

Visa Application Guidelines for U.S. Citizens accepted into the Language and Culture Assistants Program in Spain

School Year 2020-2021

Please read these guidelines carefully and take some time to learn about the application process for your visa.

IMPORTANT

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

Please note that all the information given by the consular offices overrules any type of information provided in these guidelines.

General Information

Congratulations! Now that you have accepted your North American Language and Culture Assistants assignment for the 2020-2021 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 [Long-Term National Student Visa](#). 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.
- You need to apply for your visa within the next few weeks but **never earlier than 90 days** before the beginning of your assignment.
- You **cannot** apply for the visa in Spain.

DO NOT PURCHASE ANY NON-REFUNDABLE PLANE TICKETS or a TICKET THAT DOES NOT PERMIT CHANGES WITHOUT PENALTY FEES, until you have undergone the complete visa application process - having submitted the application and having received the actual visa. This will save you from 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.

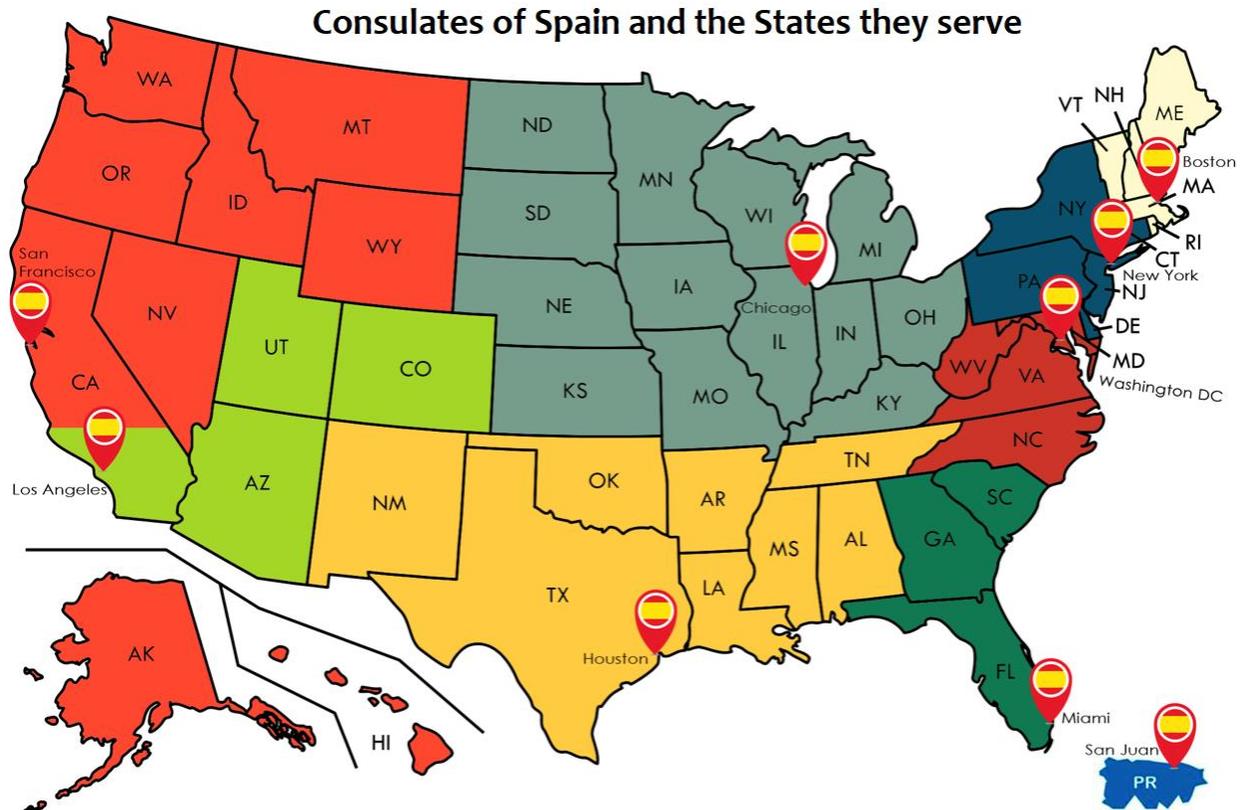
Please do not buy the plane tickets until you have the actual visa in [your custody](#).

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

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

1. First, you should be on the lookout for your *carta de nombramiento* (acceptance letter) sent via email from the Regional Office of Education in Spain in the *Comunidad Autónoma* where the school you have been assigned to is located. 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
 - b. State where your driver's license or State ID was issued or
 - c. State where you go to school.

Each Consulate General of Spain 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).



[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.

Once you have located the Consulate that will process your visa, please become familiar with its website, operational times, and contacts.

You can access the necessary information for your visa application relating to each Consulate on [our website](#) or directly on your local Consulate website. Although the information on our website is up-to-date, we strongly recommend that you also access your local Consulate website to make sure you are aware of last minute updates.

Once you have the instructions for your visa application, please read them carefully and start to collect all the necessary paperwork as soon as possible. Please note that information may vary depending on the Consulate, and the process may take up to 4 weeks.

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 Spanish Consulates and the Spanish 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, don't 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. Receiving the acceptance letter (carta de nombramiento)

As mentioned above, before applying for your visa, you must receive your *Carta de Nombramiento* or acceptance letter issued by your Regional Office of Education in Spain – in your *Comunidad Autónoma*. You will receive this letter as an email attachment. You will need to take this letter, in addition to a copy of it, to the Consulate. Please make sure that once you have submitted the application, the acceptance letter is returned to you. **YOU WILL NEED THIS LETTER in Spain for further legal formalities.**

We kindly request that you keep in mind that neither **the Embassy of Spain nor the Spanish Consulates have anything to do with the issuing of the acceptance letter**, so they **cannot request it or rush it** or any other matter of that nature. You must have the *carta de nombramiento* before making/going to your appointment at the Consulate.

Step 3. Preparing your visit to the Consulate

Make an appointment

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

In most cases, you will need to apply for the visa IN PERSON at your local Consulate

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. Below are only general guidelines.

1. Your **U.S. passport** together with a **photocopy**. Please note that it must be signed and valid for a minimum of **three months** beyond your expected day of return to the United States.
2. Your **driver's license** or **State issued ID** in addition to a photocopy. Also, a student ID if you have one.
3. **2 recent passport photos** on a white background.
4. The **acceptance letter** (*carta de nombramiento*) from the *Autonomous Community* offering you a position 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 that the document is returned to you, as it will 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. **A medical certificate** (not a copy) and a translation of this document into Spanish (please check with the Consulate about the specific content and translation requirements of this certificate). 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 will 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 (Certificate of Good Conduct) and if it is necessary to have it certified by the Apostille of The Hague. This document is only valid for 3 months.

IMPORTANT NOTE: Please make sure the original document is returned to you, as it will be requested 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.

Questions concerning the visa application

Any questions regarding visa applications should **ONLY** be directed to your local Consulate, not to any of the Education Offices of Spain.

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

<u>Item</u>	<u>Description</u>	<u>You write or check box</u>
7	Current nationality	U.S.A.
12	Type of travel document	Check "Ordinary Passport"
20	Principal purpose of the journey	Check "Studies" box
21	Intended date of arrival in Spain	The date you have planned to arrive
22	Number of entries requested	Check "more than two" box
23	Postal address of applicant in Spain	Address of school or <i>Consejería</i> or <i>Junta</i> of your assigned region
24-27		Leave blank
28	Data of educational establishment or research center	Contact information for your school or <i>Consejería</i> or <i>Junta</i> of your assigned region
28	Intended starting date of studies or research	Date indicated on acceptance letter. Note European date format.
26	Intended finishing date of studies or research	30/06/2021 or otherwise specified by acceptance letter
27	Place and date	Your current city and state of residence and the date of your appointment at the Consulate. Please do not forget to fill this information out.
28	Signature	Don't forget to sign!

Step 4. 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 will penalize you if you do not keep your appointment. And please be aware that if you do not take all the required documents with you, you will have to go back home and make another appointment.

Final Step: Once you get to Spain

The visa that 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 or local immigration office (*Oficina de Extranjería*) and request your temporary resident alien ID card (called TIE – Tarjeta de Identidad de Extranjero) and number (called NIE - *Número de Identidad de Extranjero*).

This TIE/NIE 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.

IMPORTANT NOTE: Go through this process asap once you get to Spain. Do not let your visa expire or you will have to return to the U.S.A 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:

- 1. your visa (original copy)**
- 2. your acceptance letter**
- 3. your medical certificate (original copy)**
- 4. your background check (original copy)**

ONLY ORIGINAL DOCUMENTS WILL BE ACCEPTED (NO PHOTOCOPIES).

We suggest that you ask your school or regional education officers in Spain for help with this step. They have probably helped language assistants with this matter in the past.

Additional Info

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