



## Language & Culture Assistants Program in Spain 2023-2024

### REQUIRED DOCUMENTS TO APPLY FOR VISA

- Complete the documents required.
- Put all the documents in **1 large brown envelope** (with the applicant's surname, name, email and contact number written in bold letters on the upper left corner of the envelope).
- Schedule an appointment under the LONG-TERM CATEGORY-NATIONAL VISAS- at BLS website: <https://ph.blsspainvisa.com>.
- The applicant **must come personally** on the appointment date and must pay the visa fee upon submission of the application and bring the **exact amount** of money. You will also need to **pick up the visa personally**.
- Always include **1 photocopy of all the documents**.

#### DOCUMENTS:

1. Duly accomplished **Application for National Visa form. (2 copies)** (see *How to fill out application for National Visa*)
2. One (1) recent passport-size photo with **white background** (to be pasted on the application form)
3. **Valid passport** (required minimum validity must be for the duration of the stay, recommended until at least September 2024).
4. 1 photocopy of the data page of the valid passport and all previous **visas and stamps**.
5. Previous passports (if applicable) and any Schengen visas on those passports.
6. **Proof of economic means** of the applicant: Bank Certificate, Bank Books, ITR  
*or*  
**Parent's proof of economic means:** Affidavit of support from parents or sponsor, proof of their economic means, ITR, bank certifications, etc. and birth certificate of the applicant, apostilled.

Regarding **the proof of means**: remember the person/persons sponsoring you have to write an **Affidavit of support**, and that has to be **notarized**, together with the **ID of sponsors**. You have to prove your relationship with that person. If they are your parents, you will need to show **your birth certificate**, which needs to be **apostilled**. (translation not needed)

Please remember that, ideally, **your parents** should be the people sponsoring you, but the Consulate will study all cases.

So, documents to be **apostilled**: NBI Clearance, DHO medical certificate (remember 2005 regulations!) and, **if** you have to show your birth certificate, this also has to be apostilled.

Documents to be **notarized**: ID of your sponsors and Affidavit of support.

**Translations:** Only Medical and NBI Clearance. **Official Local translators will be accepted.**

7. **Medical Certificate** (done at any DOH accredited hospital or clinic) indicating the ***non-existence of diseases that may have a serious effect on public health, according to International Sanitary Regulations of 2005***, and authenticated by the Department of Foreign Affairs (Apostille). It is very important that the medical certificate shows this information. **Translated into Spanish by a translator.** (Validity 3 months from date of issuance)
8. **NBI Clearance** (National Bureau of Investigation) authenticated by the Department of Foreign Affairs (Apostille) (Validity is 6 months from date of issuance). Must present Police/NBI Clearance from the places of residence (more than 6 months) within the last 5 years, authenticated by the corresponding authorities. **Translated into Spanish by a translator**
9. **Letter of acceptance** (*Carta de Nombramiento*) from the school or Educational Institution with details of the appointment in Spain.

Please note that the Consulate General of Spain in Manila may ask the applicant to provide additional documents. Always check:

<https://www.exteriores.gob.es/Consulados/manila/en/Paginas/index.aspx>

#### **ABOUT OFFICIAL TRANSLATION.**

Local translators will be accepted, but If you want to have your documents translated by an official translator, you can contact the following official translators in the Philippines:

Eva Fernández Jiménez (Traductora-intérprete jurada Number 8191)  
fernandez.jimenez.eva@gmail.com (919 991 56 90)

María Luisa Martín-Ambrosio García-Arquimbau (Traductora-intérprete jurada Number 6663)  
Ambrosio.malu@gmail.com

You can also contact other official translators. For a complete list of Spanish official translators, visit:

<https://www.exteriores.gob.es/es/ServiciosAlCiudadano/Paginas/Traductores-Interpretes-Jurados.aspx>