



## **NORTH AMERICAN LANGUAGE AND CULTURAL ASSISTANTS PROGRAM**

### **CONSULATE GENERAL OF SPAIN IN SAN FRANCISCO**

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

The visa process takes around **4 weeks** from the day all documents are presented.

Please note that applicants submitting their applications to the **Consulate of Spain in San Francisco in August** may have to follow a different application process during that month. Instructions regarding this matter will duly be posted on the program website. If you need further information about this, please contact the Education Office in Los Angeles ([losangeles.usa@mecd.es](mailto:losangeles.usa@mecd.es)).

#### **WHERE SHOULD I APPLY?**

You may apply to this Consulate BY POSTAL MAIL if your permanent address is in:

- Northern California. Please see the website to check about counties: <http://www.vfsglobal.com/Spain/usa/SanFrancisco/jurisdiction.html>.
- One of the following states: Alaska, Hawaii, Idaho, Montana, Nevada, Oregon, Washington, Wyoming and the Pacific territories.

**ADDRESS:** LANGUAGE AND CULTURE ASSISTANTS VISA  
Consulate General of Spain in San Francisco, Education Office  
Att.: Josefa Salvador  
1405 Sutter Street, San Francisco, CA 94109

Please send all the documents in the same package. Tracking of mailed items is the responsibility of the applicant. In order to avoid delays, make sure that you gather all required documents as soon as possible and that they comply with the requirements.



### **INSTRUCTIONS FOR VISA APPLICATION**

(Only for those applicants who got a grant as Language and Culture Assistants in Spain)

Once you have been admitted to take part in the program and you have received **an original acceptance letter** from the Autonomous Community, you can proceed to apply for your Visa.

Please provide the following documentation to the Education Office at the Consulate:

- 1. Documents Checklist**
- 2. Visa application form.** The application form must be signed and filled out in print. You can download and print it from. [..\2014\SolicitudNacionalEN.pdf](#). *Original and one copy.*
- 3. Two recent passport photos** with clear background (2x2in).
- 4. Valid passport** (minimum of 6 months after the intended date of departure to Spain, with at least one blank page to affix the visa). *Original and one copy of the information page.*
- 5. ID Card** proving that your place of residence is within the jurisdiction of the Spanish Consulate in San Francisco. You can provide one of the following documents: U.S. Driver's license, State ID card, Voter's Registration Card, current Student I.D. *One copy.*
- 6. Acceptance letter by the Regional Education Authorities** (*Carta de nombramiento*). This letter must provide information about the school where you have been appointed (address, phone number, contact email, etc.). 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. FAXED letters will NOT be accepted. *Original and one copy.*
- 7. Medical Certificate.** It must be recent (issued within the last 3 months) and it has to include letter-head and handwritten **signature of a doctor** (M.D. or D.O.). The Certificate can be written in English or Spanish. *Original and one copy (see content below).*
- 8. Certification of "absence of police records"** verified by fingerprints. *Original and one copy.* This document is valid for 3 months in reference to the date of issuance.

The document can be issued by:

- a) The State Justice Department (all states where the applicant has resided in the last 5 years) and the document must be legalized with the "Apostille of The Hague" by the Secretary of State of said state.
- b) The U.S. Justice Department– FBI Federal Bureau of Investigation and must be legalized with the "Apostille of The Hague" by the State Department in Washington D.C.



In addition, the Background Checks from the countries that you have resided in within the last 5 years, also legalized by the "Apostille of The Hague"

9. **Visa Fee \$160.00. Money order**, made payable to the Consulate General of Spain in San Francisco
10. Print out of the **trip itinerary** with estimated departure date. Once you get your visa, you will have to purchase the ticket to fly to Spain for the same day or after to the approved date in your visa. We highly recommend you not to purchase your travel tickets until your visa has been approved.
11. Prepaid **self-addressed express mail envelope** of the US Postal Service with \$19.99 in stamps and the postal label correctly filled out. It is the applicant's responsibility to keep a copy of the sender's receipt along with the tracking number.

The Consulate Administration has full authority to evaluate and request more documents than those listed below. Please be informed that submitting the aforementioned documents does NOT guarantee automatic issuance of the Visa.

Please contact us only if you have not yet received your Visa within 7 days from your scheduled departure date. In that case, we will need your complete name, date of birth and the date of your scheduled departure.

For any questions regarding your visa application, please contact Josefa Salvador at [josefa.salvador@me.cd.es](mailto:josefa.salvador@me.cd.es)



### Medical Certificate of Good Health

Notes sent on prescription pad paper will not be accepted. Once the original is returned with your visa, please KEEP THE ORIGINAL FOR FUTURE VISA PROCESSING you will need in Spain.

Please use the following format:

*“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 the public health according to the specifications of the international sanitary regulations 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).*

*Mr./Ms \_\_\_\_\_ is a very healthy individual in all senses, she/he has no pre-existing medical conditions, and she/he is capable of travelling abroad”.*

Place and date:

Signature:

Official Physician Stamp:

### 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.)*

*El Sr./Sra..... se encuentra en buen estado de salud general y presenta un historial médico libre de enfermedades, por lo que se estima apto para viajar al extranjero.*

Lugar y fecha:

Firma original del médico:

Sello oficial:



### **Certification of “absence of police records”**

Please note that **local police records are not accepted.**

Once you receive your original document back with your Visa, keep the original to apply for your NIE in Spain.

For further information, please contact the FBI: phone (304) 625-378 o by mail to: Federal Bureau of Investigation Special Correspondence Unit. 1000 Custer Hollow Road, Clarksburg, WV 26306

<http://www.fbi.gov/about-us/cjis/criminal-history-summary-checks>

Those citizens who have lived in other countries have to present a certificate of good conduct (police clearance) issued by the police authorities of the countries where they have taken residence in the last 5 years.

To get the legalization with the “Apostille of the Hague” contact the Secretary of State in the State where the document has been issued or the U.S. Secretary of State.

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

### **UPON ARRIVAL IN SPAIN: NIE AND RESIDENCE CARD**

Be aware that the visa you will get **is only valid for three months**. Within the first 30 days after your arrival in Spain you need to take this **Visa**, your original **acceptance letter**, your original **health certificate** and the **FBI/State Identification Report** with The Apostille of The Hague to your nearest police station or immigration office (*Oficina de Extranjería*) and request your temporary resident alien ID card and number (NIE -*Número de Identificación de Extranjero*).

Please, ask for assistance at your school or from your regional education officers in Spain. This NIE will cover the full stay in the country. **APPLY FOR IT AS SOON AS YOU GET THERE**. It may take a few weeks to get an appointment. Do not let your visa expire or you will have to return to the USA and apply for a new one.



**LANGUAGE AND CULTURE ASSISTANTS  
CHECKLIST**

Please organize your documents in the following order:

<b>Documents</b>	✓
<b>1. Documents Check List</b>	
<b>2. Visa application form</b> <i>Original and one copy of the information page</i>	
<b>3. Two passport photographs</b>	
<b>4. Passport</b> <i>Original and one copy</i>	
<b>5. ID Card</b> proving that your place of residence is within the jurisdiction of the General Consulate of Spain in San Francisco <i>(one copy)</i>	
<b>6. Acceptance Letter</b> <i>Original and one copy</i>	
<b>7. Medical Certificate</b> <i>Original and one copy</i>	
<b>8. Certification of "absence of police records"</b> <i>Original with the Apostille of the Hague and one copy</i>	
<b>9. Visa fee. \$160 Money order</b>	
10. Print out of the <b>trip itinerary</b>	
<b>11. Prepaid "Express mail" envelope through U.S. Postal Service</b>	



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"
13.	Number of travel document	Passport number
20.	Principal purpose of the journey	Check off "studies"
21.	Date of intended entry into Spain	01/09/2016 or else date you have planned
22.	Number of entries requested	Check off "more than two"
23.	Postal address of applicant in Spain	Address of school or Consejería or Junta of your assigned region
24, 25, 26, 27	Not applicable	Leave blank
28. Data of educational Establishment.  <i>(All the other cells do not have to be filled out)</i>	Name	School name
	Postal address, telephone number, email address	Contact information for your school or Consejería or Junta of your assigned region
	Intended starting date for study or research	01/10/2016 or otherwise specified by acceptance letter
	Intended finishing date for study or research	Please write the date as specified by acceptance letter
29. Place and date	Place and date	Your current city and state of residence and the date. Do not forget!
30. Signature	Signature	Don't forget to sign!