



## Student Visa Checklist

Acquiring a visa to study in Spain can be a time consuming and frustrating process, especially if you leave everything to the last moment. The key to making this easy and less stressful is to follow the checklist below. Attention to detail is key!

If you have not yet applied for a passport, do so immediately. You cannot proceed with the visa application without one. If you do have a passport, please check to make sure it is valid at least **SIX months** after your return from Spain. If it is not, you will need to renew it. Passports can take 4-6 weeks to process.

If you live or study in the jurisdiction of the Boston Consulate (Maine, Massachusetts, New Hampshire, Rhode Island, or Vermont), a PRESHCO representative **will** go to the Boston Consulate on your behalf to apply for your visa. However, you must submit all required documents and a valid passport by the date specified. If you do not meet this date then you will need to apply on your own.

### DOCUMENTS TO SUBMIT

Applicants **must submit originals and copies of the documents.**

#### 1. One national visa application form.

Each applicant will complete all sections. Forms must be double sided, completed in blue or black ink, and in print (not cursive). The application form must be signed at the bottom of page 4. All dates should be in Spanish format: Day, Month, Year.

#### 2. One Official Passport-size Photo

Passport photos must be recent and professionally taken. It has to be in color, with a light background, taken from the front, without dark glasses, reflections, or clothing that hides the oval of the face. Passport photos can be taken at any Kinko's, Walgreens, CVS, etc.

#### 3. Non-refundable visa fee

U.S. Postal Service "money order" payable to the *Consulate General of Spain, Boston*, for \$160.00 (U.S. citizens) or \$73.00 (non-U.S. citizens). Canadian citizens must send an email to [cog.boston@maec.es](mailto:cog.boston@maec.es) for visa fee information. Make sure that the money order has your name on it as the Payer.

- Do not submit cash, personal checks, or bank checks, the Consulate does not accept them. Money orders can be purchased at any U.S. Post Office.
- Please print your full name in the 'from' field and your permanent address below (you can leave the Consulate's address blank)

- Do not endorse on the back

#### **4. Official Passport**

- Passport must be signed.
- Passports must have at least two blank pages to affix the visa.
- Non-U.S. citizens must provide a copy of their I-20/IAP-66 or Alien Registration Card in addition to their national passport.

#### **5. NOTARIZED COPY of proof of residence in the jurisdiction (Student ID)**

**6. Evidence of your migratory status in the USA** (Only for non US citizens): Provide your "Alien Registration Card" or "US Visa with I-20/IAP-66" (except B1-B2); those documents must be valid for your return to USA after the expiration date of your visa.

**7. Medical certificate (for stays over 180 days only-Academic Year only):** This Certificate must be signed in the hand of the doctor (M.D. or D.O.) in a letter-head paper in the following format:

"This medical certificate attests that Mr./ Mrs. ....does not suffer from any illness that would pose a threat to public health following International Health Regulations of 2005."

**8. Certificate of Non-Criminal Records (for stays of more than 180 days-Academic Year only) issued by the State or Federal (FBI) police** and by the countries where you have lived more than six months during the last 5 years. The Certificate has to bear the Apostille of the Hague Convention or be legalized by the Spanish Consulate. Original translated into Spanish and one copy will be needed (contact a legal translator).

**9. Notarized letter** stating that you grant permission to Jael Matos, to apply for the visa on your behalf. Include the address of the Consulate, which is Spanish Consulate of Boston, 31 St James Ave #905, Boston, MA 02116.

The text should read:

To Whom It May Concern, "I, [state your name], from [state your college] authorize Jael Matos, representative of PRESHCO, to apply for a Spanish student visa on my behalf."

Sign it in the Notary Public's after showing your identification.

### **DOCUMENTS THAT PRESHCO WILL SEND TO JAEI MATOS DIRECTLY (you will receive a pdf copy by email)**

#### **10. Proof of financial means and insurance during your stay**

Letter from PRESHCO indicating international insurance coverage for health/accident during the planning period of stay in Spain as well as financial means.

**11. Letters of acceptance** (One from PRESHCO RD in English and one from the Dean of Filosofía y Letras in Spanish)

**WHERE TO SEND VISA MATERIALS IF PRESHCO IS APPLYING FOR YOUR VISA  
(Residents or students at universities in the following states: MA, VT, NH, CT, RI)**

If you live or study in the Boston Consulate jurisdiction, please mail your visa documents and your passport to the address below. **Use UPS, FedEx or a traceable US Postal Service to ensure your materials can be tracked if lost.**

**Jael Matos**

Academic Administrator

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**¡DEADLINE TO SEND DOCUMENTS! FRIDAY, APRIL 19th, 2024!**