

US LANGUAGE AND CULTURE ASSISTANTS IN SCHOOLS IN SPAIN 2016/17. INSTRUCTIONS FOR VISA PROCESSING AT THE CONSULATE GENERAL OF SPAIN IN CHICAGO.

The visas for the language assistants who are residents of the states of **Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota and Wisconsin** will be processed at the Consulate of Spain in Chicago. You will have to contact the visa department (**not the Education office**) of the Consulate General of Spain in Chicago to **schedule an appointment**:

- At the following website: <https://app.timetrade.com/tc/login.do?url=spainconsulchicago>

Documents you must submit in order to apply for your **Visa + 1 copy**

1. **National visa application form:** application form signed and filled in, in legible print. You can download the document at:
http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/InformacionParaExtranjeros/Documentos/visado_nacional.pdf
2. **Original Passport and ID** (plus 1 photocopy of both): Valid passport for a minimum of 1 year, with at least one blank page to affix the visa. Your passport may remain at the Consulate. Please, provide proof of residency by means of a copy of US Driver's license or US State ID or Voter's Registration Card or current Student ID.
3. **One recent passport sized photo:** (White Background, 2x2") attached to the form.
4. **Original Acceptance Letter by the Regional Education Authorities:** This letter must provide information on the school you have been appointed to (address, phone number, contact email). It must also contain information about your grant, the duration of your program and the insurance policy. The Consulate of Spain will **ONLY** accept original signature or electronically signed letters. No FAX or copies will be accepted.
5. **Planned Round Trip itinerary/printout:** We highly recommend you not to purchase your travel tickets until your visa has been approved.
6. **Recent Conviction Information Request Form** The certificate must be issued from either:
 - a) **State Department of Justice.** Original Conviction Information Request Form (from all the States where applicant has lived during the past 5 years). **Legalized with the Apostille of the Hague Convention** by the corresponding **Secretary of the State.**
 - b) **FBI Records**, issued by the **US Department of Justice – F.B.I. Legalized with the Apostille of the Hague Convention** by the **US Department of State in Washington DC. The background checks of the State or the States where the applicant has lived during the last five years.**

Local Police background check will not be accepted.

You must also get a police record from the countries where you have lived during the last 5 years.

For the Apostille of The Hague Convention in the US, please visit:

<http://travel.state.gov/content/travel/english/legal-considerations/judicial/authentication-of-documents/notarial-and-authentication-apostille.html>

7. **Medical Certificate** A recent doctor's statement (not older than 3 months in doctor's or medical center's letterhead) indicating that *the applicant (identified by Passport's First and Last name) has been examined and found free of any contagious diseases according to the International Health Regulation 2005*. Signed by a M.D.

8. **Self-addressed Express Mail USPS envelope:** Passport will be returned by mail. Please bring a pre-paid self-addressed **Express Mail** envelope of the **US Postal Service** with a stamp accepted.

9. **Evidence of Immigration Status in the US, for non US passport holders only:** Please provide a Permanent Resident Card or a US Visa with I-20.

- Please, be advised that additional requirements may be requested.

Once the visa services at the Consulate General of Spain in Chicago have your documentation, it will take about four weeks to complete the clerical process.

Once the visa is approved, the Consulate will:

- Send the applicant a written confirmation email using the email address applicant gave to obtain the appointment.
- Return applicant's passport inside the Express Mail envelope. Applicant can check the status of the shipment by tracking the envelope at www.usps.com.

Please, make sure you gather all required documents as soon as possible to avoid unnecessary delays. Furthermore, it is important that you respect the time assigned to you for the appointment.

Medical certificate model:

This health 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 sanitary regulation of 2005.

These contagious diseases include, but are not limited to smallpox, poliomyelitis by wild poliovirus, the human influenza caused by a new subtype of virus and the severe acute respiratory syndrome (SARS), cholera, pneumonic plague, yellow fever, viral hemorrhagic fevers (e.g.: Ebola, Lassa, Marburg), West Nile Virus and other illnesses of special importance nationally or regionally (e.g.: Dengue Fever, Rift Valley Fever and meningococcal disease.)

Ms./Mr. _____ is a very healthy individual in all senses, she/he has no pre-existing medical conditions, and she/he is capable of traveling abroad

(This certificate must either be **printed** on the **doctor's letterhead** or **stamped** by his office.)

Translation of medical certificate:

Este certificado médico acredita que el Sr/Sra. está libre de adicción a las drogas, enfermedades mentales y no padece ninguna de las enfermedades que pueden tener repercusiones de salud pública graves de conformidad con lo dispuesto en el reglamento sanitario internacional de 2005.

Estas enfermedades incluyen la viruela, la poliomiélitis por polio virus salvaje, la gripe humana causada por un nuevo subtipo de virus y el síndrome respiratorio agudo severo (SRAS), el cólera, la peste neumónica, la fiebre amarilla, las fiebres hemorrágicas virales (de Ebola, de Lassa, de Marburgo), la fiebre del Nilo Occidental y otras enfermedades de especial importancia nacional o regional, por ej. Dengue, fiebre del Valle del Rift y enfermedad meningocócica.

El Sr/Sra. _____ se encuentra en buen estado de salud en general y presenta un historial médico libre de enfermedades por lo que puede viajar al extranjero.

(Although the translation of the medical certificate is provided here, it has to be **signed** by the candidate)