



# North American Language and Culture Assistants in Spain

**MANUAL 1:  
VISA APPLICATION FOR US  
APPLICANTS**

*School year 2017/2018*

# Visa Application Instructions for US 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. Information from the consular offices prevails over the one provided here, if any discrepancy between this document and the consular offices were detected.***

## 1. General Information

Congratulations! Now that you have accepted your North American Language and Culture Assistants assignment for the 2017-2018 academic year, you are closer to Spain. We wish you a most successful experience in your school and your assignment!

The next step for you is waiting to receive your *carta de nombramiento* from the Regional Office of Education in Spain in the *Comunidad Autónoma* where the school you have been assigned to is located.

Once you have that document, you will be able to start your visa process.

Both Embassies of Spain to the U.S.A. and to Canada as well as all Consulates General of Spain know the Language and Culture Assistants Program well, and they are willing to help you to process your visa diligently and fast. It is important that you understand, though, that the visa process is a responsibility of the Consulates and the Ministry of Foreign Affairs, not the Ministry of Education, Culture and Sport of Spain.

Please, read this manual carefully and spend time learning about the process. Find out which Consulate you need to work with in order to process your visa and become familiar with its website and contacts there.

DO NOT PURCHASE ANY NON-REFUNDABLE PLANE TICKET or a TICKET THAT DOES NOT PERMIT CHANGES, until you have your visa with you. That will save you potential and future headaches and unexpected problems.

## 2. Visa Process for Language and Culture Assistants from the U.S.A.

### 2.1. Instructions for student visa processing

As a recipient of this scholarship, you will be in Spain under a Long-Term National type Student Visa. You will need to fill out the form for the National Visa, and follow the instructions for the National Visa – Long-Term Student Visa.

- You cannot leave for Spain before obtaining a visa.
- You will need to apply for this visa within the next few weeks, but never earlier than **90 days** before the beginning of your placement.
- You cannot process the visa in Spain.

## 2.2. Before starting your visa application

To locate the specific Consulate General of Spain in the U.S. to apply for your visa, please click [here](#), then click on "Embajada" (on the left-hand side) and select "Consulados" on the drop-down menu. You can also check section 6 of this document, but we recommend the webpage to ensure you are accessing up-to-date information.



<http://www.spainemb.org/>

Please look up the web page of your corresponding Consulate General to obtain information about the documents you will need. Start gathering them as soon as possible. Information may vary depending on the Consulate, and the process may take up to 4 weeks.

You may start gathering all your documents now, but you will need your *carta de nombramiento* to make your appointment and to process your visa.

Please, check the Consulate whose jurisdiction **your residence or your school** falls into. You will process your visa there.

### 2.2.1. Receiving the acceptance letter (carta de nombramiento)

Before applying for the Long-Term National type Student visa you need to receive an original acceptance letter (*Carta de nombramiento*) issued by your Regional Office of Education in Spain – *Comunidad Autónoma*. This letter may come to you as an email attachment, by regular mail, or both. You will need to present this original at the Consulate together with a copy. Be sure to have the original returned to you after applying for the visa. **THE ORIGINAL letter will be necessary later in Spain.**

Please remember that the Embassy of Spain or the Spanish Consulates are not involved in the issuance of the letter, cannot rush it, nor affect any part of the process.

### 2.2.2. Making your appointment

In most cases you will need to apply for the visa **IN PERSON** at the Consulate that has jurisdiction over your residence - normally your home residence or where your driver's license or ID was issued.

Check with your Consulate to see how to make your appointment. The appointments can be made by phone or on line, depending on the Consulate. Please, check the link that corresponds to your Consulate to see important information on your visa application. You can either click on the direct link or copy and paste the link in your web browser

### **BOSTON (two links)**

<http://www.mecd.gob.es/eeuu/dms/consejerias-exteriores/eeuu/auxiliaresusa/Visa-application-1-Consulate-Boston-2017-18>

<http://www.mecd.gob.es/eeuu/dms/consejerias-exteriores/eeuu/auxiliaresusa/Visa-application-2-Consulate-Boston-2017-18>

### **CHICAGO:**

<http://www.mecd.gob.es/eeuu/dms/consejerias-exteriores/eeuu/auxiliaresusa/Visa-application-Chicago-2017-18>

### **HOUSTON:**

<http://www.mecd.gob.es/eeuu/dms/consejerias-exteriores/eeuu/auxiliaresusa/Visa-application-Houston-2017-18>

### **LOS ANGELES:**

[http://www.mecd.gob.es/eeuu/dms/consejerias-exteriores/eeuu/auxiliaresusa/Visa-application-Los-Angeles\\_AACC\\_2017-](http://www.mecd.gob.es/eeuu/dms/consejerias-exteriores/eeuu/auxiliaresusa/Visa-application-Los-Angeles_AACC_2017-)

### **MIAMI:**

<http://www.mecd.gob.es/eeuu/dms/consejerias-exteriores/eeuu/auxiliaresusa/Visa-application-Miami-2017-18>

### **NEW YORK:**

<http://www.mecd.gob.es/eeuu/dms/consejerias-exteriores/eeuu/auxiliaresusa/Visa-application-New-York-2017-18>

### **PUERTO RICO:**

<http://exteriores.gob.es/Consulados/SanJuandePuertoRico/es/Paginas/inicio.aspx>

### **SAN FRANCISCO:**

<http://www.mecd.gob.es/eeuu/dms/consejerias-exteriores/eeuu/auxiliaresusa/Visa-Application-San-Francisco-2017-18>

### **WASHINGTON DC:**

<http://www.mecd.gob.es/eeuu/dms/consejerias-exteriores/eeuu/auxiliaresusa/Visa-application-Washington-DC-2017-2018>

### **2.2.3. Questions**

Any questions regarding visa applications should be directed to your corresponding Consulate, not to your regional advisor.

## **3. Required documents**

Please check with your Consulate for specific document requirements as they may vary depending on the specific consulate. Below are general guidelines.

Although these are the generally required documents, please check with your Consulate first:

- Passport (It must be signed and valid for a minimum of three months beyond the expected day of return) together with a photocopy.
- Original and photocopy of your Driver's License or State issued ID, and student ID if you have one.
- 2 recent and original passport photos on white background.
- The original acceptance letter (*carta de nombramiento*) from the *Autonomous Community* offering you a position in Spain, as well as a photocopy of this document. \*This letter is **EXTREMELY IMPORTANT** as it contains information about your grant, the duration of your stay in Spain, the school where you will be placed with name, address, and phone number and about the insurance policy. You will need the original letter again in Spain, make sure you carry it with you.
- A money order for the visa processing fee: US\$ 160 (for US citizens). Fee must be paid by money order, made payable to *Consulado General de España*.
- Original medical certificate and a translation of this document into Spanish (please check with the Consulate about the specific content and translation requirements of this certificate). Do not forget that this document is only valid for 3 months. You will need the original again in Spain.
- Original State Police Background Check (Certificate of Good Conduct) Please, check with the Consulate about the translation requirements of this document and the need to have it certified with the Apostille of The Hague. Arizona does not issue this document which has to be substituted by a FBI Background Check Report. This document is only valid for 3 months. **IMPORTANT NOTE: Please make sure the original Certificate is returned to you, as it will be requested by the Education authorities in Spain.**
- 2 National Visa application forms properly filled out and a photocopy of these documents.

#### 4. Visa application form tips

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 other date you have planned
22	Number of entries requested	Check off "Multiple entries"
23	Applicant's address in Spain	Address of school or <i>Consejería</i> or <i>Junta</i> 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 <i>Consejería</i> or <i>Junta</i> of your assigned region

26	Intended date of start of studies or research continued	01/09/2017 or otherwise specified by acceptance letter
26 cont.	Intended date of end of studies or research	30/06/2018 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!

## 5. 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 this visa, your original acceptance letter, your original health certificate and the original police record to the closest 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 or Canada and apply for a new one.

## 6. Consulate general of Spain: which consulate do you belong to?

### Consulado General de España en **Boston**

31 ST James Avenue, Suite 905

Boston, MA. 02116

Tel. (617) 536-2506/2527

Fax: (617) 536-8512

E-mail: [cog.boston@maec.es](mailto:cog.boston@maec.es)

Página Web: <http://www.exteriores.gob.es/consulados/boston/es/Paginas/inicio.aspx>

Jurisdicción: Maine, Massachussets, New Hampshire, Rhode Island, Vermont.

### Consulado General de España en **Chicago**

180 N. Michigan Ave., Suite 1500

Chicago, IL 60601

Tel. (312) 782-4588/4589

Fax: (312) 782-1635

E-mail: [cog.chicago@maec.es](mailto:cog.chicago@maec.es)

Página Web: <http://www.exteriores.gob.es/Consulados/CHICAGO/en/ServiciosConsulares/Pages/inicio.aspx>

Jurisdicción: Illinois, Indiana, Iowa, Kansas, Nebraska, North Dakota, South Dakota, Ohio, Kentucky, Michigan, Minnesota, Missouri, Wisconsin.

### Consulado General de España en **Houston**

1800 Bering Dr., Suite 660

Houston, TX 77057

Tel. (713) 783-6200/6205/6214

Fax: (713) 783-6166

E-mail: [cog.houston@maec.es](mailto:cog.houston@maec.es)

Página Web: <http://www.exteriores.gob.es/consulados/houston/es/Paginas/inicio.aspx>

Jurisdicción: Alabama, Arkansas, Louisiana, Mississippi, Tennessee, New Mexico, Oklahoma, Texas.

#### Consulado General de España en **Los Angeles**

5055 Wilshire Blvd., Suite 860

Los Angeles, CA 90036

Tel. (323) 938-0158/0166

Fax: (323) 938-2502

E-mail: [cog.losangeles@maec.es](mailto:cog.losangeles@maec.es)

Página Web: <http://www.exteriores.gob.es/consulados/losangeles/es/Paginas/inicio.aspx>

Jurisdicción: California (condados de Imperial, Kern, Los Angeles, Orange, Riverside, Bernardino, San Diego, San Luis Obispo, Barbara y Ventura), Arizona, Colorado, Utah.

#### Consulado General de España en **Miami**

2655 Le Jeune Rd., Suite 203

Coral Gables, FL 33134

Tel. (305) 446-5511/5512/5513

Fax: (305) 446-0585

E-mail: [cog.miami@maec.es](mailto:cog.miami@maec.es); E-mail (visas): [mailto:cog.miami.vis@maec.es](mailto:mailto:cog.miami.vis@maec.es)

Página Web: <http://www.exteriores.gob.es/consulados/miami/es/Paginas/inicio.aspx>

Jurisdicción: Florida, South Carolina, Georgia

#### Consulado General de España en **Nueva York**

150 East 58th Street, 30th Floor

New York, NY 10155

Tel. (212) 355-4080/4081/4082/4085/4090

Fax: (212) 644-3751

E-mail: [cog.nuevayork@maec.es](mailto:cog.nuevayork@maec.es)

Página Web: <http://www.exteriores.gob.es/consulados/nuevayork/es/Paginas/inicio.aspx>

Jurisdicción: New York, Connecticut, Delaware, Pennsylvania, New Jersey

#### Consulado General de España en **San Francisco**

1405 Sutter St.

San Francisco, CA 94109

Tel. (415) 922-2995/2996

Fax: (415) 931-9706

E-mail: [Cog.sanfrancisco@maec.es](mailto:Cog.sanfrancisco@maec.es)

Página Web: <http://www.exteriores.gob.es/consulados/sanfrancisco/es/Paginas/inicio.aspx>

Jurisdicción: Alaska, California (salvo parte sur), Hawaii, Idaho, Montana, Nevada, Oregon, Washington, Wyoming, posesiones estadounidenses en el Pacífico.

#### Consulado General de España en **Washington DC**

2375 Pennsylvania Ave., N.W.

Washington D.C. 20037

Tel. (202) 728-2330

Fax: (202) 728-2302

E-mail: [cog.washington@maec.es](mailto:cog.washington@maec.es)

Página Web: <http://www.exteriores.gob.es/consulados/washington/es/Paginas/inicio.aspx>  
Jurisdicción: Maryland, Virginia, West Virginia, District of Columbia, North Carolina.

#### Consulado General de España en **Puerto Rico**

Edificio Mercantil Plaza, Piso 11 Oficina 1101

Ave. Ponce de León s/n

San Juan - Puerto Rico 00918

Enviar correspondencia a:

Apartado Postal 9243

Santurce, PR 00908

Tel. (787) 758-6090/6142/6279

Fax: (787) 763-0190

E-mail: [Cog.SanJuandePuertoRico@maec.es](mailto:Cog.SanJuandePuertoRico@maec.es)

Página Web: <http://www.exteriores.gob.es/Consulados/sanjuandepuertorico/es/Paginas/inicio.aspx>

Jurisdicción: Puerto Rico, Islas de Culebra y Vieques, Islas Vírgenes.

### 7. Additional information

Information on a wide array of legal issues that often affect Americans traveling or living abroad:

[TRAVEL.STATE.GOV](http://TRAVEL.STATE.GOV)