



NORTH AMERICAN LANGUAGE AND CULTURE ASSISTANTS VISA

You can apply for a visa at this Consulate if your permanent address is in **Alabama, Arkansas, Louisiana, Mississippi, New Mexico, Oklahoma, Tennessee and Texas**. Only applications **IN PERSON** are accepted by the Consulate General of Spain in Houston.

This visa will allow you to participate in the North American Language and Culture Assistants program sponsored by the Ministry of Education of Spain.

The visa process takes around **4 weeks** from the day all documents are presented. Due to the quantity of applications received by this office in June, July, November and December, we recommend the applicants to apply for their visa as soon as they have all the documents required.

The earliest you can apply for your visa is 90 days prior to your program starting date.

DOCUMENTS REQUIRED

The Consular Administration has full authority to evaluate, and request more documents than those submitted by the applicant.

The latter is hereby informed that submitting the aforementioned documents **DOES NOT GUARANTEE** automatic issuance of the visa.

ORIGINAL and ONE PHOTOCOPY of each of the following items must be presented:

1. **National visa application form:** The application forms must be signed and filled out correctly.
2. **Original Passport:** Valid passport for the whole duration of the stay, with at least one blank page to affix the visa. Your passport may remain at the Consulate.
3. **ID:** You need to provide proof of residency in one of the States under our jurisdiction with a copy of one of the following documents: US Driver's license, US State ID or current Student ID.
4. **Two recent passport-sized photos:** White Background, 2x2in, glued to the applications.
5. **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), as well as information about your grant, the duration of your program (date of start & date of termination) and the insurance policy. The Consulate of Spain will ONLY accept original signature or electronically signed letters. No FAX or copies will be accepted by any reason.
6. **Police Criminal Record clearance FOR STAYS OVER 180 DAYS** verified by **fingerprints**. It cannot be older than 3 months from the application date. The certificate must be one of the following:
 - a) **Department of State clearance** original letter form (from the States where you have lived during the past 5 years). It **must be legalized with the Apostille of the Hague Convention** from the corresponding **Secretary of the State**.
 - b) **FBI Records** for international purposes, issued by the **US Department of Justice – Federal Bureau of Investigation**. They **must be legalized with the Apostille of the Hague Convention** from the **US Department of State in Washington DC**.

You also must get a police record from the countries where you have lived during the past 5 years. It must be translated if the document is not written in English or Spanish.

* You can find information on how to obtain Background Checks and Apostilles **here**.

7. **Medical Certificate:** A doctor's recent statement (not older than 3 months) with doctor's or medical center's letterhead, indicating that *'the student has been examined and found free of any contagious or infectious diseases according to the International Health Regulation 2005'*. It must be signed by a M.D.
 8. The passports can be sent to the applicant under his/her responsibility. The applicant can provide a pre-paid self-addressed envelope with a tracking number. Only **UPS Air and USPS** will be accepted. If you do reside in Houston, you must pick up your passport in person.
- **BE ADVISED THAT ADDITIONAL REQUIREMENTS MIGHT BE REQUESTED.**
 - We highly recommend you not to purchase your travel tickets until your visa has been approved.

VISA FEES

- You can find this information in the document Visa fees.
 - We only accept cash (exact change) or money order. No personal check or credit cards will be accepted.
- The processing fee will not be returned even if the visa is not granted or cancelled.

VERY IMPORTANT

- **For programs over 180 days:** Within a month upon arrival in Spain, you must also request from the Spanish Police (Policía Nacional) a Student Resident Card ID valid for the completion of program.
- In order to apply for the Student Resident Card ID, you must provide the original Medical Certificate and the original Police Criminal Record. These documents will be returned to you once checked by the Consulate.
- Please make sure that you get your passport stamped by the Immigration Authorities upon arriving in Spain.