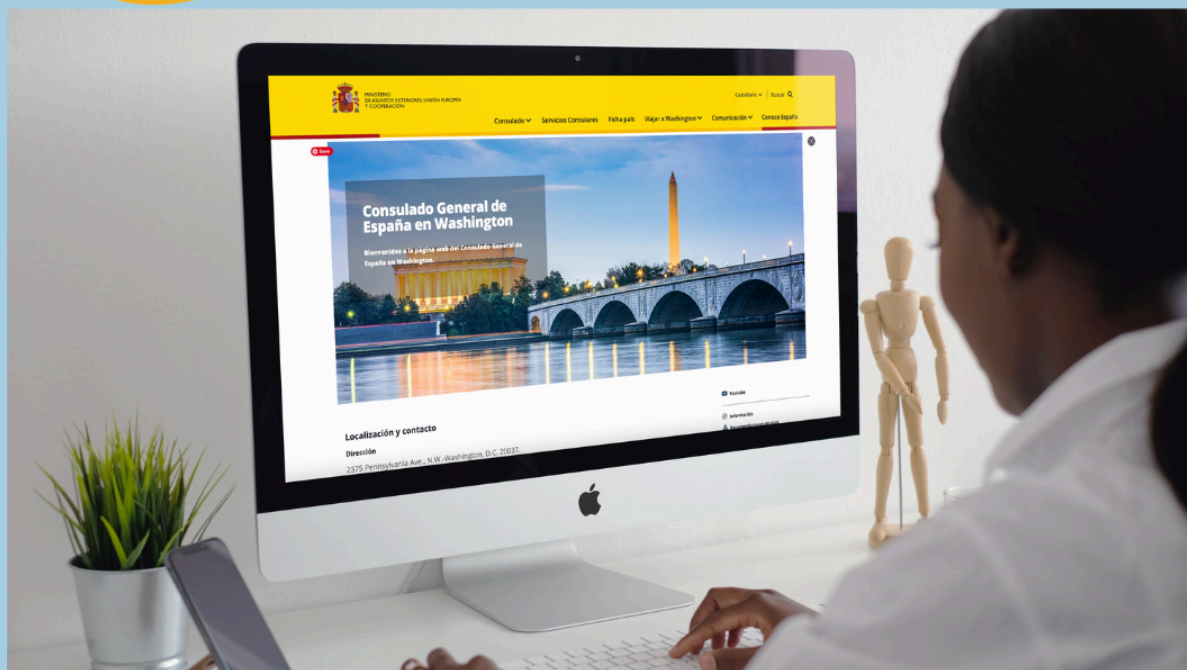




# APUNE



## VISA GUIDE

SPRING 2024

ASOCIACIÓN DE PROGRAMAS UNIVERSITARIOS  
NORTEAMERICANOS EN ESPAÑA  
CALLE GENERAL ORAÁ 55, 28006, MADRID, SPAIN  
TELEPHONE: + 34 913 199 118 –WWW.APUNE.ORG

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## INTRODUCTION

This document contains the information that APUNE has been able to gather for the different topics related to visas and immigration processes. The information is obtained from official links, consultations with the corresponding entities, and questions posed to expert lawyers.

We remind you that neither the staff of APUNE nor the members of the committee are lawyers or staff of the Ministries of Foreign Affairs or Migration, so we ask that specific doubts or issues not included in this manual be consulted with specialists in legal and immigration issues. Therefore, APUNE is not responsible for possible changes in legislation or differences in interpretation of the laws and regulations contained in this document. Also, as procedures often vary from one province to another, we recommend that each program also consult locally.

Organic Law 4/2000, of January 11, on the rights and freedoms of foreigners in Spain and their social integration, following its reform by Organic Law 2/2009 (BOE no. 103, of April 30. Correction of errors in BOE no. 145, of June 18), Regulated by Royal Decree 557/2011, of April 20 regulates the entry and stay of foreigners in Spain is stipulated.

## 1. ENTRY REQUIREMENTS

### VISA-FREE ENTRY - STAYS UP TO 90 DAYS

Entry into Spain for stays not exceeding ninety days during the six-month period is subject to the conditions established by Regulation (EU) 2016/399, of March 9, 2016.

#### **a) Required documents<sup>1</sup>**

Foreigners must, if so required, specify the reason for their request for entry and stay in Spain. The officials responsible for entry control may require the presentation of documents that justify or establish the plausibility of the reason for entry invoked.

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<sup>1</sup>

<https://www.interior.gob.es/opencms/eu/servicios-al-ciudadano/tramites-y-gestiones/extranjeria/regimen-general/en-trada-requisitos-y-condiciones/>

Foreign citizens requesting entry, in order to justify the plausibility of the reason invoked, may submit any document or means of proof that, in their opinion, justifies the reasons for entry expressed. For this purpose, the following documents, among others, may be required:

- Return or tourist circuit ticket.
- Valid passport.

**In addition, for trips of a professional nature, alternatively:**

- An invitation from a company or an authority to participate in meetings of a commercial, industrial or activity-related nature.
- Documents from which it can be deduced that there are commercial relations or relations linked to the activity.
- Access cards for trade fairs and congresses.

**In addition, for trips of a tourist or private nature, alternatively:**

- Documentary evidence of the existence of a place of lodging, either issued by the lodging establishment or consisting of [Letter of Invitation](#) from a private individual, the content of which shall be exclusively for the purpose of providing evidence of the existence of certain lodging available to the foreigner, not replacing in any case the accreditation by the applicant of the other requirements demanded for entry.

However, the document proving the existence of a place of lodging available to the applicant shall contain information on whether the lodging covers all or part of the foreigner's maintenance.

- Confirmation of the reservation of an organized trip.

**In addition, for travel for study or training purposes:**

- Enrollment or documentation evidencing admission to an educational institution.

**In addition, for travel for other reasons, alternatively:**

- Invitations, reservations or programs.
- Certificates of participation in events related to the trip, entry cards, or receipts.

The entry into Spain of foreigners who do not meet the aforementioned requirements may be authorized when there are exceptional reasons of a humanitarian nature, public interest or compliance with commitments acquired by Spain. However, this authorization will not imply, by itself, the fulfillment of the requirements to be accredited in order to obtain a residence permit for exceptional circumstances.

### **b) Application submission<sup>2</sup>**

Carriers have the obligation to check travel documents when embarking outside the territory of the countries in which the Convention implementing the Schengen Agreement of June 14, 1985 is in force, in transit to Spain or when Spain is the final destination. The purpose of the requirement will be to verify the validity of the documents.

When the passenger does not have the necessary documentation, they must not be allowed to board the vessel and, if they have started the journey, they must disembark the vessel at the nearest stop or suitable place in the direction of travel outside the territory of the countries in which the Convention implementing the Schengen Agreement is in force.

Therefore, students who will travel to Spain to complete 90 days of their studies may be asked for the documentation required in Article 8, before boarding the plane, since carriers have the obligation to check that the requirements to make their trip are met.

### **c) Deadline for the resolution of the application**

Not applicable.

### **d) Remarks**

Students from any of the above countries, including the USA, should check the requirements for travel to other Schengen countries. Most likely, they will not need a visa to enter these countries, BUT THIS IS NOT NECESSARILY TRUE. Students from other countries may require a Schengen visa to enter Spain. SCHENGEN VISAS ARE VALID IN ALL SCHENGEN COUNTRIES FOR A PERIOD OF UP TO 90 DAYS.

If a student with a U.S. passport arrives in a Schengen country before the validity period of their Spanish study visa, they will enter with the Schengen tourist permit. However, they will have to leave the Schengen area at the beginning of the Spanish study visa validity period and re-enter the area to activate their 180-day study visa, as it will be activated automatically. For this reason, it is recommended that program beginning and end dates on both the letter of admission and the visa application include possible trips that students may make to avoid this need.

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<sup>2</sup>

<https://www.interior.gob.es/opencms/en/servicios-al-ciudadano/tramites-y-gestiones/extranjeria/control-de-fronteras/obligaciones-por-parte-de-los-transportistas/>

## 2. RESIDENCE PERMITS

### a) Legislation<sup>3</sup>

According to Royal Decree 557/2011, of April 20, Section 3<sup>a</sup> (Exceptional cases of short-term stay), Chapter II, Article 39. Procedure. (Amended by Royal Decree-Law 11/2018, of August 31), Paragraph 7:

*In the case of Article 37.1.a), the application for the authorization of stay for studies may be submitted by the applicant, personally, by representation, or on dedicated online platforms, on the official form, at the [Delegación o Subdelegación de Gobierno](#) in the province in which the activity is to begin, provided that the applicant is regularly in Spanish territory and submits the application at least one month prior to the date of status expiration. In these cases, it will be the [Delegación o Subdelegación de Gobierno](#) in charge of assessing the documents accompanying the application and of resolving and notifying the interested party of the resolution within a maximum period of one month.*

### b) Interpretation

Those students who have arrived with tourist status, i.e. with a 90-day permit, may apply for the stay permit before the month of expiration of stay for tourism (as in the case of U.S. citizens is 90 days, the application must be submitted during the [first 60 days](#) from the entry to Spain as a tourist).

### c) Required documents

Criminal record certificate from all the countries where they have resided in the last five years. It is recommended that the student bring it with him/her already apostilled and translated. It will not be accepted for processing if it has been issued 3 months before.

- [FBI Background check](#) (not required for stays of less than 180 days).
- Form [Ex.00](#), two copies.
- Letter from the local program/university stating that:
  - The student has been accepted to study full-time in X Program, which is an APUNE member, and will be enrolled during the months of the academic year 20XX-20XX, from YYY to ZZZ.

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<sup>3</sup>[https://www.inclusion.gob.es/documentos/410169/2156505/report\\_230602%2BInstrucciones%2BBestudiantes%2B%281%29.pdf/coo4c1c2-a918-cb34-37e4-f10d30bfff255?t=1685971019226](https://www.inclusion.gob.es/documentos/410169/2156505/report_230602%2BInstrucciones%2BBestudiantes%2B%281%29.pdf/coo4c1c2-a918-cb34-37e4-f10d30bfff255?t=1685971019226)



- That said program is recognized as an international institution of higher education based in Spain or, if applicable, that the center is listed in the regional or state registers (RUCT), or that it has regional accreditation, such as the CUALIFICAM seal of the Community of Madrid.
- The student is covered by the corresponding medical insurance that covers the student's entire stay and includes repatriation expenses.
- The student has covered all expenses related to accommodations, as well as the academic tuition, which have been previously paid to the organization before the student's departure to Spain. These payments exceed the minimum stipulated by Spanish regulations (600 € per month, corresponding to 100% of [IPREM 2023](#)) and, therefore, the organization assumes all financial responsibility for the aforementioned student during their stay in Spain.

- [Official medical certificate](#)

The *Organización Médica Colegial de España* (OMC) and of the *Consejo General de Colegios Oficiales de Médicos* medical form should be used, and it can be acquired for 3.63€ (2024) in pharmacies, although this price may vary by province. This document must be delivered to the medical center where the medical examination is performed to verify that the interested party does not have any disease specified in the International Health Regulations of 2005.

#### **d) Application submission**

Through the [Extranjería Mercurio Iniciales](#) platform or by appointment at [immigration office](#) or [official registry](#) of the province where the educational center is located. Information on the address, telephone numbers and opening hours can be obtained from this link.

#### **e) Resolution time**

It is understood that the application has been rejected one month and one day after the application has been received at the appropriate office and no formal notification has been received from the Administration.

NOTE: However, when applicants request an official notification of the administrative silence, a positive resolution is usually sent.

Within one month from the notification, and for stays longer than six months, the student must apply for a resident card (TIE) in person at the [Immigration Office or Police Station of the province](#) where the authorization was processed.

## f) Observations

This procedure is recommended if the student has not been able to obtain the visa in time at the Spanish consulates in the U.S. However, this is not an option if the student has already initiated the visa application process at the consulate.

Although the procedure itself specifies that the file is resolved in one month, it is usually not the case. Program staff should inquire to ensure that the application has not been rejected once the month has passed and there has been no notification.

The resolution may arrive once the student has completed their academic program in Spain. If this is the case, the program staff must notify the *Subdelegación de Gobierno* of their province. Furthermore, the applicant may not leave Spain during the resolution period.

## 3. SEMESTER STUDENTS – VISAS FOR STAYS FROM 91 TO 180 DAYS

### a) Legislation

Except in cases where otherwise provided for in international conventions signed by Spain or in European Union regulations, a visa will be required to enter Spanish territory (a visa will not be required when the foreigner is in possession of a foreigner's identity card or, exceptionally, a return authorization) ([art. 7 of RD 557/2011, of April 20](#)) The European Directive [CE No. 539/2001, of March 15, 2001](#), lists the countries whose nationals need a valid visa to enter the Schengen area and those that are exempt for stays of up to three months, extendable for another three months.

The citizens of those countries that do not require a visa to enter Spain as tourists will need a study visa to study in Spain for a period of more than 90 days. According to art. 37 of RD 557/2011, of April 20, 2011, the applicant who has been authorized to stay in Spain for a period of more than ninety days for the sole or main purpose of carrying out any of the following activities of a non-working nature will be authorized to stay in Spain:

- Completion or extension of studies in an authorized educational center in Spain, in a full-time program, leading to the award of a degree or certificate of studies. As a guideline, full-time shall be understood to mean a duration of at least 20 hours per week.<sup>4</sup>

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4

[https://www.inclusion.gob.es/documents/410169/2156505/report\\_230602+Instrucciones+estudiantes+%281%29.pdf/c004c1c2-a918-cb34-37e4-f10d30bff255?t=1685971019226#:~:text=El%20programa%20de%20estudios%20debe,al%20menos%2C%2020%20horas%20semanales.](https://www.inclusion.gob.es/documents/410169/2156505/report_230602+Instrucciones+estudiantes+%281%29.pdf/c004c1c2-a918-cb34-37e4-f10d30bff255?t=1685971019226#:~:text=El%20programa%20de%20estudios%20debe,al%20menos%2C%2020%20horas%20semanales.)

- Carrying out research or training activities, without prejudice to the special regime for researchers.
- Participation in a student mobility program, following a secondary education and/or baccalaureate program in an officially recognized educational or scientific center.
- Carrying out an unpaid internship, without an employment relationship, in a public or private organization or entity.
- Carrying out volunteer services within a program that pursues objectives of general interest.

According to Article 38, of Chapter II (Amended by [Real Decreto-ley 11/2018, of August 31](#)), the student who will study in Spain from 91 to 180 days, must request at the Consular Mission or Consular Office the stay visa, and it will enable the foreigner to stay in Spain in a stay situation for the performance of the activity in respect of which it has been granted.

#### **b) Interpretation**

Students with a Spanish visa of 91 to 180 days will have a temporary stay status and will not have any additional immigration requirements.

#### **c) Required documents**

NOTE: Although the requirements for visa applications are common for all consulates, the interpretation may vary. The following should be submitted:

- [National visa application](#): Original and photocopy.
- Letter from local program/university stating:
  - Start date of study program (dd/mm/yyyy)
  - End date of study program (dd/mm/yyyy)
  - Contact person's first and last name
  - Contact person's telephone number
  - Contact person's email
  - University or study center
  - Accreditation status of the university or study center
  - The letter should also state that the applicant:
    - Has been accepted as a full-time student in [program name], member of the Association of North American University Programs in Spain

(APUNE), and will be enrolled from [start and end dates] during the academic year 20XX-20XX.

- Has the corresponding medical insurance that covers the student's entire stay and includes repatriation expenses. The policy must cover 100% of medical, hospital, and outpatient expenses. As a general rule, travel insurance is not accepted.
  - Has paid all accommodation, living expenses, and tuition to the organization prior to the student's departure for Spain. These payments exceed the minimum stipulated by the Spanish regulations (600 € per month, corresponding to 100% of [IPREM 2023](#)) and, therefore, the organization assumes all financial responsibility for the aforementioned student during their stay in Spain.
- Sufficient financial means: 100% of IPREM (600 € per month, corresponding to 100% of [IPREM 2023](#))
  - Documents must be translated into Spanish.
  - Health insurance, translated into Spanish by an official translator and a medical certificate stating that the applicant does not have any disease specified in the [International Health Regulations of 2005](#).
  - For stays beyond 180 days, the applicant must present an [FBI Background Check](#), duly apostilled, from all countries in which they have resided for the last five years.

#### **a) Application submission**

Appointment requests at each consulate may vary. Except for San Francisco, all Spanish consulates in the United States receive applications at the corresponding BLS offices. The most updated information the consulates have provided to APUNE is included in Appendix 2.

#### **b) Resolution time**

From four to eight weeks.

#### **c) Observations**

APUNE recommends that visa documents be batch submitted through a university representative. Students should have obtained a national visa that specifies the exact length of stay on the visa. Recheck the section of the visa that states "Valid from\_\_\_\_\_ to\_\_\_\_\_".

- The visa validity period should be listed as six months. In the remarks section, you may indicate "Studies up to 180 days". On the visa, the N.I.E. (Foreigner's Identification Number) must also be recorded. However, when the N.I.E. does not appear on the visa, the visa was approved through administrative silence from the Immigration Office and, therefore, the Consulate has no record of the N.I.E. assigned to the student. The assigned N.I.E. would be recorded both in the Police system and in the system of the Immigration Office.
- Verify the visa duration dates. There have been several cases of U.S. students who traveled during their mid-semester vacation and when they returned to Spain they were detained because they had exceeded their maximum date, even though U.S. citizens have no restrictions at the border and the visa indicates "Studies up to 180 days".

### **ONCE IN SPAIN**

Students who have a 180-day visa DO NOT HAVE TO CARRY OUT ANY FURTHER ADMINISTRATIVE PROCESSES. This visa is sufficient to prove residency. If a student has a visa that does not total the actual stay, programs should contact the Ministry of Foreign Affairs (*Ministerio de Relaciones Exteriores*) to request a visa change.

### **IMPORTANT CONSIDERATIONS:**

Students with this type of visa may travel within Schengen countries. If they are traveling outside the Schengen area, the visa should specify "multiple entries." Students should contact the consulates of the countries they wish to visit for entry requirements. For example, in the case of a U.S. student, no visa is required to enter Czechia if travel is for fewer than 60 days. If the student is of another nationality, they should research the appropriate requirements for the destination country.

[Students may stay after their 180-day visa expires for an additional 90 days to apply for an extension, if they wish.](#) It is important to note that this is not a tourist permit to travel within the Schengen area. If they do not apply for an extension, they must leave the Schengen area within 15 days after the expiration of the study visa. Furthermore, if students wish to travel as tourists

at the end of the study visa's validity period (180 days or less), they must leave the Schengen area at the end of the study period and re-enter to activate the 90-day Schengen tourist permit within a 180-day period. However, their 90-day travel permit within 180 days will have been reduced by the number of days they were in the Schengen area prior to the validity period of the study visa. For this reason, it is recommended that program beginning and end dates on both the letter of admission and the visa application include possible trips that students may make to avoid the need to leave and re-enter.

#### **4. ONE-SEMESTER STUDENTS WHO DECIDE TO STAY A SECOND SEMESTER - EXTENSION OF STAY**

##### **a) Legislation<sup>5</sup>**

Applications for an extension to 180-day study, student exchange, internship, or volunteer visas may be submitted 60 days prior to the visa's expiration date. Students also have 90 days from the end of the visa's validity period to apply for the extension.

##### **b) Interpretation**

Students may request a visa extension 60 days before the visa expires. Once the extension has been granted, and if the stay is longer than 6 months, the applicant will need to apply for a foreigner's identity card (TIE).

##### **c) Required documents**

- Extension application ([Ex.00](#)), two copies
- Letter from the local program/university attesting that:
  - The student continues to meet the specific requirements for the initial visa application.
  - The student has passed all exams that allow for the continuation of their studies.
- Sufficient financial means: 100% of IPREM (600 € per month, corresponding to 100% of [IPREM 2023](#)).
  - Documents submitted must be translated into Spanish.

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<sup>5</sup> <https://www.boe.es/buscar/act.php?id=BOE-A-2011-7703>

- Medical insurance, translated by an official translator into Spanish.
- Criminal record certificate from all countries where you have resided in the last five years (FBI):
  - Bring [fingerprint sheet](#) to get fingerprinted at the forensic police station:

■ **Madrid:**

- Local Scientific Police Brigade of the Police Station of *MÓSTOLES*
  - Tuesdays: 11:00 to 12:00. *Calle de Granada, 9, 28935*  
*Móstoles.*
- Local Scientific Police Brigade of the Police Station of *POZUELO DE ALARCÓN*
  - Wednesdays: 11:00 to 12:00. *Camino de las Huertas, 36, 28223, Pozuelo.*
- Local Scientific Police Brigade of the Police Station of *ALCALÁ DE HENARES*
  - Thursdays: 11:00 to 12:00. *Glorieta de la Armada Española, 1, 28805, Alcalá de Henares.*

■ **Barcelona:**

- Policia de la Generalitat - Mossos d'Esquadra Unitat Territorial de Policia Científica Taquígraf Garriga, 106, 08029 Barcelona.
  - Mondays and Wednesdays: 9:00 a.m. to 11:00 a.m.;
  - Tuesdays and Thursdays: 4:00 p.m. to 6:00 p.m.
- For other provinces, consult with the consular agency.

**Nota bene:** The criminal background certificates accepted in Spain are the following:

- Certificate of criminal record Federal criminal record, issued by the "U.S. Department of Justice - Federal Bureau of Investigation".
- State criminal background check. The applicant must provide as many certificates as states in which the applicant has resided.
- **State background checks.** If the applicant presents only the state criminal records and demonstrated residence in that state for the last five years, it will be

considered valid, but residence must be sufficiently accredited. Otherwise, both types of background checks must be presented. For practical purposes, both state and federal checks should be presented simultaneously.

- Send the duly completed fingerprint sheet to the FBI office in the U.S. by filling out [this form](#). [Here is a list of FBI-approved channelers](#).
- Once the report is received, it must be sent to the U.S. State Department for the Apostille.
- The whole process takes between six and 11 weeks. We have been told by the Embassy that sometimes specialized agencies help speed up the process.
- [Link to the fee](#) to be paid once the papers have been presented (form 790, code 052, article 1.3.)

#### **d) Application submission**

The application can be submitted through the [Extranjería Mercurio](#) platform or by appointment through the local [immigration](#) or official [registry](#) offices. [Click here](#) for a directory.

#### **e) Resolution time**

The resolution time is three months from the day following the date on which the application was received at the registry of the competent processing body. Once this period has elapsed without the Administration having made the notification, it will be understood that the application has been rejected by administrative silence.

#### **f) Observations**

Within one month of positive notification, the applicant must apply in person for the [foreigner's identity card \(TIE\)](#) at the immigration office or police station in the province where the authorization was initially processed, PROVIDED THAT THE APPLICANT WILL BE STAYING FOR A PERIOD OF SIX MONTHS FROM THE EXTENSION START DATE. Otherwise, the extension authorization itself will serve as documentation to remain in Spain.

### **5. ACADEMIC-YEAR STUDENTS**

#### **a) Legislation<sup>6</sup>**

Students who will stay in Spain for more than six months must apply for the corresponding [Tarjeta de Identidad de Extranjero \(TIE\)](#) within one month of entry into Spain.

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<sup>6</sup> <https://www.boe.es/buscar/act.php?id=BOE-A-2011-7703>



## **b) Interpretation**

All U.S.-passport holding students with 90-day student visas should apply for a TIE.

## **c) Required documents**

Applicants must prove compliance with the following general study visa requirements:

- [National Visa Application](#)
- Letter from local program/university including:
  - Program start date dd/mm/yyyy
  - Program end date dd/mm/yyyy
  - Full name, telephone number, and email of the contact person.
  - University or study center address.
- The letter should state:
  - That the applicant has been accepted as a full-time in [program name], member of the Association of North American University Programs in Spain, and will be enrolled during [program dates].
  - That said program is recognized as an international institution of higher education based in Spain or, if applicable, that the center is listed in the regional or state registers (RUCT), or that it has a regional accreditation, such as the CUALIFICAM seal of the Community of Madrid.
  - That the student has the appropriate medical insurance, which covers the student's entire stay and includes repatriation expenses. The policy must cover 100% of medical, hospital, and outpatient expenses. As a general rule, travel insurance is not accepted.
  - That the student has paid all accommodation and living expenses, as well as the academic tuition, which have been previously paid to the organization before the student's departure to Spain. These payments exceed the minimum stipulated by the Spanish regulations (600 € € per month, corresponding to 100% of [IPREM 2023](#)) and, therefore, the organization assumes all financial responsibility for the above-mentioned student during their stay in Spain.
  - Sufficient financial means: 100% of IPREM, which in this year 2024 amounts to 600 € euros (IPREM - Indicador Público de Renta de Efectos Múltiples).
  - Documents submitted must be translated into Spanish.

- Medical insurance, translated by a sworn translator into Spanish, and medical certificate stating that the applicant does not have any disease specified in the International Health Regulations of 2005.
- Criminal record certificate from all countries where he/she has resided in the last five years. For academic year students, i.e. applying for residency visa, the FBI Background Check or State Police Record (Both accepted in Miami, Los Angeles, New York or Washington D.C.) will be required.
- Fees- \$160.00, which can be paid by money order or the exact amount in cash.

#### **d) Application submission**

[Consular office assigned to home residence or university jurisdiction](#)

#### **e) Resolution time**

From four to eight weeks.

### **6. OBTAINING THE TIE**

#### **a) Legislation**

If the stay exceeds six months, the student must apply for the corresponding Foreigner's Identity Card (TIE) within one month from the date of entry into Spain.

#### **b) Interpretation**

Applicants must begin the TIE process within a month of arrival.

#### **c) Required documents**

- Official government form (Ex.17) and photocopy.
- Original and valid passport.
- Photocopy of the passport page with personal data.
- Photocopy of the passport page with the visa affixed.
- Photocopy of the page in the passport with the entry stamp.
- Three recent identification photographs, in color with a white background.
- Letter from the program indicating the student's enrollment in the program.
- *Empadronamiento* certificate (local census registration certificate), only if the address is different from Ex.17. THIS MAY VARY FROM OFFICE TO OFFICE, so we recommend that the student bring the certificate, just in case.

- Card fee (€16.08, as of May 2024.) NOTE: Each student must complete a new form each time. Photocopies are not accepted.

#### **d) Application submission**

Through the [Extranjería Mercurio](#) platform or by making an appointment with the study center's local, [immigration](#) or [official registry office](#). [Click here for a directory of local offices](#).

#### **e) Resolution time**

Approximately 45 days from the fingerprinting appointment.

#### **f) Observations<sup>7</sup>**

A visa is not needed to enter Spain for foreigners with a TIE, a diplomatic accreditation card, or a re-entry permit. Bearers of cross-border worker TIE cards, whose country of residence borders Spain, do not need visas either, as long as the authorizations were issued by the relevant Spanish authorities and are valid on the date of entry.

Foreigners with residence authorizations may leave and re-enter Spanish territory as often as needed, as long as the authorization and travel document are valid<sup>8</sup>.

### **7. FAMILY APPLICATIONS**

Family members of students must [make an appointment](#) upon arrival in Spain to have their visa checked. Once the visa has been checked, they will be able to put the fingerprint for the Tarjeta de Identidad de Extranjero. If the family member does NOT have a NIE on the visa:

- Email [familiarestudiante.madrid@correo.gob.es](mailto:familiarestudiante.madrid@correo.gob.es). Include:
- Form [EXoo](#) and a photocopy, completed and signed by the foreign national.
- Copy of the passport biographic data page, the visa page, and the entry stamp.
- Copy of the sponsoring student's TIE or visa form.

### **8. VISITING FACULTY / ROTATING DIRECTORS FROM THE U.S.A.<sup>9</sup>**

Visiting faculty have two options:

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<sup>7</sup>

<https://www.interior.gob.es/opencms/gl/servicios-al-ciudadano/tramites-y-gestiones/extranjeria/control-de-fronteras/otros-documentos-validos-para-el-cruce-de-fronteras/#:~:text=No%20precisar%C3%A1n%20visado%20para%20entrar,frontera%20con%20el%20pa%C3%ADs%20del>

<sup>8</sup> [https://www.policia.es/\\_es/extranjeria\\_extranjeros.php#](https://www.policia.es/_es/extranjeria_extranjeros.php#)

<sup>9</sup>

<https://www.interior.gob.es/opencms/eu/servicios-al-ciudadano/tramites-y-gestiones/extranjeria/regimen-general/residencia-temporal/>

### **a) Option 1: Legislation**

One option is a temporary residence permit without a work authorization, as included in Article 41 of Organic Law 4/2000, of January 11. This is available to:

- Professors, technicians, researchers, and scientists invited or hired by a Spanish university.
  - This role should be accredited by a letter of invitation or work contract for the exercise of such activities, signed by the legal representative of the corresponding Spanish university.
- Leadership or teaching staff of cultural or educational institutions dependent on other countries, or private institutions of accredited prestige, officially recognized by Spain, which carry out educational programs of their respective countries in Spain, as long as the applicant limits their activity to these programs.
  - In the case of cultural or educational institutions dependent on other countries, they must carry out their activities in Spain in such a way that the studies pursued, programs developed and degrees or diplomas issued are valid and recognized by the countries on which they depend.
  - In the case of foreign private institutions, prestige will be considered accredited when the entity and the activities carried out have been officially recognized and authorized by the competent authorities, and the degrees or diplomas issued are valid and recognized by the countries on which they depend.
  - The above will be accredited by presenting documentation that justifies the validity in the country of origin of the titles or diplomas issued in Spain, of the work contract, or designation for the exercise of management or teaching activities. And, in the case of private entities, also the documentation that justifies their official recognition in Spain.b)

### **b) Procedure**

If the foreigner is not a resident of Spain and the planned duration of the activity exceeds 90 days, they must apply for a residence visa at the Spanish consular office corresponding to their place of residence. The application must be accompanied by the documentation required in each of the above-mentioned cases.

The consular office will verify the work exception and will process the corresponding visa in accordance with the procedure foreseen in article 48 of the Regulation on temporary non-profit residence, although the time limit will be reduced to 7 days. If no response is received, the application will be considered accepted by administrative silence.

**c) Required documents**

THE ORIGINAL AND A PHOTOCOPY OF ALL DOCUMENTS MUST BE SUBMITTED. All documents must be submitted in Spanish.

- [National Visa Application](#)
- [Form EX09](#)
- Two (2) recent passport-size photographs, taken from the front with the face uncovered, in color and with a white background (each one must be pasted – not stapled or clipped – in the designated space on the two national visa application forms).
- Passport valid for at least one (1) year.
- Proof of criminal record issued by the authorities of the country of origin or the country or countries where the applicant has resided in the last five years. In the case of the U.S., only the FBI background check is valid.
- Medical certificate on an official *Colegio Médico* form, and issued within the last three months by the applicant's physician, stating the following: "This medical certificate certifies that Mr/Mrs [.....] does not suffer from any of the diseases that may have serious public health repercussions in accordance with the provisions of the International Health Regulations 2005." It must be dated, signed and stamped by the physician.
- Documents proving that the applicant meets the requirements stated in Article 117 of the Alien Regulation (Royal Decree 557/2011 of 20.04.2011). This document is issued by the Spanish Ministry of Justice.
- Payment of the application fee ([model 790, code 052, article 2.1](#)) filled in and signed. The published fees must be paid at the time of submitting the visa application, with no refund if the visa is denied.

#### **d) Application submission**

Visa applications must be submitted in person at the diplomatic mission in whose demarcation the applicant resides.

#### **e) Resolution time**

3 months from the day following the date on which the application was received at the registry of the relevant office. Once this period has elapsed without the Administration having sent a notification, the application will be deemed rejected by administrative silence.

#### **f) Option 2: Legislation<sup>10</sup>**

The application would be for a temporary residence authorization for research or training. According to Law 14/2013, of September 27, on support for entrepreneurs and their internalization (article 72). It is an authorization, which can be requested from Spain as long as the applicant is in Spain under a legal permit, or from abroad, where once the authorization has been obtained the applicant will have to go to the Spanish consulate for the visa. This authorization enables the applicant to reside and work in Spain for a period greater than ninety days to carry out research or training activities. This type of authorization, under Law 14/2013, is for professionals who wish to carry out training, research, development, and innovation activities for public or private entities in the following circumstances:

- The research personnel referred to in article 13 and the first additional provision of Law 14/2011, of June 1, on Science, Technology and Innovation.
- Scientific and technical personnel who carry out scientific research, development and technological innovation work in business entities or R&D centers established in Spain.
- Researchers hosted under an agreement by public or private research organizations.
- Professors hired by universities, higher education and research organizations, or business schools established in Spain.
- The minimum residency period shall be 91 days.

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<sup>10</sup> <https://www.boe.es/eli/es/l/2013/09/27/14/dof/spa/pdf>

### **g) Procedure**

The processing will be carried out by the *Unidad de Grandes Empresas y Colectivos Estratégicos*, telematically, and its granting will be determined by the Directorate General of Migration.

The maximum term of resolution will be twenty days from the electronic application. If no resolution is reached within said period, the authorization shall be understood to have been granted due to administrative silence. The resolutions shall be reasoned and may be subject to appeal, in accordance with the provisions of [articles 121 and 122 of the Law 39/2015](#), of October 1, of the Common Administrative Procedure of Public Administrations.

The application for residence authorizations provided for in this section shall extend the validity of the residence or stay status already held by the applicant until the resolution of the procedure. Once this authorization has been granted, if it is valid for more than six months, the TIE must be requested.

This authorization may be renewed for periods of two years as long as the applicant continues to meet the requirements stated in article 67.2. The renewals shall be processed electronically. The Directorate General of Migration may request the necessary reports to determine that the criteria are still met.

### **h) Documentation**

THE ORIGINAL AND A PHOTOCOPY OF ALL DOCUMENTS MUST BE SUBMITTED. The following documents must be submitted in Spanish:

- Contract or document linking the researcher with the institution.
- Criminal background check issued by the authorities of the country of origin or the country or countries where the applicant has resided the previous five years.  
In the case of the U.S., an FBI background check is necessary.

**Nota bene:** For applications that are submitted in Spain, the following documents should be presented:

- State criminal background certificates.
- As many certificates must be provided as the number of states in which the applicant has resided in the last five years.
- FBI criminal background certificates, issued by the U.S. Department of Justice - Federal Bureau of Investigation.

- If the applicant presents only the state-level criminal record and proves that they have lived in that state for the last five years, it will be considered valid, but it must be sufficiently accredited. Otherwise, both must be presented. However, authorities recommend submitting both in the original application.
- Valid passport that will not expire until after the entire period of residency.
- Documents demonstrating that the applicant fits the profile described in Article 72 of Law 14/2013.
- Fill out and sign [form 790, code 038](#) Fees must be paid at the time of submitting the visa application, and are not refundable if the residency permit is denied.

#### **i) Document submission**

[Online application from Spain](#)

#### **j) Resolution time**

The maximum decision period is twenty days from the appropriate filing of the electronic application. If no resolution is reached within said period, the authorization shall be understood to have been granted due to administrative silence. The resolutions shall be reasoned and may be subject to appeal, in accordance with the provisions of Articles 121 and 122 of the [Law 39/2015](#), of October 1, of the Common Administrative Procedure of Public Administrations.

### **9. CORRECTING VISA ERRORS**

#### **a) Legislation/Instructions**

If a student receives a visa that does not reflect the dates on the application form, their program representative should scan and send APUNE the following:.

#### **b) Required documents**

- Photocopy of passport and visa.
- Photocopy of the completed application form.
- Letter on letterhead from the program director stating that the student is enrolled in the program. Address the letter to
  - *Subdirección General de Asuntos de Extranjería*  
Ministerio de Asuntos Exteriores  
Calle Pechuan, 1  
28002



**c) Application submission**

Through APUNE.

**d) Resolution time**

From one to two weeks.

**10. LOSS OR THEFT OF PASSPORT WITH VISA INCLUDED****a) Legislation/ Instructions**

If a student has lost or stolen their passport with the visa attached, the program representative should email APUNE ([apune@apune.org](mailto:apune@apune.org)) the following:

**b) Required documents**

- Letter on program letterhead from the program director indicating that the student is enrolled in the program.
- The letter should be addressed to:
  - o *Subdirección General de Asuntos de Extranjería*  
Ministry of Foreign Affairs  
Pechuan Street, 1  
28002 Madrid
- Photocopy of passport and visa.
- Police report of theft or loss.
- Application form for visa certificate due to loss of passport, completed by the student.<sup>11</sup>

**c) Application submission**

Email APUNE: [apune@apune.org](mailto:apune@apune.org).

**d) Resolution time**

From one to two weeks.

**e) Observations**

The student will need to apply for a new [passport through the U.S. Embassy or consulates](#).

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<sup>11</sup> See Appendix 1

## 11. EU PASSPORT HOLDERS

### a) Legislation<sup>12</sup>

European Union passport-holders may reside in Spain for periods exceeding three months in Spain if they certify **student status and enrollment** in a public or private institution of higher education recognized or financed by the educational administration for studies. EU students should also have **public or private health insurance** contracted in Spain or another country that provides full coverage in Spain. They should also present a sworn declaration that they have **sufficient financial resources** for themselves and the members of their family residing with them, so as not to become a burden on the social assistance system of Spain during their period of residence.

### b) Interpretation

EU passport-holders who will be residing in Spain for periods greater than three months (or one trimester) should apply for a certificate called: *Solicitud de inscripción en el Registro Central de Extranjeros: Residencia ciudadano de la UE*:

### c) Required documents

- Valid passport or national identity card. If expired, a photocopy of the document and the renewal application must be presented.
- [Form Ex. 18](#) and photocopy.
- [Fee](#) (As of May, 2024, €12.00).
- Official registration form.
- Public or private health insurance documentation. A European health card with a validity that covers the period of residence and entitles the student to receive the appropriate health benefits may also be accepted.
- Sworn statement that the student has **sufficient financial resources** for themselves and the members of their family residing with them, so as not to become a burden on the social assistance system of Spain during their period of residence.

### d) Application submission

Immigration office or [local official registry](#).

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<sup>12</sup><https://www.interior.gob.es/opencms/es/servicios-al-ciudadano/tramites-y-gestiones/extranjeria/ciudadanos-de-la-union-europea/normativa-basica-reguladora/>

### **e) Resolution time**

The certificate is delivered on the spot.

## **12. STUDENTS WHO PARTICIPATE IN STUDY ABROAD PROGRAMS IN TWO EUROPEAN COUNTRIES DURING THE SAME ACADEMIC YEAR. MOBILITY WITHIN THE EUROPEAN UNION<sup>13</sup>**

### **a) Legislation**

Students who hold a valid study authorization for higher education programs, issued by Spain, and who participate in an EU or multilateral program that includes mobility or who are covered by an agreement between two or more higher education institutions, shall have the right to enter and stay in one or more Member States to carry out part of their studies. However, this should be communicated previously to the authorities of those States in accordance with their regulations in application of Directive (EU) 2016/801, for a period of up to 360 days per Member State.

### **b) Interpretation**

This rule applies only to students who are in another EU country for a first semester and come to Spain for a second semester. If it were in the inverse, the student would have to follow the guidelines of the EU country where they will study for the second semester.

### **c) Required documents**

- Application form ([EX-00](#)) and a photocopy, duly filled out and signed by the applicant or their legal representative, in case of minors.
- Photocopies of the complete and valid passport or travel document, valid for at least the period for which the stay is requested.
- Documentation accrediting that the applicant has the necessary financial resources for the period requested and for their return to the country of origin.
- For minors, authorization from parents or legal guardians, which states the dates of stay and the name of the institution or organization that coordinates.
- Documentation accrediting the availability of medical insurance.
- Proof of being admitted as a student in another member state of the European Union.

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<sup>13</sup>

<https://www.inclusion.gob.es/web/migraciones/w/autorizacion-de-estancia-por-estudios.-movilidad-dentro-de-la-union-europea>

- Documentation certifying the student is enrolled in a full-time, degree-granting program in an accredited educational institution.
- If the duration of the stay exceeds six months:
  - o Medical certificate.
  - o For stays beyond 180 days, the applicant must present an [FBI Background Check](#), duly apostilled, from all countries in which they have resided for the last five years.

Immigration offices.

#### **d) Resolution time**

- Before entry into Spain: at any time.
- After entry into Spain: within one month from the date of entry.

#### **e) Observations**

This procedure is only valid for students who are in a European Union country and come to study in Spain for a second semester. For the requirements for students who first study in Spain and then in a second country, please contact the consulate of that country.

### **13. STUDENT TIE RENEWAL<sup>14</sup>**

#### **a) Legislation**

According to Article 40 of the corresponding regulations, students may extend their stay annually if they meet the requirements of Article 38.

#### **b) Required documents**

- Application form ([EX-00](#)) and a photocopy, duly filled out and signed by the applicant or their legal representative, in case of minors.
- Photocopies of the complete and valid passport or travel document, valid for at least the period for which the stay is requested.
- Documentation accrediting that the applicant has the necessary financial resources for the period requested and for their return to the country of origin.
- For minors, authorization from parents or legal guardians, which states the dates of stay and the name of the institution or organization that coordinates.
- Documentation accrediting the availability of medical insurance.

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<sup>14</sup> <https://www.boe.es/buscar/act.php?id=BOE-A-2011-7703>

- Documentation accrediting that the applicant continues to meet the specific requirements for which the initial authorized was granted.
- If applicable, documentation accrediting having successfully completed the relevant academic evaluations and continuing with studies, research or training, non-lucrative internship or volunteer program.

**Nota bene:** when documents from other countries are provided, they must be translated into Spanish or the co-official language of the territory where the application is submitted.

On the other hand, all foreign public documents must be previously legalized by the Spanish Consular Office with jurisdiction in the country where the document was issued or, if applicable, by the *Ministerio de Exteriores*, unless the document has been apostilled by the competent authority of the issuing country according to The Hague Convention of October 5, 1961, and unless the document is exempt from legalization by virtue of an International Convention.

For further information on the translation and legalization of documents, please refer to the fact sheet.

#### **c) Application submission**

Through the [Extranjería Mercurio](#) platform or by making an appointment with the study center's local, [immigration](#) or [official registry office](#). [Click here for a directory of local offices](#).

#### **d) Resolution time**

Three months from the day following the date it was received at the appropriate registry. Once this period has elapsed without the Administration having notified the applicant, it is understood that the application has been rejected by administrative silence. (When notification is not possible, the resolution will be published in the [Tablón Edictal Único \(TEU\)](#). If electronic notification was selected, or is required by law, the resolution will be notified online. If the resolution is not accessed within 10 working days of its publication, it will be deemed to have been communicated.)

### **14. LOSS OR THEFT OF TIE**

If a student's TIE is lost or stolen, they will need to file a police report (*denuncia*) and apply for a duplicate card by making an appointment at the immigration office:

- Official government form ([Ex.17](#)).
- Original and valid passport.
- A recent photograph.

- Payment form for the issuance of the card. As of May, 2024, the fee is €16.08.

**Note bene:** Each student must repeat the process for each duplicate application. Photocopies are not accepted.

### 15. LOSS OR THEFT OF PASSPORT WITH GREEN CARD

If a student's passport is lost or stolen, a police report (*denuncia*) must be filed and submitted to their Embassy or Consulate in Spain to apply for a replacement. To replace the Green Card to return to the U.S., the student should contact the nearest U.S. Embassy or U.S. Consulate. Approximately three weeks prior to returning to the U.S., the student must apply for a travel document (boarding foil). To replace the visa that allows the student to study in Spain, the same steps indicated in point 6 should be followed.

### 16. APPEALS

Websites for Spanish Consulates in the continental U.S.:

<u>Boston</u>	<a href="#">BLS</a>
<u>Chicago</u>	<a href="#">BLS (select NALCAP)</a>
<u>Houston</u>	<a href="#">BLS</a>
<u>Los Angeles</u>	<a href="#">BLS</a>
<u>Miami</u>	<a href="#">BLS</a>
<u>New York</u>	<a href="#">BLS</a>
<u>San Francisco</u>	
<u>Washington D.C.</u>	<a href="#">BLS</a>

[U.S. State Department](#)

[U.S. Passport Application](#)

[FBI Criminal Background Check](#)

Official websites for Spanish administration

- *Ministerio de Asuntos Exteriores*
- *Ministerio del Interior*
- Ministry of Public Administration
- *Policía Nacional*: fees payment
- *Ministerio de Justicia* (local criminal background and sex offender registry certificates)

Information sheets on immigration from the *Ministerio de Inclusión, Seguridad Social y Migraciones*

Immigration forms

**17. TAX CONTRIBUTIONS FOR INTERNSHIPS**

**a) Legislation**

According to the new Provision 52.a of the General Social Security Law and by Royal Decree-Law 2/2023, of March 16, from January 1, 2024, scholarship holders and students in unpaid internships must be registered in the General Social Security System.

**b) Interpretation**

- Interns must be registered with the Social Security before starting the internship. This means they will need to have a N.I.E. and obtain a Social Security affiliation number.
- The hiring companies will be responsible for administration expenses, such as the costs of processing the Social Security registration and payroll.
- Programs have a 95% rebate on contributions for common contingencies. Therefore, it is estimated that, between common and professional contingencies, the contribution to be paid to Social Security will be around €15 - €20 per intern and per month.
- See Appendix 5 for more information

## APPENDIX 1.

## Application – Visa certificate

REF.
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*Don .*  
*de nacionalidad*  
*con domicilio en*  
*Ciudad*  
*Distrito Postal*  
*EXPONGO que*  
*SOLICITO tenga a bien ordenar*  
*, a de de 20*  
*.(Firma)*

EJEMPLAR GRATUITO

EXCMO. SEÑOR MINISTRO DE ASUNTOS EXTERIORES Y DE COOPERACIÓN.—MADRID



## APPENDIX 2

Information sent by the consulates

**Nota bene:** The following information is updated each semester. APUNE is not responsible for modifications made by the consulates after that time.

Consulate	Information received	Additional info
<a href="#">Boston</a>  <a href="#">BLS Boston</a>	<p>Batch application deadline: May 20.</p> <p>At least 15 applications are required to be considered a batch.</p> <p>All appointments are through BLS.</p>	<p><b>Contact email:</b></p> <p><a href="mailto:cog.boston.vis@maec.es">cog.boston.vis@maec.es</a></p>
<a href="#">Chicago</a>  <a href="#">BLS Chicago</a>	<p>Applications must be presented in person and by appointment through BLS.</p>	<p><b>Contact email:</b></p> <p><a href="mailto:cog.chicago.vis@maec.es">cog.chicago.vis@maec.es</a></p> <p><a href="mailto:cog.chicago.cit@maec.es">cog.chicago.cit@maec.es</a></p>
<a href="#">Houston</a>  <a href="#">BLS Houston</a>	<p>Appointments should be requested through BLS International Houston</p> <p>Address:</p> <p>2500 West Loop South 3rd Floor, Suite 350 Houston, Texas 77027</p> <p>Phone: +1 516-888-1169</p>	<p><b>Contact email:</b></p> <p><a href="mailto:cog.houston.vis@maec.es">cog.houston.vis@maec.es</a></p> <p><a href="mailto:info.houes@blsinternational.net">info.houes@blsinternational.net</a></p>
<a href="#">Los Ángeles</a>  <a href="#">BLS Los Ángeles</a>	<p>Appointments should be requested through BLS Visa Service for Spain:</p> <p>Address:</p> <p>6380 Wilshire Boulevard, suite 1100 Los Ángeles, CA 90048</p> <p>Phone: +1 516-888-1169</p>	<p><b>Contact email:</b></p> <p><a href="mailto:cog.losangeles.vis@maec.es">cog.losangeles.vis@maec.es</a></p>
<a href="#">Miami</a>  <a href="#">BLS Miami</a>	<p>Appointments should be requested through BLS Visa Service for Spain:</p> <p>Address:</p>	<p><b>Contact email:</b></p> <p><a href="mailto:info.miaminational@blshelpline.com">info.miaminational@blshelpline.com</a></p>

	3191 Coral Way, Suite 611. Miami-Florida 33145 Phone: +1 786-329-7199	
<a href="#">Nueva York</a>  <a href="#">BLS Nueva York</a>	All information is available on the <a href="#">website</a> . Modifications will be published on the website and here: <b>exteriores.gob.es</b> <b><a href="#">Servicios consulares - Consulado General de España en Nueva York</a></b>	<b>Contact email:</b> <a href="mailto:cog.nuevayork.vis@maec.es">cog.nuevayork.vis@maec.es</a>
<a href="#">San Francisco</a>	This consulate did not respond to APUNE's update requests. Representatives should provide two-weeks' notice of the day that batch applications will be submitted. Documentation: <ul style="list-style-type: none"> <li>• <a href="#">Study visa (exteriores.gob.es)</a></li> <li>• <a href="#">NALCAP North American Language and Culture Assistant Program Visa (exteriores.gob.es)</a></li> </ul> Preferences: <ul style="list-style-type: none"> <li>• A single delivery of requests.</li> <li>• A single money order with the exact amount for the total amount of applications.</li> <li>• Documents not stapled and photo pasted.</li> </ul> <p>Students who apply on their own should submit applications early.</p> <p>All applications will be accepted by mail to facilitate the process.</p> <p>There will be no student appointments this year.</p> <p>Those students applying for more than 6 months in Spain will have to submit a criminal record from the FBI with the Apostille of The Hague.</p> <p>Students should be aware of the delays on the part of the U.S. State Department in providing the Apostille. To mitigate the impact, the validity period of the background check has been extended to six months from three.</p>	<b>Contact email:</b> <a href="mailto:cog.sanfrancisco.vis@maec.es">cog.sanfrancisco.vis@maec.es</a>

	Please note that all applications with incorrect or incomplete documentation will be delayed.	
<a href="#">Washington D.C.</a>  <a href="#">BLS Washington DC</a>	<p>Applications for study visas should be sent via postal mail to Servicio de Visados BLS para España.</p> <p>E-mail: <a href="mailto:info.wases@blsinternational.net">info.wases@blsinternational.net</a></p> <p>Phone: 516-888-1169 (BLS call-center for EEUU)</p> <p>We continue to receive batches through BLS. Batch applications are preferred to individual applications. Fulbright scholars can apply at the Embassy by mail (for now), or apply at BLS in person by appointment.</p> <p>It is important to emphasize that you apply for the visa in advance. It is possible to apply for the visa up to 6 months in advance. The anticipation is very important, especially when it is necessary to present an apostille of criminal record. It is necessary to remember that for visas for stays of more than 180 days that require an Apostille of the criminal record, the apostille must certify the signature subscribing the criminal record certificate. It is important for applicants to understand that apostilles certifying the signature of a notary stamping a seal on the criminal record certificate are not acceptable. We have received complaints that the US administration takes 11 weeks to issue an apostille. Perhaps it is a procedure that can be accelerated, but the US administration is not within the competence of the Spanish administration - keep an eye on the websites for possible changes:</p> <p><a href="https://www.exteriores.gob.es/Consulados/washington/en/ServiciosConsulares/Paginas/inicio.aspx">https://www.exteriores.gob.es/Consulados/washington/en/ServiciosConsulares/Paginas/inicio.aspx</a></p>	

## APPENDIX 3

## Template – Acceptance letter

[Nombre del Departamento/Institución]

[Nombre de la Universidad]

[Dirección de la Universidad]

[Ciudad, Código Postal]

[Teléfono de contacto]

[Correo electrónico]

[Fecha]

[Nombre del Solicitante]

[Dirección del Solicitante]

[Ciudad, Estado, Código Postal]

[País]

Estimado/a [Nombre del Solicitante],

Nos complace informarle que ha sido aceptado/a en el programa de estudios ofrecido por la Universidad X, en su sede en España. Esta carta tiene la intención de respaldar su solicitud de visado de estudios para su estadía en España durante el período de [fecha de inicio] a [fecha de cierre].

La delegación en España de la Universidad X, con CIF [número CIF], se compromete a proporcionarle una experiencia educativa de alta calidad durante su tiempo en nuestra institución. Su programa de estudios se llevará a cabo a tiempo completo en nuestras instalaciones ubicadas en [dirección de la universidad].

Su participación en este programa contribuirá directamente a su título universitario en [Nombre de la Universidad en EE.UU.], el cual está acreditado por la agencia de acreditación [nombre de agencia y enlace al certificado de acreditación, si procede. En su defecto, con el certificado de acreditación adjunto]. Reconocemos y valoramos el esfuerzo y la dedicación que ha demostrado hasta la fecha, y

esperamos brindarle las herramientas y el apoyo necesario para alcanzar sus metas académicas y profesionales.

El programa de estudios que realizará en nuestra sede en España está diseñado para complementar su educación universitaria y enriquecer su experiencia académica y cultural. Estamos seguros de que su participación en nuestro programa contribuirá significativamente a su desarrollo académico y personal.

Por favor, no dude en ponerse en contacto con nosotros si necesita más información o asistencia en relación con su solicitud de visado de estudios. Estamos aquí para ayudarlo/a en cada paso del proceso y esperamos darle la bienvenida a nuestra comunidad estudiantil.

Atentamente,

[Firma]

[Nombre del Funcionario/Coordinador del Programa]

[Posición]

[Nombre del Departamento/Institución]

[Nombre de la Universidad]

Teléfono: [Número de Teléfono]

Correo electrónico: [Correo Electrónico]

## APPENDIX 4

## Necessary documents

**General information:****STUDY VISA GENERAL STUDENT VISA**

Third-country nationals require a national visa when their stay in Spain exceeds 90 days (in any 180-day period) for the purposes of work, study or establishing their residence.

General student visas are for stays longer than 90 days with the purpose of carrying out studies, training, internships or volunteering. Stays shorter than 90 days do not require a study visa for holders of United States Passport. Depending on your nationality, a short-stay visa may be required (see Schengen visas).

Activities that merit a General student visa:

- Full-time studies (minimum of 20 hours per week) at an accredited school or educational center that will result in a degree, diploma or certificate.
- Doctoral studies.
- Training activities.
- Secondary school (middle or high school) exchange programs with an accredited school or scientific center.
- Internships or traineeships at public or private entities that do not qualify for an internship visa.
- Volunteer services for programs working in areas of general and/or public interest.

**Required documents:**

- **Visa application form:** Each applicant must complete and sign a visa application. Visa applications can be filled out electronically or handwritten in capital letters.
- **1 photograph:** Glued or clipped onto visa application form.

**Photo specifications:** In color, printed on matte/glossy paper, taken within the last 6 months to reflect your current appearance, in front of a white/off white

background, without dark or reflective glasses, and clearly showing the full oval of the face.

- **Passport or travel document:** Original and photocopy of the page(s) of the passport that contain biometric data.
  - Issued in the last 10 years.
  - With at least 2 empty pages.
  - Valid for at least the intended period of stay.
- **Proof of acceptance for the study, training, volunteer activity or internship:**
  - Letter of acceptance to an accredited school for full-time studies.
  - Letter of acceptance to a research or training center.
  - Letter of acceptance to a student exchange program, including proof of acceptance to a school, accommodations with a family or institution, and organizer's commitment to cover expenses.
  - Letter of acceptance for an unpaid internship (signed contract).
  - Letter of acceptance to a volunteer program (contract with the volunteer organization).
- **Proof of financial means:** Applicants' must certify that he/she (or parent, legal representative, relative or third party that supports him/her) has sufficient financial means to cover the expenses of student's stay, as well as that of the family members accompanying.

The minimum monthly required amount varies each year and is calculated according to Spain's Public Income Indicator of Multiple Effects (IPREM). For the year 2023, the minimum monthly required amounts are as follows:

- **If applicant is traveling to Spain alone:** 100% of monthly IPREM = 600€ per month of stay.
- **For the first accompanying family member:** 75% of monthly IPREM (450€ per month of stay) must be added.
- **For each additional family member:** 50% of monthly IPREM (300€ per month of stay) must be added.

If documentation is provided demonstrating that accommodations for the entire length of the student's stay has been paid for in advance, this amount will be deducted from the minimum requirement.

At least one of the following documents must be submitted:

- **If the applicant bears full financial responsibility:** Three most recent monthly bank statements, which must include the applicant's full name and a final balance that exceeds the minimum monthly required amount per month of stay.
- **If U.S. or Spanish university or school bears full financial responsibility** (normally included in letter of acceptance): Statement or letter, including an official seal and signature from the issuing institution. Electronic copies may be submitted without an original if they include an electronic signature. An official/certified translation of this statement to Spanish must also be included.
- **If applicant is receiving financial aid, loans, scholarships or other economic aid that covers the minimum monthly required amount:** Documentation proving the issuing of financial aid, loans, scholarships or other economic aid. An official/certified translation of this documentation to Spanish must also be included.
- **If parent, legal guardian, relative or third party is bearing full financial responsibility:**
  - § Notarized letter in which parent, legal guardian, relative or third party assumes full financial responsibility equal to at least the minimum monthly required amount per month of stay. Suggested wording:  
*"I hereby certify that I, [full name of parent, legal guardian, relative or third party assuming full financial responsibility], assume full financial responsibility for [full name of applicant]'s round-trip ticket to the United States, as well as monthly room and board expenses while in Spain, and any additional expenses, emergency or otherwise, that may arise during their stay."*



§ Notarized copy of parent, legal guardian, relative or third party's ID or passport.

§ Parent, legal guardian, relative or third party's three most recent monthly bank statements, which must include full name of party assuming financial responsibility and a final balance that exceeds the minimum monthly required amount per month of stay.

- **Health insurance:** Certificate accrediting public or private health insurance subscribed with an insurance entity authorized to operate in Spain. A registry of insurance entities authorized to operate in Spain can be found at the following link: <https://rrpp.dgsfp.mineco.es/>
  - Must cover all the risks insured by Spain's public health system (100% of medical, hospital, and out-of-hospital expenses). It must cover all the preventive, diagnostic, treatment and rehabilitation assistance activities that are carried out in health centers or socio-health centers, as well as urgent health transport.
  - Should not have grace periods for certain benefits, co-payments or deductibles.
  - Must be valid during the entire intended period of stay.

Exceptionally, health insurance from international companies offering limited coverage may be accepted provided it covers medical expenses up to \$500.000 and meets the other requirements (see above).

If the insurance company is U.S.-based, the supporting documentation must expressly say that the company offers coverage in the rest of the world, or at least in Spain.

Travel insurance and insurance cards are not accepted.

If the applicant is participating in a volunteer program, in addition to health insurance, they must provide an original or notarized copy of the civil liability insurance policy subscribed by the organization.

- **Proof of residence in the Consular district:** Applicant must be a legal resident or enrolled in in-person studies within the Consulate's jurisdiction.

Residence must be demonstrated by submitting a copy of: U.S. Drivers' License, State ID, or University Student ID.

Non-U.S. citizens must submit a copy of their U.S. Green Card or long-term stay visa.

Note: B-1 and B-2 visa holders cannot apply for a student visa in the United States; they must apply for it in their country of residence.

- **Payment of the visa fee:** Must be paid in cash or by debit card. No money orders.

This fee is non-refundable.

- For U.S. citizens: \$160.00
- For citizens of Australia: \$476.00
- For citizens of Bangladesh: \$99.00
- For citizens of Ethiopia:
  - § For stays shorter than 180 days: \$88.00
  - § For stays longer than 180 days: \$510.00
- For citizens of Mauritania: \$263.00
- For citizens of the UK:
  - § For stays shorter than 180 days: \$88.00
  - § For stays longer than 180 days: \$440.00
- For all other citizens: \$88.00

Visa fees are revised quarterly according to current exchange rates and can be subject to changes.

#### **For stays of 180 days or more**

- **Criminal background check:** Applicants of legal age must submit an original or notarized copy of their criminal background check issued by the country/countries of residence in the past 5 years.
  - Criminal background checks must be issued by the U.S. Department of Justice – Federal Bureau of Investigation (FBI). We do not accept State Background Checks.
  - Criminal background checks must be issued within the 6 months preceding the submission of the visa application.
  - It must be authenticated with the Hague Apostille and include an official/certified translation to Spanish.

- Under no circumstances will a criminal background check be accepted if it has been altered or damaged in any way, including damage caused by removing staples.

If the applicant has lived outside the United States in the past 5 years, an original or notarized copy of a criminal background check from every country of residence must be provided. These background checks must also be authenticated with the Hague Apostille and include an official/certified translation to Spanish.

If the country/countries in which the applicant has lived in the past 5 years is not subject to the Hague Convention of 1961, the background check must be authenticated by the Ministry of Foreign Affairs of the issuing country and then by the Consulate of Spain in said country.

- **Medical certificate:** Medical certificate demonstrating the applicant does not suffer from any diseases that could have serious repercussions for public health in accordance with the International Health Regulations of 2005.
  - This certificate must be issued within 90 days of submitting the visa application.
  - This certificate must include a stamp from the issuing Medical Center, doctor's name and signature, doctor's License Number and date of expedition.
  - The certificate must be written on letterhead paper from hospital/doctor's office or directly on the provided template.

#### **Template certificate:**

Medical Certificate of Good Health. This certificate verifies that Mr./Ms.

..... ~~is free of drug addiction, mental illness,~~  
~~and~~ does not suffer from any disease that could cause serious repercussions to public health according to the specifications of the International Health Regulations of 2005. These contagious diseases include, but are not limited to smallpox, poliomyelitis by wild polio virus, the human influenza caused by a new subtype of virus and the severe acute respiratory syndrome (SARS), cholera, pneumonic plague, Bellow fever, viral hemorrhagic fevers (e.g.: Ebola, Lassa, Marbug), West Nile Virus and other illnesses of special importance nationally or regionally (e.g.: Dengue Fever, Rift Valley Fever, and meningococcal disease).

Certificado Médico de Buena Salud Por el presente se certifica que el Sr./Sra.

..... No padece ninguna ~~drogodependencia,~~  
~~enfermedad mental o alguna~~ de las enfermedades que suponen riesgo para la salud pública de

conformidad con lo dispuesto en el Reglamento Sanitario Internacional de 2005. Estas enfermedades incluyen, entre otras, la viruela, poliomielitis por poliovirus, gripe humana causada por nuevos subtipos de virus, síndrome respiratorio agudo severo (SARS), cólera, neumonía, fiebre amarilla, las fiebres hemorrágicas virales (como el Ébola, Lassa, Marburgo, etc.), la fiebre del Nilo Occidental y otras enfermedades de ámbito nacional o regional (como el Dengue, fiebre del Valle del Rift, síndrome meningocócico, etc.)

Original Physician Signature: .....

*Firma original del médico*

Place and date: .....

*Lugar y fecha*

Official Physician Stamp: .....

*Sello oficial del médico*

Instructions: See a doctor (MD or DO) and they will determine if you are of good health according to the International Health Regulation (2005). This PDF file can be sent electronically in order to be printed out on letterhead paper. The doctor may also use this sample as a guide to write their own certificate. Remember that it must specifically mention the International Health Regulations (2005). The doctor should then print out, sign, date and stamp the Medical Certificate. Make sure your name is filled out in both the Spanish and English portions. Bring the original Medical Certificate and a photocopy to your visa application appointment. We will seal and return your original document so that you can later present it in Spain. We will keep the photocopy to process your visa.

## FOR RELATIVES OF A GENERAL STUDENT VISA HOLDER

### **General information:**

For this purpose, a “relative” is understood to be the spouse, civil union partner and children under eighteen or children with disabilities and not objectively able to provide for their own needs due to their health status. Relatives will not be entitled to work during their stay in Spain.

Foreigners who have applied for a student visa or who are in Spain with a General student visa may apply for the corresponding visas for their relatives so that they can legally enter and stay in Spain for the duration of such studies. The visas may be requested simultaneously with the application for the General student visa or at any subsequent time during the period of validity of the authorized General student visa.

### **Required documents:**

- **Documents required for applicants** (same conditions apply, see above):
  - **Visa application form.**
  - **1 photograph.**
  - **Passport or travel document.**
  - **Health insurance.**
  - **Proof of residence in the Consular district.**
  - **Payment of the visa fee.**
- **Documentation proving kinship to the student:**
  - **Marriage:** Original or notarized copy of marriage certificate.
    - § Authenticated with the Hague Apostille.
    - § Official/certified translation to Spanish.
  - **Civil union:** Original or notarized copy of certificate confirming that the relationship is accounted for in a civil registry or documentation proving that the couple qualifies for a civil partnership, even if not legally registered as such.
    - § Authenticated with the Hague Apostille.
    - § Official/certified translation to Spanish.
  - **Children:** Original or notarized copy of birth certificate.
    - § Authenticated with the Hague Apostille.

§ Official/certified translation to Spanish.

For children with divorced parents: Original or notarized copy of final divorce and custody filings for the minor.

§ Authenticated with the Hague Apostille.

§ Official/certified translation to Spanish.

Note: Documentation issued by government authorities of countries that are not subject to the Hague Convention of 1961 must be authenticated by the Ministry of Foreign Affairs of the issuing country and then by the Consulate of Spain in said country.

#### **For stays of 180 days or more**

- Criminal background check, authenticated with the Hague Apostille and including an official/certified translation to Spanish.
- Medical certificate (see requirements above).

### **STUDY VISA FOR UNDERAGE (UNDER 18) STUDENTS**

#### **Required documents:**

- **Documents required for applicants** (same conditions apply, see above):
  - **Visa application form:** A parent or legal representative must sign the application once completed.
  - **1 photograph.**
  - **Passport or travel document.**
  - **Proof of acceptance for the study, training, volunteer activity or internship:**

§ **Letter of acceptance from a Spanish private high**

**school/institution as a full-time student:** This letter must indicate:

- Name.
- Address.
- Contact person details.
- Telephone and email.
- Full payment of tuition.

- Dates of the program.
- Subjects of study.
- Hours of study per week (minimum of 20 hours).

**§ Letter of acceptance from a Spanish public high**

**school/institution as a full-time student:** This letter must indicate:

- Name.
- Address.
- Contact person details.
- Telephone and email.
- Full payment of tuition.
- Dates of the program.
- Subjects of study.
- Hours of study per week (minimum of 20 hours).

The program must be promoted and financed by one of the following:

- Spanish Public Administration.
- Non-profit associations or foundations.
- Other entities or people other than those who exercise their parental authority or guardianship, in accordance with the provisions of Article 93 of the Regulation of Organic Law 4/2000, of 11 January, approved by Royal Decree 2393/2004, of December 30.

- **Health insurance.**
- **Proof of financial means.**
- **Proof of residence in the Consular district.**
- **Payment of the visa fee.**

**- Documents required exclusively for underage (under 18) students:**

- **Authorization to travel:** Notarized written authorization from both parents or guardians to travel abroad, expressly stating:
  - § Period of time the minor is authorized to travel abroad.
  - § Contact details of people in charge of the minor in Spain:

- Name and last name.
- DNI (Documento Nacional de Identidad) or NIE (Número de Identificación de Extranjeros).
- Telephone number.
- Address.

This authorization must be legalized with the Hague Apostille and include an official/certified translation to Spanish.

- **Notarized copy of parents' or guardians' Passports.**
- **Original or notarized copy of minor's Birth Certificate issued in the last 12 months.**

Must be authenticated with the Hague Apostille.

- **Letter of responsibility:** Letter from host school with contact information for the person in charge of the minor while in Spain ("tutor"). Tutor must accompany this letter with:
  - **Notarized copy of tutor's passport or National ID.**
  - **Tutor's sexual misconduct record certificate from the Ministry of Justice.**

**For stays of 180 days or more**

- **Medical certificate.**

#### **APPLICATION PROCEDURE FOR A STUDY VISA**

**Who can apply for a visa:** Applications must be submitted by mail (USPS) or in-person. If the applicant is a minor, the application must be submitted by their parents or legal guardians. Presence of the minor is also required.

**Place of submission:** Applications must be submitted by mail or in-person at the corresponding BLS International Services Ltd. offices (Visa Application Center).



**Visa application period:** Visa applications must be submitted sufficiently in advance of the beginning of the pertinent study programmes, as the procedure entails consultations with other authorities.

**Decision period:** The legal period for reaching a decision is of 1 month from the day after the application submission date, but this period may be extended if an interview or additional documents are requested.

**Visa collection:** Passports with issued visa and other original documents submitted will be available for in-person pick-up by the applicant or a duly accredited legal representative at the corresponding BLS International Services Ltd. office.

**Visa refusal:** Refusals of the visa or study stay permit will always be notified in writing, setting forth the grounds on which the decision adopted was based.

**Appeals:** If a study stay permit or visa is refused, the applicant may submit an appeal for reconsideration to this Consular Office within 1 month of the day following the date on which notification of the refusal is received. An application for judicial review may also be filed with the High Court of Justice of Madrid within the 2-month period beginning the day after the date on which the applicant receives notification of the visa refusal or of the dismissal of the reconsideration appeal.

**Visa validity period:** If the study stay does not exceed 6 months, the visa will be valid for the entire stay and it will not be necessary to obtain a Foreign Identity Card. If the study stay is for longer than 6 months, the visa will be valid for a 90-day stay. The student must apply for a Foreign Identity Card within a period of 1 month from their entry into Spain, at a Foreign Nationals' Office or Police Station.

## APPENDIX 5

## Internships

Este tema está rodeado de una considerable incertidumbre a nivel legal. Se publican con frecuencia nuevos criterios interpretativos que analizan esta regulación, por lo que está sujeta a cambios frecuentes.

Por lo tanto, en caso de duda, se debe analizar la situación del becario de manera individual.

(Fuente: Estudio jurídico I. López Hermoso)

OBLIGACIONES DE LA COTIZACIÓN DE PRÁCTICAS		
PRÁCTICAS CURRICULARES	REMUNERADAS	NO REMUNERADAS
Alumnos matriculados en centro español y que realizan prácticas en España	ALTA EN LA SS	
Alumnos extranjeros matriculados en universidades extranjeras y que realizan prácticas en España	ALTA EN LA SS	NO ALTA EN LA SS
¿Qué se consideran prácticas curriculares?	Aquellas realizadas por alumnos universitarios dirigidas a la obtención de titulaciones oficiales de grado, máster o doctorado o títulos propios de la universidad	
Aclaración	Si la remuneración proviene de Estado extranjero, se encargará el estado extranjero de cumplir con las obligaciones que sean de aplicación en dicho Estado.	

PRÁCTICAS EXTRACURRICULARES	REMUNERADAS	NO REMUNERADAS
Alumnos matriculados en centro español y que realizan prácticas en España	ALTA EN LA SS	<p>Si están asociados a la obtención de títulos: ALTA EN LA SS</p> <p>Si NO están asociados a la obtención de títulos: NO ALTA EN LA SS</p>
Alumnos extranjeros matriculados en universidades extranjeras y que realizan prácticas en España	<p>ALTA EN LA SS</p> <p>Aclaración: si la contraprestación la hace el Estado extranjero, NO ALTA EN LA SS</p>	NO ALTA EN LA SS
Alumnos matriculados en centro español y que realizan prácticas de Erasmus o programa similar	NO ALTA EN LA SS	