2016-2017 UCEAP Spain
Student Visa Guidelines

For stays over 180 days

A visa is a document issued by the government of Spain which indicates that you are allowed to enter Spain. All U.S. citizens on EAP must obtain a student visa in his or her passport from a Spanish Consulate before departure for Spain. In order to apply for a visa, you must first have a valid, signed passport. The Consulate will keep your passport until your visa is ready.

If you are not a U.S. Citizen, contact the nearest Spanish Consulate immediately, as there may be different instructions for nationals of other countries. Be sure to also read the section in the “Student Life” chapter of the UC EAP Guide to Study Abroad titled "Documents for Non-U.S. Citizens." Undocumented students who qualify as AB540 students should consult with an immigration attorney immediately to evaluate any risks of potentially being unable to re-enter the United States upon completion of the program and any impact that participation in UCEAP might have on any deferred action applications that the student may be pursuing.

To receive a visa is a privilege, not a right. Consulates reserve the right not to grant a visa. Issuing or denying a visa is an act of the Government of Spain. Each student is responsible for gathering all required documents and applying for a visa well in advance of the program start date. If your visa is denied or you are turned away due to missing, incomplete, or incorrect items, UCEAP can do nothing to assist you. UCEAP provides these general guidelines as a courtesy; students should contact the Consulate of Spain for visa requirements and procedures. Questions regarding your visa should be directed to the Consulate of Spain. The Government of Spain may change instructions, fees, and requirements at any time, without notice. This visa information provided by UCEAP is not a substitute for the Spanish Consulate’s official visa application instructions.

Be sure to contact the consulate about their visa requirements prior to your visa appointment, in case their requirements have changed by the time you have your visa appointment. Remember, these are guidelines and the consulate is the entity that has final say on their requirements for visa application.
You may apply at the Spanish Consulate in Los Angeles if your permanent address or your University address is in one of the following California Counties:
Los Angeles, San Diego, Imperial, Inyo, Kern, Orange, Riverside, San Bernardino, San Luis Obispo, Santa Barbara, Ventura

You may apply at the Spanish Consulate in San Francisco if your permanent address or your University address is in a California County that is not listed above.

If you live in a county that is under one consulate’s jurisdiction but attend a University that is in the other consulate’s jurisdiction, you may choose which consulate you want to handle your visa application. Keep in mind where you will be during the time of your scheduled visa appointment. If your permanent address and your University address are in the jurisdiction of the same consulate, that is the consulate that you will go to for your visa application appointment. Your address will be verified by ID, which include driver’s license, voter ID, or student ID.

Refer to the Consulate’s list of Required Documents and follow the steps below to gather the required documents for your application appointment at the Consulate.
If you’re applying at the Los Angeles Consulate, refer to this list of Required Documents.
If you’re applying at the San Francisco Consulate, refer to this list of Required Documents.

Step#1: Schedule an appointment with the Spanish Consulate to apply for your visa.
Make an appointment online to apply for your visa. You will need to apply for your visa in person.
Go to the website of the consulate that is appropriate for you according to your permanent address or your university address as listed above. The online appointment scheduling system for the consulate in San Francisco can be accessed at http://www.vfsglobal.com/Spain/usa/SanFrancisco/index.html.
The online appointment scheduling system for the consulate in Los Angeles can be accessed at https://app.timetrade.com/tc/login.do?url=spanconsul.

All appointments are made and canceled online. In LA you have to apply 60 days before your departure date.
In SF you have to apply 40 days before your departure date. Appointments do fill up! You can change it later if necessary. Note that the SF Consulate’s appointment system only allows appointments to be rescheduled a limited number of times. When making your appointment consider the application window that your visa appointment will need to be in (see chart at the end of this document). It is better to get an appointment early in your window, in case there is a problem and you need to return to the consulate more than once. Your visa is not guaranteed to be processed on time if you apply after the window closes. Note: Only appointments for the current and following month may show on the Consulate’s online scheduling calendar. If this is the case, you will be able to schedule your appointment 1 to 2 months prior to your preferred appointment date. For example, if you wish to schedule your appointment for May 1st, check the Consulate’s appointment system in March and April to see if the May calendar is available. Appointments fill up fast!

If you plan on going to Spain earlier than the program start date, be aware that your application window will shift based on your departure date and you will need an earlier appointment.

If you don’t see an available appointment within your application window, take the appointment that is as close to the window as possible and then keep checking back a few times per hour for an appointment that is within the window. Appointments pop up when other people cancel, so keep checking the appointment scheduling system – even in the middle of the night!

Step #2: Passport
Make several copies of your passport. Your passport and a copy of your passport are required at your visa appointment.

You will need to surrender your passport to the consulate at your visa appointment, so do not plan to travel during the time that your visa is being processed. The Spanish Consulate may hold on to your passport for 30 – 60 days. As part of the UCEAP pre-departure requirements, you will need to turn in a photocopy of your passport picture and signature pages to the UCEAP Systemwide Office, so be sure to keep a couple of copies of your passport picture and signature pages prior to your visa appointment.
**Step #3: Apply for a Record Clearance from the California Department of Justice.**

Request a record check from the Department of Justice. Follow these instructions on their website: [http://oag.ca.gov/fingerprints/visaimmigration](http://oag.ca.gov/fingerprints/visaimmigration). We recommend you use the LiveScan process because it is faster than processing a manual fingerprint card. The Department of Justice instructions include a link to find a Public LiveScan site near you. The process time for the record clearance may take 3-30 days, so be sure to get your LiveScan done well before your visa appointment. If you have not heard back from the Department of Justice about the results of your background check within 7 days, contact the Department of Justice to check on the status.

**Preparing for the Apostille**

After you have completed the background check and the LiveScan fingerprinting, the Department of Justice will send you a record clearance in the mail. When you receive this clearance, send an e-mail to: [visa-immigration@doj.ca.gov](mailto:visa-immigration@doj.ca.gov) to let them know you need the Apostille of The Hague. The Apostille of The Hague is an internationally recognized seal, required by the Spanish Consulate.

When the Department of Justice receives your e-mail, they will mail you a special letter with a California Department of Justice seal and original signature on it. **Make a photo copy of this letter and your record clearance for your files.** You must submit your original record clearance, your letter from the Department of Justice, a cover letter (the letter should simply state that you are including your background clearance and the official background clearance letter to request the Apostille of the Hague for your Spain Student Visa Application), a self-addressed envelope, and the processing fee either by mail or in person, to the California Secretary of State’s office for authentication with the Apostille of the Hague.

**Instructions for receiving the Apostille of the Hague on your document can be found on the California Secretary of State’s web site:** [http://www.sos.ca.gov/notary/authentication/](http://www.sos.ca.gov/notary/authentication/)

When you receive the document back with the authentication certificate (the Apostille of The Hague), make a copy of it for your records and keep the original in a safe place. You will need to bring the original with you to your visa appointment.

**Step #4: Obtain a Medical Certificate**

Contact your UC Health Center or private health practitioner to provide you with a Medical Certificate. It may take some time for you to get an appointment and the letter, so be sure to **schedule your appointment with the UC Health Center or private health practitioner immediately** so you will receive your Medical Certificate Letter in time for your appointment at the consulate.

The Medical Certificate is not the UCEAP Health Clearance. The Medical Certificate is for your visa application and you will submit it to the Consulate. The UCEAP Health Clearance will only be submitted to the UCEAP Systemwide Office and does not need to be submitted to the Consulate. Though these are two different documents, you should consider having your UC Health Center or private health practitioner complete both of them at your appointment. The instructions for obtaining the Medical Certificate Letter can be found here: [http://eap.ucop.edu/Documents/_forms/1617/Spain/Common/Medical_Certificate.pdf](http://eap.ucop.edu/Documents/_forms/1617/Spain/Common/Medical_Certificate.pdf)

As with all of the documents that you will be turning in to the consulate, make a copy of the Medical Certificate for your records and a copy to take with you when you travel abroad.

**Step #5: Evidence of Funds**

When you apply for your visa, you will be required to provide evidence of funds for the duration of the program. You will need to prove that you have at least €533 per month if applying at the LA Consulate or $800 per month if applying at the SF Consulate. Funding may be in the form of scholarships, loans, grants, and/or personal support for the duration of your program.

If you will be receiving financial aid, your UC campus financial aid office can provide this letter to you. Be sure to contact them well before your appointment so they will have at least a week or two to process the letter.

If you will not be receiving financial aid, you will need to provide an Evidence of Funds letter, signed by a parent and notarized by a notary public. The LA Consulate requires the 3 most recent bank statements of your parent/guardian to

Plan ahead to get the letter signed and notarized before your appointment. Your parent must sign this document in the presence of a notary to make it valid. Make a copy of the original Financial Aid letter or Evidence of Funds letter for your records.

The LA Consulate also allows the option for the applicant to present his/her 3 most recent bank statements that show his/her name in order to meet the proof of funds requirement.

**Step #6: Passport Photos**
The consulates in Los Angeles and San Francisco have different passport photo requirements, so check the consulate’s instructions for the number of passport photos they require to be turned in at the visa appointment. These passport photos may be taken by a professional passport service available at many locations, including Costco, US Post Offices, Wal-Mart, Walgreens, etc.

**Step #7: Visa Application Form**
You will use the National Visa Application form found on your Spanish Consulate’s website. You will need multiple copies of your application form for your visa appointment. See the Visa FAQ document on the UCEAP Pre-departure checklist for tips on completing the National Visa Application form.

**Step #8: Acceptance Letter and Participation Letter**
You will receive your Acceptance Letter and your Participation letter directly from your Campus EAP office. These letters are very important and must be kept in a safe place. The original acceptance letter is required for your application, and it cannot be replaced. You will need to take the participation letter with you to your visa appointment as well. This letter serves as the “Proof of Travel Insurance” that is required for your visa application. Be sure to make copies of these letters for your records and to take with you when you travel abroad. The Consulate will not return your original documents to you.

**Step #9: Proof of Travel Insurance**
Your Participation Letter will act as Proof of Travel Insurance and will be attached to your Acceptance Letter.

**Step #10: Airline Itinerary/Ticket**
The SF consulate requires an itinerary of your travel to Spain. If you have purchased your plane ticket, take a copy with you. If you have not yet purchased a ticket, then select appropriate flights from an online travel web site and print them out as a possible itinerary.

The LA consulate does not require travel information.

Please refer to your program guide in your Pre-Departure Checklist for more information about airline ticket purchases for UCEAP programs.

**Step #11: Visa Fee**
Check with the consulate prior to your appointment to see the latest fee. You can pay the fee with a money order. The SF Consulate also allows applicants to pay in cash (exact change). No personal checks or credit cards are accepted. The visa fee is non-refundable.

**Step #12: Self Addressed USPS Envelope with Stamp**
When your visa has been approved and is ready, the consulate will mail your visa to you if you provide a self-addressed Priority Mail envelope of the US Postal Service. The LA Consulate also accepts FedEx envelopes. The envelope will need to include pre-paid postage, as the consulate will not pay the postage for mailing your visa. The postage must be stamps affixed to the envelope; a metered stamp is not acceptable. You will want to make sure that the shipping method is traceable since your passport and visa will be inside of it and you don’t want them to get lost in the mail. It is your responsibility to keep your receipt with the tracking number.

The LA Consulate also requires that you submit a signed Disclaimer with your envelope.
You may also return to the consulate during public hours to pick up your visa in person.

**Step #13: Receiving your visa**
You will be granted a visa that is valid for 90 days. This visa will be converted into a student residence permit once in Spain, which will allow you to remain in the country legally for the duration of your academic program. You must start the application for a student residence permit within 30 days of arrival. UCEAP Study Center staff can assist you with this process as it varies between cities. Please be aware that if you plan to extend from a Fall program to a Spring term program in another city, you will need to plan to travel to that other city at least three times, maybe more, to complete the student residence permit process. You will be responsible for the cost. **You must complete the student residence permit paperwork by the required deadlines.** Once your 90 day visa expires, you will not be able to travel outside the Schengen area until you have obtained your student residence permit.

If you receive a visa valid for 180 days, call the UCEAP Systemwide Office immediately.

**When you arrive in Spain**

*Do not enter Spain prior to the start date on your visa!* Your passport must be stamped by immigration authorities upon arrival in Spain. We do not recommend you travel prior to your program start date, however if you do, be sure to get your passport stamped when you enter Spain.

If you do not have your passport stamped in Spain because you arrived to Spain directly from another Schengen Area Country, you **MUST keep your transportation tickets to provide with your application for the Student Residence Permit later on.**

Keep copies of all of your visa application documents with you, as you will need these to obtain your Student Residence Permit. **Take photocopies of all visa application documents and your original Medical Certificate and Police Clearance with you in your carry-on luggage.** We recommend that you keep electronic copies so you can easily access them abroad if you lose the paper copies. These documents are required for your student residence permit application in Spain. You have 30 days from your arrival date in Spain to convert your visa to a Student Residence Permit. Your transportation tickets or the stamp in your passport with verify the date that you arrived in Spain. UCEAP staff in Spain will assist you in applying for your student residence permit.

Be sure to keep your passport and visa safe. It is recommended that you keep a photocopy of your passport and visa with you at all times and keep your original passport and visa in a safe place. Take your originals with you when traveling.
## Visa Application Windows:

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<th>Program</th>
<th>Option</th>
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