The Spanish Consulate requires all applicants or their representatives to deliver their visa application in a large envelope to the mailbox within the Consulate General. The mailbox at the New York Consulate is open every weekday from 9am to 3pm. You do NOT need to appear in person, nor do you need an appointment. Apply for your visa as soon as possible as it takes at least 7 weeks to process applications.

WHO NEEDS TO APPLY FOR A VISA?
Official regulations from the Spanish Consulate require students staying longer than 3 months to obtain a student visa. Since one semester lasts approximately 3 and a half months, ALL Valencia Program semester participants must apply for a student visa.

Important Reminder: You cannot enter Spain with a tourist visa and then apply for a student visa. Nor is Nazareth College responsible for any problems you may have if you do not obtain a student visa.

WHERE ARE THE STUDENT VISAS ISSUED?
Student visas are issued in the United States by the Spanish Consulate. You cannot obtain a student visa once you are in Spain.

The Spanish Consulate in New York has jurisdiction over the following States: New York, New Jersey, Connecticut, Pennsylvania, and Delaware.

Even if your permanent residence is not within the jurisdiction of the New York Consulate, you can still apply for your student visa at the New York Consulate because Nazareth College is located in New York State.

The address of the Spanish Consulate in New York is:
Consulate General of Spain
Visa Department
150 East 58th Street, 30th Floor
New York, NY 10155
WHAT APPLICATION FORMS AND DOCUMENTS ARE REQUIRED?

The Program Director will provide you with the following:

a. Letter from the Valencia Program Director to the Consulate indicating acceptance into the program; enrollment as a full-time student at the Hispania School of Spanish; that credits taken in Valencia will be applicable to your Bachelor's Degree; that Nazareth College verifies of payment for tuition and room & board for the length of your stay; that you as the student will be making and paying for your travel arrangements to and from Valencia; and that you will be provided with a traveler's insurance policy during the semester.

Please note that the Consulate's website indicates that you need to turn in an original health insurance form but a representative from the Consulate has assured us that this is not necessary for Nazareth students because the insurance policy information is included in this letter.

YOU will need to complete your visa application with these other documents:

b. Application form. Two (2) paper copies of the National Visa Application form. In order to view the forms you need to have the Acrobat Reader program installed. Fill out the form carefully and neatly. Please note that the FRONT and BACK of the form MUST BE PRINTED ON THE SAME PIECE OF PAPER.

c. Passport (original and valid for the intended period of your stay in Spain plus at least six months with at least one blank page to affix the visa).

d. Two (2) passport size photos. These must be color photos with a white background. Staple one to each copy of the application.

e. Second form of identification: US driver's license, US State ID card, Voters registration card, or current student ID.

f. Notarized letter from your parents or legal guardians assuming full financial responsibility for at least $700 per month for room and board. Suggested wording: "I hereby certify that I am the (father/mother/guardian) of (..), will support him/her with a monthly allowance of at least $700 while he/she is in Spain and that I am financially responsible for any emergency that may arise."
g. If you are not a citizen of the United States you must also present evidence of your migratory status in the USA. Provide your "Alien Registration Card" or "US visa with I-20/I-AP-66" (except B1-B2).

h. **Health Insurance**: international insurance coverage for health/accident, with a minimum coverage equal to €30,000 (or its equivalent in dollars) and including explicitly "repatriation" and "evacuation" coverage during the planning period of stay in Spain.

j. **Medical Certificate plus one (1) copy**. A doctor's recent statement on doctor or medical center’s letterhead, indicating that the student has been examined and found in good physical and mental health to travel to study abroad and is free of contagious diseases or any other illnesses which could lead to public health repercussions according to the International Sanitary Regulations. This letter must be SIGNED by a medical doctor.

k. **Police Records Certificate plus one (1) copy** from the police authorities of the country or place of residence where applicant resided during the last five years bearing the “Apostille of the Hague Convention” seal*. If the certificate is issued outside of the U.S., it must be legalized by the corresponding Spanish Consulate in that country.

Please note that ONLY money orders will be accepted. Do not send personal checks and make sure that your name appears on the money order.

If you will be studying in Spain longer than 6 months YOU must also provide:

Contact your area’s state police station; instructions and process will vary by location. Records issued by the F.B.I. or State Police Background Check are valid. Local Police Background Checks will NOT be accepted.

*An Apostille certification is REQUIRED for all Spain visas. This is a certification that a document has been legalized or authenticated by the issuing agency through a process in which various seals are placed on the document.