



LANGUAGE AND CULTURE ASSISTANTS IN SPAIN 2009-2010

VISA APPLICATION INSTRUCTIONS FOR US ASSISTANTS

Dear Award Recipients,

We are delighted that you have accepted the North American Language and Culture Assistants Grant for the 2009/10 academic year. We wish you a most successful experience in Spain.

Please **CAREFULLY READ THE FOLLOWING INSTRUCTIONS:**

Below you will find information about the steps you need to take before your departure for Spain:

You will be in Spain under a **Student visa**. You will be receiving a grant and your stay in Spain is considered a *practicum*, therefore a continuation of your higher education.

REMEMBER you cannot leave for Spain before obtaining a visa. You will need to apply for this visa within the next few weeks.

BEFORE STARTING YOUR VISA APPLICATION

1. Please read the following instructions VERY carefully:

To locate the specific Consulate General of Spain in the U.S., please go to the following weblink:

<http://www.maec.es/SUBWEBS/EMBAJADAS/WASHINGTON/EN/MENUPPAL/PRESENCIAESPANOLA/CONSULAR/Paginas/OficinasConsulares.aspx>

In most cases you will need to apply for the visa **IN PERSON** at the Consulate that has jurisdiction over your residence - normally your **home** residence or where your driver's license or ID has been issued in. That means if you reside in Tennessee you will apply to the consulate in New Orleans. If you reside in South Dakota, you will apply for your visa in Chicago. Also, the enclosed police record should be issued by a local police department of one of the states over which the Spanish Consulate in your area has jurisdiction.

2. Please consult the web page of the Consulate General to get information about the documents you will need and start preparing them as soon as possible. The process may take **up to 12 weeks**. Please, find attached a compilation of the consulates information available on Students visas.

3. Before applying for the visa you need to receive **an original acceptance letter** from the Autonomous Community. This letter may be in the format of an email attachment, regular mail, or both. You will need to present this original at the Consulate.

4. In some cases you **may** need to schedule an appointment to apply for your visa. Please double check at the Consulate's website or call prior to your visit.



5. Visa applicants through the **Consulate General of Spain in Miami (Florida, Georgia and South Carolina)**: The Education Office in Miami will contact you and give you specific instructions on how to process your visas. **DO NOT** contact or schedule an appointment with the Consulate General of Spain in Miami but wait for the Education Office to contact you. If you have any questions you may email antonio.caballero@educacion.es

6. Visa applicants through the **Consulate General in LOS ANGELES and SAN FRANCISCO** please log on <http://www.usc.edu/dept/education/SRC/english/secretary.htm> and follow the specific instructions under **VISA PROCESS FOR NORTHAMERICAN LANGUAGE AND CULTURE ASSISTANTS**

7. When you schedule the appointment, please mention the following:

- You will participate in the "Auxiliares norteamericanos" program.
- You will be starting your assistantship during the last week of September or the first week of October (see point 9 for exact starting dates).

8. Any **questions** regarding visa applications should be addressed to the Consulate. Questions about other aspects of the process, including failure to get an appointment at the Consulate, should be addressed to the Spanish Education Office nearest to your place of residence/college: <http://www.mepsyd.es/exterior/usa/en/intro/contact.shtml>

9. PLEASE, **DO NOT PURCHASE ANY PLANE TICKETS** before you have your visa in hand.

10. Before starting your assistantship, you will need to attend the orientation scheduled for your particular region in Spain (*Comunidad Autónoma*). The available dates and venues will be announced soon but it is usually held during the last week of September.

UPON ARRIVAL IN SPAIN

The visa you will get **IS ONLY VALID FOR 90 DAYS**. Within the first 30 days after your arrival in Spain you need to take this visa, your health certificate and the police record to the closest police station or immigration office (*Oficina de Extranjería*) and request your temporary resident alien ID card and number (NIE -*Número de Identificación de Extranjero*). Please ask for assistance at your school or from your regional education officers in Spain.

This NIE will cover the full stay in the country. **APPLY FOR IT AS SOON AS YOU GET THERE**. It may take a few weeks to get an appointment. Do not let your visa expire or you will have to return to the USA or Canada and apply for a new one.



INSTRUCTIONS FOR VISA APPLICATION

Documents needed:

- Passport. (Must be signed and valid for a minimum of three months beyond the expected day of return).
- A photocopy of your school ID and of your Driver's License or non-driver's ID.
- 2 recent and original passport photos with clear white background.
- The original letter from the Autonomous Community offering you a position in Spain. This letter is **EXTREMELY IMPORTANT** as it contains information about your grant, the duration of your stay in Spain, the school where you will be placed with name, address, and phone number and about **the insurance policy**.
- Your visa processing fee: US\$ 100 (for US citizens). Fee must be paid by money order, made payable to the Consulado General de España.
- Original medical certificate (please check with the Consulate about the specific content of this certificate).
- Original certificate of good conduct (police clearance) issued by the police department of the city or cities in which the applicant has spent six months or more during the last five years (please, check with the Consulate about the need to have this certified with the **Apostille of The Hague** http://travel.state.gov/law/info/judicial/judicial_2545.html)
- Visa application form properly filled out.

Here are some tips to help you fill in some of the items that appear on this form that you can access at: <http://www.conspainmiami.org/Visados/FORMVISA.pdf>

ITEM	READS	YOU SHOULD WRITE
22	Tipo de visado	Larga duración / Long stay
24	Nº de entradas	Multiples / Multiple entries
25	Duración de la estancia	Leave empty
29	Finalidad del viaje/ Otros	Estudios
34	Name of Autonomous Community	Comunidad Autónoma, province, city, and school. Name of the person that has contacted you from Spain
35	¿Quién paga los gastos...?	El solicitante / Myself
36	Medios de subsistencia durante la estancia: Otros	Beca Ministerio de Educación de España Seguro médico y accidentes válido hasta el 31 de mayo de 2010: (as stated by each <i>Comunidad Autónoma</i> , find this information in your acceptance letter)
30, 31	Fecha de Llegada/ Date of Arrival; Fecha de salida/ Date of Departure	The dates provided can be tentative
45, 46	Dirección y teléfono	Your permanent address and phone number

Do not forget to sign and date the form.