

NALCAP

Visa Application Guidelines U.S. Citizens



Visa Application Guidelines for NALCAP Spain Award Recipients U.S. Citizens

School Year 2022-2023



NALCAP North American Language and Culture Assistants Program



IMPORTANT NOTICE

These guidelines are aimed to help you through the application process for your visa to travel to Spain. However, we strongly encourage all applicants to confirm the information with your local Consulate General of Spain.

Please note that all the information provided by the consular offices overrules any type of information provided here.

***Please be aware that you will be applying for a Student/Study Visa.**

General Information

Congratulations! Now that you have accepted your NALCAP assignment for the 2022-2023 school year, you are one step closer to being in Spain. We wish you a most successful experience at your school and in Spain!

As a recipient of the grant, you have just been awarded, your stay in Spain will fall under a **Study Visa – Conversation Class Assistants**. You will need to fill out the National Visa Application Form and follow the instructions. Please note that:

- You **cannot** leave for Spain before obtaining a visa because you **cannot** apply for the visa in Spain.
- You may apply for a visa starting July 1, which is 3 months before your official program start date of October 1. Unfortunately, you are not allowed to apply before this date.
- Your US passport must have a validity of at least 1 year at the time that you submit your visa application.

WE URGE YOU NOT TO PURCHASE ANY NON-REFUNDABLE PLANE TICKETS or a TICKET THAT DOES NOT PERMIT CHANGES WITHOUT PENALTIES, until you have undergone the complete visa application process – this entails having submitted the application and **having received the actual visa in hand**. This will prevent you from experiencing possible or unexpected scenarios in the future, such as having to pay unexpected out-of-pocket change fees because on the date of your departure you still did not receive your visa. Please do not assume you will have your visa by a certain date. Visa processing may take up to various weeks depending on the consulate.

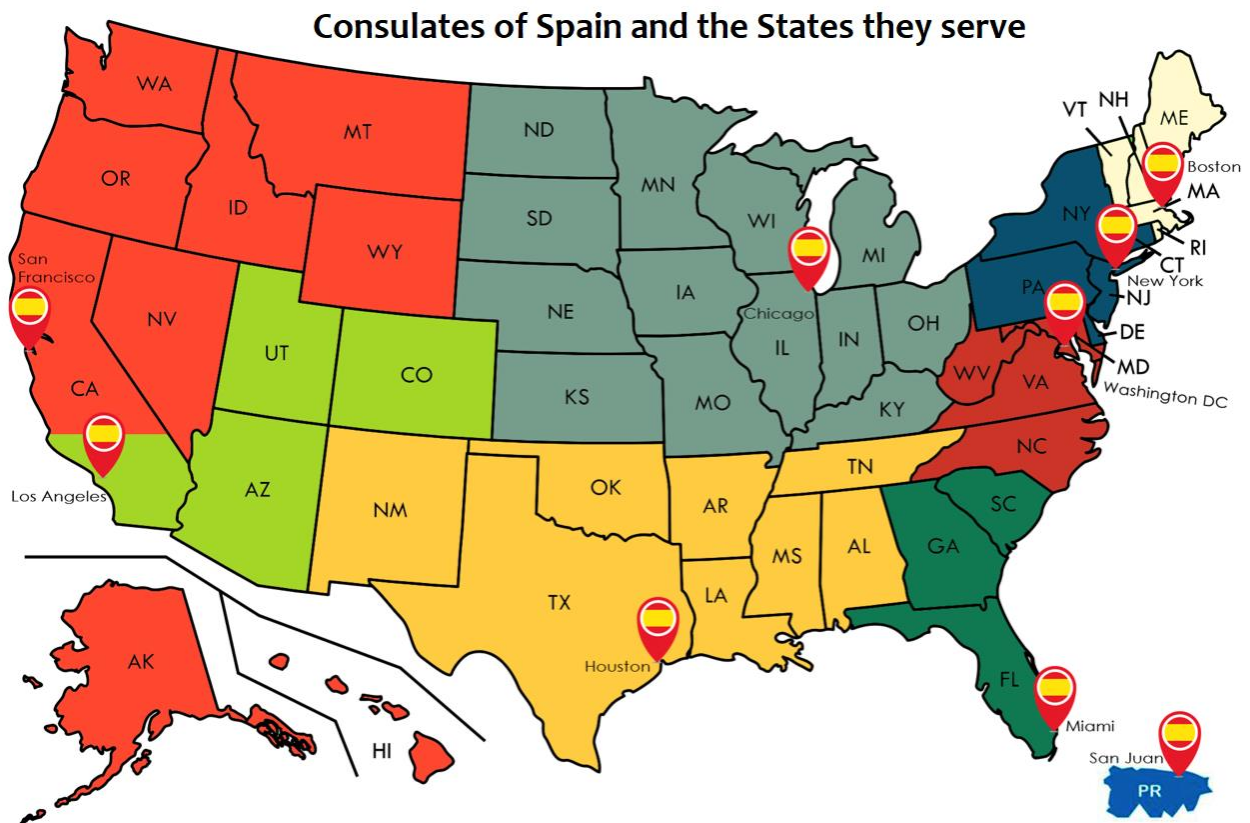
We recommend not buying the plane tickets until you have the actual visa in your custody.

Step 1. Before starting the process. What you need to know.

The following two steps must be completed before starting the actual visa process.

1. Firstly, you need to have received your *Carta de Nombramiento* (Letter of Acceptance) sent out by your regional education office in Spain. Please note that you cannot begin the process until you have this letter.
2. Locate your local Consulate General of Spain in the United States that provides the consular services for one of the following:
 - a. State of residence OR
 - b. State where your driver’s license or State ID was issued OR
 - c. State where you go to school (you will need to have a student ID)

Each Consulate provides services for several States, so please make sure you correctly identify your local Consulate office. To help you with this, we are providing the following map. You will also find direct access to all the Consular district office websites on page 3 (just click on the name of the Consulate).





**NALCAP North American Language
and Culture Assistants Program**



Consulate General of Spain, Boston.

Serving the States of Massachusetts, New Hampshire, Rhode Island, Vermont, and Maine.

Consulate General of Spain, Houston.

Serving the States of Alabama, Arkansas, Louisiana, Mississippi, Tennessee, New Mexico, Oklahoma, and Texas.

Consulate General of Spain, Chicago.

Serving the States of Illinois, Indiana, Iowa, Kansas, Nebraska, North Dakota, South Dakota, Ohio, Kentucky, Michigan, Minnesota, Missouri, and Wisconsin

Consulate General of Spain, Los Angeles.

Serving the States of California (Imperial, Kern, Los Angeles, Orange, Riverside, Bernardino, San Diego, San Luis Obispo, Barbara y Ventura Counties), Arizona, Colorado, and Utah.

Consulate General of Spain, San Francisco.

Serving the States of Alaska, California (except counties pertaining to Los Angeles – see above), Hawaii, Idaho, Montana, Nevada, Oregon, Washington, Wyoming, and U.S. Territories in the Pacific.

Consulate General of Spain, Miami

Serving the States of Florida, Georgia, and South Carolina

Consulate General of Spain, New York

Serving the States of New York, Connecticut, Delaware, Pennsylvania, and New Jersey

Consulate General of Spain, Washington D.C.

Serving the States of Maryland, Virginia, West Virginia, North Carolina, and Washington D.C

Consulate General of Spain, Puerto Rico.

Serving the Islands of Puerto Rico, Vieques, Culebra and the U.S. Virgin Islands.



NALCAP North American Language and Culture Assistants Program



It is important to read these guidelines carefully and to take some time to learn about the process. Find out which consulate you need to work with to process your visa and become familiar with its website, operational times, and contact information.

Once you have identified your local Consulate General of Spain in the U.S., you can access the necessary information for your visa application on [our website](#) or on the consulate website. Although the information on our website is up to date, we strongly recommend that you also access your local consulate website to ensure that you are informed of all the last-minute updates.

Please read the instructions for your visa application carefully and start to collect all the necessary paperwork as soon as possible. Please note that the requirements may vary and that the entire process may take up to various weeks, depending on the consulate.

It is also important to take into account that some of the required documents may only be attained through American state or federal agencies (background checks or apostilles). You will find that not only Spanish agencies may take a while to process applications, but American ones do as well, and in some instances may require many weeks of waiting. You must allow for processing times for these documents at these offices, which may not offer expedited services nor walk-in requests. Make sure you keep time frames in mind when requesting the documents.

All the Consulates General of Spain are familiar with the Language and Culture Assistants Program, and the staff there are willing to help you to process your visa diligently and as quickly as possible. Please bear in mind that the visa process is the sole responsibility of the Consulates General of Spain and the Ministry of Foreign Affairs, and not the Ministry of Education of Spain.

And while we recommend that you research all the information regarding your visa application and start collecting the paperwork as soon as possible, do not forget that you will need your *Carta de Nombramiento* in order to make your appointment and to start the application process for your visa at the Consulate.



Step 2. Once you have a PLAZA ACEPTADA status on PROFEX

If you have a PLAZA ACEPTADA status on PROFEX any time **after April 15th**, you may start requesting the necessary documents for your visa application from the corresponding American offices. We are referring to the background check and the Apostille certification. But please note that these documents are only **valid for 5 months**. So, if they expire by the time you submit them as part of your visa application, they will not be valid and therefore will not be accepted. Please be aware of the time frames.

The background check will need to be apostilled by the Department of State and translated by a certified translator. The apostille does not need to be translated.

Step 3. Receiving the Letter of Acceptance (Carta de Nombramiento)

As mentioned above, before applying for your visa, you must receive an original copy of your **Carta de Nombramiento** or **Letter of Acceptance** issued by your regional education office in Spain. You will receive this letter as an email attachment.

You will need to take the letter (the original one) plus a copy of it to your local consulate. Please make sure that once you have submitted the application, **the original Letter of Acceptance is returned to you. YOU WILL NEED THE ORIGINAL letter in Spain for further legal formalities.**

We kindly request you to please keep in mind that neither **the Embassy of Spain nor the Spanish Consulates have anything to do with the issuing of the Letter of Acceptance**, so they **cannot request it or rush it** or any other matter of that nature. You must have the **Carta de Nombramiento** before making the appointment at the Consulate and going to said appointment.

Please be aware that you will be applying for a Student/Study Visa.

Step 4. Preparing your visit to the Consulate General of Spain

Making an appointment

Check with your consulate on how to make an appointment. Depending on each consulate, appointments can be made by phone or online or they might accept walk-ins.

Please make sure that you will have gathered all the required documents by the time of your appointment.

You should also have extra copies of each required document for your appointment, as well as to take with you to Spain.



NALCAP North American Language and Culture Assistants Program



Required documents for your visa appointment

Although these are the generally required documents, please check with your consulate for specific document requirements as they may vary depending on each Consulate.

1. Your **U.S. passport together with a photocopy**. Please note that it must be signed and valid for **at least ONE YEAR at the time you submit your application**.
2. Your **driver's license** or **State issued ID** or **student ID** in addition to a photocopy.
3. **2 recent passport photos** on a white background.
4. The **original copy of your Letter of Acceptance** (*Carta de Nombramiento*) from the regional education office offering you a placement in Spain, as well as a photocopy of this document. *This letter is **EXTREMELY IMPORTANT** as it contains all the pertinent information about your grant, the duration of your stay in Spain, the school where you have been placed (with name, address, and phone number), as well as the information concerning your health insurance policy.

IMPORTANT NOTE: *Please make sure the original document is returned to you, as it may be requested in Spain for further legal formalities.*

5. **A money order** for the visa processing fee: **US\$ 160** (for US citizens). The fee must be paid by money order, made payable to *Consulado General de España*.
6. **An original medical certificate** (copies will not be accepted) and a translation of this document into Spanish (please check with your consulate about the specific content and translation requirements for this certificate) as it may vary according to each consulate. Keep in mind that this document is only valid for 3 months.

IMPORTANT NOTE: *Please make sure the original document is returned to you, as it may be requested in Spain for further legal formalities.*

7. **A background check** (no copies). Please check with your local consulate to see if a State Background Check or an FBI Background Check is requested and if it is necessary to have it notarized, certified by the Apostille of The Hague and/or translated into Spanish by a certified translator (only the background check; not the Apostille). You may need to undergo all of these processes, depending on the consulate. The background check is only valid for 5 months. Please consider all possible time frames for the submission of your application.

IMPORTANT NOTE: *Please make sure the original document is returned to you, as it will be requested by your school in Spain for further legal formalities.*

8. **2 National Visa application forms** properly filled out and a photocopy of these documents. Please fill these out BEFORE YOUR VISIT.



**NALCAP North American Language
and Culture Assistants Program**



For questions concerning visa applications

Any questions regarding visa applications should **ONLY** be directed to your local consulate.

Filling out the Application for National Visa Form. Helpful tips.

*Very important: Please keep in mind that the date format in Europe is:

Day/Month/Year DD/MM/YYYY

Item	Description	You write or check box
1	Apellido(s)	Last name
2	Apellido(s) de nacimiento (apellido(s) anterior(es))	Previous last names if any
3	Nombre(s)	First name
4	Fecha de nacimiento	Date of birth
5	Lugar de nacimiento	Place of birth (City, State)
6	País de Nacimiento	Country of birth
7	Nacionalidad actual	USA
8	Sexo	Sex
9	Estado civil	Marital Status
10	Menores de edad	n/a
11	Número de documento nacional de identidad, si procede	Only if Spanish citizen. If not, leave blank
12	Tipo de documento de viaje	Check "Pasaporte ordinario"
13	Número del documento de viaje	Passport number
14	Fecha de expedición	Issued Date
15	Válido hasta	Valid until date
16	Expedido por	Issued by US Dept. of State
17	Domicilio postal y dirección de correo electrónico del solicitante	Postal address, email address and phone number

18	Residente en un país distinto del país de nacionalidad actual	Leave Blank
19	Profesión actual	Current profession
Item	Description	You write in or check box
20	Motivo principal del viaje	Check “Estudios” box
21	Fecha de entrada prevista en España	The date you plan on arriving in Spain
22	Número de entradas solicitadas	Check “múltiples” box
23	Domicilio postal del solicitante en España	Address of school or regional education office
24-27	NIE	Leave Blank
28	Nombre, dirección postal, número de teléfono y correo electrónico del centro de estudios o investigación.	Contact information for your school or regional education office
28	Fecha prevista de inicio de los estudios o investigación	Intended starting date of studies or research October 1, 2022
28	Fecha prevista de finalización de los estudios o investigación	30/06/23 or otherwise indicated on letter of acceptance
28	En caso de desplazamiento temporal de menores....	Leave Blank
27-28	Lugar, fecha y firma.	Place, date and Signature

Step 5. Your appointment at the Consulate

Make sure you are on time for your appointment and that you have all the necessary documents with you. Some consulates may penalize you if you do not keep your appointment. And please be aware that if you do not take all the required documents to your appointment, you will have to return home and make an appointment for another day.

Final Step: Once you get to Spain

The visa you will be issued is **ONLY VALID FOR 90 DAYS**.

Within the first 30 days after your arrival in Spain you must go to your local police station



**NALCAP North American Language
and Culture Assistants Program**



or immigration office (*Oficina de Extranjería*) and request your temporary resident alien ID number (NIE - *Número de Identificación de Extranjero*) if you did not receive it on your visa and your residency card (TIE- *Tarjeta de Identificación Extranjero*).

This TIE will cover your full stay in Spain and thus make it legal for you to be in Spain. APPLY FOR IT AS SOON AS YOU GET THERE. It may take a few weeks to get an appointment depending on where in Spain you are located.

Try to apply for your TIE asap. In some cases, you may also need the TIE to receive your stipend. Some banks in Spain may require it to open a bank account. And if you do not have a Spanish bank account, your stipend may be delayed.

IMPORTANT NOTE: Do not let your visa expire or you will have to return to the U.S. and apply for a new one. You cannot apply for a visa in Spain.

For this final step, you will need to take the following documents (**all the documents must be the original documents – photocopies will not be accepted**):

1. your visa
2. your acceptance letter
3. your medical certificate
4. your background check

ALL OF THE ABOVE MUST BE THE ORIGINAL DOCUMENTS (PHOTOCOPIES WILL NOT BE ACCEPTED).

It is a good idea to ask your school or regional education offices in Spain for help with this step.

Additional Info

For information on a wide array of issues that often affect Americans traveling or living abroad, please refer to TRAVEL.STATE.GOV

For COVID related travel issues, we ask you to keep abreast of the ever-changing travel requirements to and from Spain and the U.S. A good source is the American Embassy in Madrid website.