

## US LANGUAGE AND CULTURE ASSISTANTS IN SPAIN 2016-17

### INSTRUCTIONS FOR VISA PROCESSING AT THE CONSULATE GENERAL OF SPAIN IN MIAMI

#### 1. What States does the Consulate of Spain in Miami serve?

The visas for the language assistants who are residents of the States of **Florida, Georgia and South Carolina** will be processed at the Consulate of Spain in Miami.

#### 2. How can I make an appointment?

Appointments are scheduled **online** at the following website:

<http://www.exteriores.gob.es/Consulados/MIAMI/es/InformacionParaExtranjeros/Paginas/SCMiami/Cita-Visados.aspx>

If you need assistance to schedule your appointment, please email the visa department (**not** the Education office) of the Consulate General of Spain in Miami: [cog.miami.vis@maec.es](mailto:cog.miami.vis@maec.es)

NO APPLICATION WILL BE ACCEPTED WITHOUT PRIOR APPOINTMENT

**NEVER** APPLY FOR YOUR VISA **EARLIER THAN 90 DAYS** BEFORE THE BEGINNING OF YOUR PLACEMENT

#### 3. What documents must I submit in order to apply for my visa?

You must submit the following documents in order to apply for your **Visa**:

- **2 National visa application forms** duly filled out and signed. You can download the document at:

<http://www.exteriores.gob.es/Consulados/MIAMI/en/InformacionParaExtranjeros/Pages/VisadosDeLargaDuracion.aspx> (Click on the word **website** in the third paragraph to obtain this form)

You will find specific instructions to different sections of this form in the Appendix II of this document.

- **US passport and a photocopy of its ID page:** A valid Passport for a minimum of 3 months after the intended date of return with at least two blank pages to affix the visa.

- **US driver's license, US State ID card, Voters registration card or current student ID:** if you are no longer enrolled in a college or university, just submit your driver's license.

- **2 recent photos passport size with a white background:** You must directly face the camera. Your head should not be tilted up, down or to the side. Glue one photo on each of the application forms.

- **Letter of acceptance by the Regional Education Authorities and photocopy:** This letter must provide information on the school you have been appointed to (address, phone number, contact email). It must contain information about your grant, duration of the program and the insurance policy. The Consulate of Spain will ONLY accept original signatures or electronically signed letters. No FAX or copies will be accepted by any reason.
- A non-refundable **\$160 VISA FEE** payable to the *Consulado General de España*. **Only MONEY ORDER** will be accepted.
- **Original and photocopy of a State Police background check which covers the last five years.** The original certificate must be **notarized and legalized with the Apostille of the Hague Certification** issued by the corresponding Department of State (please, contact your State Department for more information: Florida: (850) 245-6945; Georgia: (404) 327-6023; South Carolina: (803) 734-2512.

NOTE: Local police reports or on-line reports are NOT ACCEPTABLE

<b>Florida Department of Law Enforcement</b>	<b>Georgia Bureau of Investigation</b>	<b>South Carolina Law Enforcement Division</b>
Criminal Justice Information Services Post Office Box 1489 Tallahassee, FL 32302-1489 (850) 410-8109 <a href="http://www.fdle.state.fl.us">www.fdle.state.fl.us</a>	3121 Panthersville Road Decatur, GA 30034 <a href="http://www.gbi.georgia.gov">www.gbi.georgia.gov</a> Criminal history records (404) 244-2639 <a href="mailto:GAApplicant@gbi.ga.gov">GAApplicant@gbi.ga.gov</a>	Post Office Box 21398 Columbia, SC 29221 (803) 737-9000 <a href="http://www.sled.sc.gov">www.sled.sc.gov</a>

- **Original and photocopy of translation into Spanish of the State Police Background check** carried out by a certified translator. The translation must be done on the translator's letterhead or bear his/her stamp.
- **Original and photocopy of official medical certificate:** Doctor's statement on a doctor or medical center letterhead, indicating that the student has been examined and found in good physical and mental health to travel to study abroad and is free of contagious diseases, in accordance with the International Health Regulation of 2005 (Please see Appendix I).
- **Original and photocopy of the translation into Spanish of the medical certificate:** You may use the medical certificate sample and its translation in Appendix I as a model. Make sure that the one in English is **printed on the doctor's letterhead or stamped** by his office and the translation is on a different sheet. This translation should be carried out by a certified translator. The translation must be done on the translator's letterhead or bear his/her stamp.
- **Itinerary of the trip (printout):** We highly recommend you not to purchase your travel tickets until you visa has been approved.
- A **US Postal Service Express-Mail Envelope** with appropriate postage and completed mailing label form and **TRACKING NUMBER** so we can get your passport back to you. **Envelopes without a tracking number will not be processed.**

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

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#### APPENDIX I

### **Model text for the medical certificate (DO NOT USE THIS PAGE)**

*(The following text must be printed on the doctor's letterhead and stamped by his/her office.)*

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.

### **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.

*(Although the translation of the medical certificate is provided here, it has to be carried out and signed by a certified translator).*

APPENDIX II

Tips to fill out the application form.

Item:	Description:	You write:
7.	Current nationality	USA or Canada
12.	Type of travel document	Check off "Ordinary passport"
20.	Main purpose of the journey	Check off "Studies"
21.	Intended date of arrival in Spain	01/09/2016 or else date you have planned
22.	Number of entries requested	Check off "Multiple entries"
23.	Applicant's address in Spain	Address of school or Consejería or Junta of your assigned region
24.	Residence for family reunion	Leave blank
25.	Residence for employee	Leave blank
26.	Data of the educational establishment or research centre. . .	Contact information for your school or Consejería or Junta of your assigned region
26. continued	Intended date of start of studies or research	01/09/2016 or otherwise specified by acceptance letter
26. continued	Intended date of end of studies or research	30/06/2017 or otherwise specified by acceptance letter
27.	Place and date	Your current city and state of residence and the date. Do not forget!
28.	Signature	Don't forget to sign!