

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

The visas for the language assistants who are residents of the states of **New York, Connecticut, New Jersey, Pennsylvania and Delaware** will be processed at the Consulate General of Spain in New York.

You **DON'T NEED to schedule an appointment** at the Consulate General of Spain in New York to apply for your visa. Please, put all your documents and passport in an envelope, with your name, address and telephone number written on it, and take it to the Consulate General of Spain at 150 East 58th Street - 30th floor. You will be contacted within the next three (3) or four (4) weeks to come to our premises and collect your passport and visa.

Documents you must submit in order to apply for your **Visa**:

- **1 visa application form** dully filled out and signed. You can download the document at: http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/InformacionParaExtranjeros/Documentos/visado_nacional.pdf
- **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 one blank page to affix the visa.
- **1 recent photo 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 money order of \$160 visa fee** payable to the *Consulado General de España*.
- **Original and photocopy of a State Police background check** which covers the last five years (**a Local Police Background check is not valid**). The original certificate must be notarized and legalized with the Apostille of the Hague Certification. A translation of the document IS NOT NEEDED. In the following link you can check which Department of State's office will be able to issue the Apostille for your Background Check,

<http://www.nass.org/state-business-services/apostilles-document-authentications/>
- **Original and photocopy of a 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.

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 poliomielitis 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)