



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

2022-2023

**INSTRUCTIONS FOR VISA PROCESSING AT THE CONSULATE
GENERAL OF SPAIN IN MIAMI. MORE INFO ON **OUR WEBSITE**.**

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

**ALSO NOTE THAT NALCAP is referred to as Conversation Class
Assistants on the Consulate website.**

I. 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.

II. How do I submit my visa application?

This Consulate will accept visa applications ONLY BY **POSTAL MAIL** (No specific carrier is requested but it is necessary that the envelope has a tracking number):

Consulado General de España en Miami
Visa Department
2655 Le Jeune Road, Suite 203
Coral Gables, FL 33134

**The visa must be requested sufficiently in advance of the start of the program,
since the procedure involves consultations with other authorities.**

**ONCE YOUR VISA IS PROCESSED, YOU WILL BE REQUIRED TO PHYSICALLY
COME TO THE CONSULATE TO PICK UP YOUR PASSPORT/VISA.**



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

A) You must submit the **ORIGINAL** of the following documents in order to apply for your Visa:

1. One National Visa Application form, completed and signed.

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

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

2. One recent photo 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.

3. 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.

B) You must submit **NOTARIZED COPY**:

4. Passport or travel document recognized as valid with duration of at least the requested time of stay and must contain at least two free pages in the visa section (copy of the page where your data and photos appear).

5. Driver's license and/or Student Card that proves your legal residence in our jurisdiction

C) For the rest of the documents:

Present an original and a copy of the documents. The originals will be returned when the visa is picked up.

6.- Letter of Acceptance from the Regional Education Offices 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.



7.- **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".

8 . Background check. Certificate of criminal record dated no more than five months before the application date, stating that applicant does not have criminal record where they have resided for the past five years. Not applicable for students under 18 years old.

You must request a background check verified by fingerprint comparison. The criminal background check must be issued by the US Department of Justice - Federal Bureau of Investigation (FBI).

The background check must be issued within five months prior to the submission of the visa application. **We do not accept local police criminal certificates.**

The background check must be legalized with the **Apostille certification** and **translated into Spanish by a sworn/certified translator.** (The translation does not need an Apostille and the Apostille does not need a translation)

WHERE YOU CAN OBTAIN THESE DOCUMENTS AND LEGAL PROCEDURES:

1. BACKGROUND CHECKS

INFO FBI BACKGROUND CHECK DEPARTMENT OF STATE

<https://www.fbi.gov/services/cjis/identity-history-summary-checks>

2. OFFICIAL TRANSLATIONS

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

3. APOSTILLES

INFO DEPARTMENT OF STATE APOSTILLE

<https://travel.state.gov/content/travel/en/records-and-authentications/authenticate-your-document/apostille-requirements.html>



If the applicant has spent six months or more during the last five years in another country, he/she must submit the police records from that country, legalized with the Apostille Certification and translated into Spanish. If the country is not part 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 complete and correct documentation, it will take about three weeks to complete the process. Please, make sure you gather all required documents as soon as possible to avoid unnecessary delays.

All notifications will be made by email.

This General Consulate recommends not purchasing plane tickets until your visa has been granted.

RELATIVES OF FOREIGN STUDENTS

"Relative" means for this purpose, the spouse, common-law partner and children under eighteen or children with disabilities and not objectively able to provide for their own needs due to their health status. Relatives will not be allowed to work during their stay in Spain.

In addition to the documents detailed above, you must submit the following:

- **Original Birth Certificate** of children legalized with the Apostille certification and translated in Spanish. Attach a copy of identifications of both parents. If the parents are divorced, submit the final divorce and custody sentence of the child legalized with the Apostille certification. If the country is not part of The Hague Convention the document must be legalized by the Ministry of Foreign Affairs and then by the Spanish Consulate in that country. **(Notarized copy)**.
- **Original Marriage Certificate** legalized with the Apostille certification and translated into Spanish. If the country is not part of the Hague Convention the document must be legalized by the Ministry of Foreign Affairs and then by the Spanish Consulate in that country. **(Notarized copy)**.
- **Original Domestic Partnership Certificate** legalized with the Apostille certification and translated into Spanish. If the country is not part of the Hague Convention the document must be legalized by the Ministry of Foreign Affairs and then by the Spanish Consulate in that country. **(Notarized copy)**.
- **Proof of public or private health insurance (travel insurance will not be accepted)** from an insurer recognized and authorized to operate in Spain. The



insurance must cover all risks normally covered for nationals and must be maintained for the entire duration of the authorization. No deductible or copayments.

It must cover at least all the preventive, diagnostic, treatment and rehabilitation assistance activities that are carried out in health centers or socio-health centers, as well as urgent health transport. **(Copy)**.

- **Proof economic means to cover the expenses of stay and return to his/her country.** For the support of family members during their stay in Spain: the last three personal bank account statements showing at least a minimum amount of \$525 for the first family member per month of stay and \$350 per month for each of the remaining family members who will integrate the family unit in Spain.

IMPORTANT INFORMATION

Once the visa has been collected, the applicant must enter the Spanish territory during the period of validity of the visa. Upon entry and within the first thirty days, applicant must apply for a Foreigner Identity Card or TIE ("*Tarjeta de Identidad de Extranjero*") at the "**Comisaría de Extranjería y Documentación**" in the city where the person will be a language assistant. The TIE will be valid for as long as the language assistant is part of the program in Spain. In the case of minors, this procedure may be carried out by a representative. In addition, the visa must be stamped upon entering the Schengen States.

You can also make an **appointment online**:

<https://sede.administracionespublicas.gob.es/pagina/index/directorio/icplusplus>

When the applicant collects his/her visa, he/she must enter Spain within the validity period of the visa (no more than three months if the duration of the activity exceeds six months).

The initial authorization for temporary residence (TIE) will last for one year and its validity will begin on the date of entry into Spain.

If the **duration of the activity does not exceed six months, the visa will be sufficient to document the stay.**



APPENDIX 1

Medical certificate sample:

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).