



*School year 2016/2017*

## *Visa Application Instructions for Canadian Applicants*

### IMPORTANT NOTICE

*This guide is intended as a general guide to facilitate the application for the corresponding visa in the Consulate. We strongly encourage applicants to confirm the information with their corresponding Consulate as detailed below.*

#### 1. Documentation

To request a student visa, an applicant must submit the following documentation, both original and a copy:

- Valid passport with a minimum validity of 180 days prior to the arrival in Spain.
- A recent full-face photograph, Canadian passport size, in color, on a light, plain and uniform background, without dark glasses or any garment that may prevent from identification of the applicant.
- Proof of accommodation: Hotel reservation or confirmation letter from the Academic Institution indicating the conditions of the accommodation. Private housing must be accompanied by a letter of invitation issued by the owner.
- A medical certificate issued by the applicant's family doctor which must contain the following text: ***This medical certificate states that Mr./Ms. ... is free of drug addiction, mental illness and does not suffer from any of the illnesses which can seriously affect the public health according to the 2005 International Health Regulations.*** (This certificate must either be printed on the doctor's letterhead or stamped by his / her Office).
- A Police Check issued by the authorities of all the countries where an applicant has resided for the last 5 years, including Canada. **NOTE:** The Canadian Police Check should be issued by the RCMP and contain the fingerprints of the visa applicant. You can find information on how to obtain one [here](#). Police Checks issued by local Police Stations won't be accepted.
- Acceptance letter from the "Comunidad Autónoma" in Spain
- Flight reservation. We advise not to buy the ticket until the visa has been issued.
- A completed and signed visa application form. You can access the form by clicking [here](#)
- Payment of consular fees: CAD \$125.00. ONLY cash (***if you come physically to the Consulate office; do not mail in any cash***), money order or certified cheque payable to the Embassy of Spain (for those applications processed in Ottawa). **If you need to process your application in the General Consulate of Spain in Montreal or in Toronto, the cheque must be made payable to each specific Consulate (check the Consulate you belong to for further information on this matter).**

[PROCESSING THIS TYPE OF VISAS CAN TAKE UP TO 45 DAYS.](#)

## 2. Application

Applicants should submit their visa application at the Consular Office or Consulate General corresponding to their province of residence:

- The consular jurisdiction of the [Spanish Embassy in Ottawa](#) includes **ONLY** the National Capital Region (Ottawa and Gatineau).
- The consular jurisdiction of the [Consulate General of Spain in Toronto](#) includes the provinces/territories of Alberta, British Columbia, Manitoba, Ontario (except Ottawa), Saskatchewan, Northwest Territories, Yukon and Nunavut.
- The consular jurisdiction of the [Consulate General of Spain in Montreal](#) includes the provinces of Prince Edward Island, Nova Scotia, New Brunswick, Québec (except Gatineau), and Newfoundland and Labrador.

**NOTE:** Applicants residing in Ottawa or Gatineau, in Greater Toronto Area and vicinity or in Greater Montreal must apply in person at their respective Consular Offices or Consulate General. All other applicants may submit their application by mail. In this case, they should also provide a prepaid and self-addressed PRIORITY COURIER or XPRESSPOST envelope issued only by CANADA POST, for their documents to be returned.

## 3. Upon arrival in Spain

The visa you will get is **ONLY VALID FOR 90 DAYS**. Within the first 30 days after your arrival in Spain you need to take your visa, your original acceptance letter and your original health certificate to the closest Police Station or Immigration Office (*Oficina de Extranjería*) and request your temporary resident TIE card (TIE -*Tarjeta de Identidad de Extranjero*). Please ask for assistance at your school or from your regional education officers in Spain.

This TIE 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 Canada and apply for a new one.