patience through this process.