



Language & Culture Assistants Program in Spain 2022-2023

REQUIRED DOCUMENTS TO APPLY FOR VISA

- Complete the documents required.
- Put all the documents in **1 large brown envelope** (with the applicant's surname, name and contact number written in bold letters on the upper left corner of the envelope).
- The applicant **must come personally** on the appointment date and must pay the visa fee upon submission of the application and bring the **exact amount** of money (4,580 pesos for Filipino citizens). You will also need to **pick up the visa personally**.
- Always include **1 photocopy of all the documents**, application form included.

DOCUMENTS:

1. Duly accomplished **Application for National Visa form** (see *How to fill out application for National Visa*)
2. One (1) recent passport-size photo with **white background** (to be pasted on the application form)
3. **Valid passport** (required minimum validity must be for the duration of the stay, recommended until at least September 2023).
4. 1 photocopy of the data page of the valid passport and all previous **visas and stamps**.
5. Previous passports (if applicable) and any Schengen visas on those passports.
6. **Proof of economic means** of the applicant: Bank Certificate, Bank Books, ITR
or
Parent's proof of economic means: Affidavit of support from parents or sponsor, proof of their economic means, ITR, bank certifications, etc. and birth certificate of the applicant.
7. **Medical Certificate** (done at any DOH accredited hospital or clinic) indicating the **non-existence of diseases that may have a serious effect on public health, according to International Sanitary Regulations of 2005**, and authenticated by the Department of Foreign Affairs (validity 3 months from date of issuance). It is very important that the medical certificate shows this information. **Translated into Spanish by an official translator***
8. **NBI Clearance** (National Bureau of Investigation) authenticated by the Department of Foreign Affairs (validity is 3 months from date of issuance). Must present Police/NBI Clearance from the places of residence (more than 6 months) within the last 5 years, authenticated by the corresponding authorities. **Translated into Spanish by an official translator***
9. **Letter of acceptance** (*Carta de Nombramiento*) from the school in Spain.
10. Official University diploma or TOR.
11. Those who have any teaching experience, also provide it.

Please note that the Consulate General of Spain in Manila may ask the applicant to provide additional documents. Always check:

<https://www.exteriores.gob.es/Consulados/manila/en/Paginas/index.aspx>

*** OFFICIAL TRANSLATION.**

You can contact the following official translators in the Philippines:

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You can also contact other official translators. For a complete list of Spanish official translators, visit:

<https://www.exteriores.gob.es/es/ServiciosAlCiudadano/Paginas/Traductores-Interpretes-Jurados.aspx>