

## Introduction

Making sure you will be legally able to study in Spain is an important part of your preparations to begin your studies. The student visa process can be time consuming, so we recommend that you read these instructions carefully and that you start gathering your documents as soon as possible.

**NOTE:** We are able to provide support during the visa application process, but we are not a visa processing agency. It is the student's responsibility to verify the visa requirements at their Spanish consulate and begin the process in time.

### Who Needs a Student Visa?

#### Citizens of the European Union and European Economic Community

If you are a citizen of the European Union, Norway, Liechtenstein, Iceland, and Switzerland, you **do not need a visa** to study in Spain. You do need a passport valid for at least six months after your program's end date.

#### All Other Countries

You need a student visa to study in Spain. You will be issued a visa that is valid for at least **90 days**. Within 30 days of entering Europe, you must apply for a student residency card in Spain. This card replaces the visa and is valid for one year. The staff in Valencia will give you instructions on how to apply for the residency card. You will need a passport that is valid for at least six months after your program's end date.

### How to Apply for a Student Visa

Get accepted. Check your consulate's webpage on how to make an appointment and for the requirements. Prepare your documents.					Go to your visa appointment (this is the ideal time).		Wait for your visa and prepare for departure.		Class starts.
DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY 15 to	JUNE 15	JULY	AUGUST	SEPTEMBER

#### 1. Get an appointment at your consulate.

Contact your local Spanish consulate and see how to get an appointment for your student visa. Time slots may fill quickly; there may be a long wait, or appointments may be done on a walk-in basis. The date of your visa appointment is important because once your visa is issued, you must enter the Schengen area within 90 days. You can find the consulate that corresponds to you [here](#).

#### 2. Review the requirements, and prepare your documents.

Use the checklist on the next page as a guide, but carefully review your consulate's website. Most of the process and documents you need are the same, but there may be variations, so we strongly recommend that you check with your consulate for specific requirements.

#### 3. Go to your visa appointment.

Arrive to your appointment at least 15 minutes early and make sure you have all of your documents including originals and copies. Check with the consulate beforehand to know the accepted form of payment and the amount due for the visa application fee.

**4. Get your visa.** At your appointment you should ask how your passport and visa will be returned to you as each consulate works differently.



#### Where to Apply

You must apply at a Spanish consulate or embassy that corresponds to where you are a permanent resident or, if you are a student, where you currently go to school. You will most likely be required to show proof of residence wherever you apply.

**NOTE:** Regardless of the delay that you may face in your procedure, we strongly recommend that you complete the process before leaving your home country, as students who apply for a visa once they are in Spain are often denied the visa or not approved in a timely manner. **Students are required to obtain a valid student visa in order to enrol in and start the studies in Valencia.**



#### Student Visa Checklist

##### IMPORTANT NOTE ABOUT THE CHECKLIST

This checklist is only a general guide. You must check the requirements at your consulate as the process differs at each location. Click [here](#) to know the jurisdiction of the Spanish Consulates in the U.S. depending on the county.

##### Application for National Visa Forms (two double-sided originals)

- Print and fill out **two** double-sided copies of the [Blank Berklee Application Form](#).
- Use this sample form as a guide to fill yours out: [Sample Berklee Application Form](#).

##### Passport (original and two copies)

- Your passport must be in good condition and have at least one blank page for the visa. For the two copies, copy the full, open photo/information page with your signature. Remember to sign your passport!  
 ✓ Scan your passport info before you give it to the consulate as they will keep it between four and eight weeks, and you might need to reference your passport information while they have it.

##### Passport-Sized Color Photos (two original photos)

- Photos must be two-by-two inches and on a white background. See photo examples [here](#).

##### Proof of Financial Means (original and one copy)

You must present **one of the following**:

Option 1: Notarized letter from parent/guardian (original and one copy)	Option 2: Bank statements for each of the last three months AND a bank certification letter (originals and copies of each)
<p><b>Type a letter stating this</b> (do not handwrite):</p> <p><i>"I certify that I'm the (father/mother/legal guardian) of (full student name) and will support (him/her) with a monthly allowance of at least \$1,000 while (he/she) is in Spain, and that I am financially responsible for any emergency that may arise."</i></p> <ul style="list-style-type: none"> <li>• This is the minimum information required.</li> <li>• The letter must be dated and notarized.</li> <li>• The letter may have to be translated into Spanish.</li> </ul> <p>Check with your consulate.</p>	<p><b>Bank statements (from each of the last three months)</b></p> <ul style="list-style-type: none"> <li>• Each statement must show at least \$1,000 per number of months you will stay in Spain.</li> <li>• The bank statements must be in your name only. They cannot have any other person's name on them.</li> </ul> <p><b>Bank certification letter</b></p> <ul style="list-style-type: none"> <li>• The bank certification letter must be original, on bank letterhead, and indicate your name and current balance as of the date of the letter.</li> </ul>

✓ Other options to prove financial means may be available, so you should check your consulate's specific requirements.

##### Official Acceptance Letter, Program of Study, and Proof of Health Insurance (originals and one copy)

- Berklee will send digital copies of these three documents (written in Spanish) to you via email. Your acceptance letter will also suffice if the consulate asks for proof of housing.



#### **Certificate of Absence of Police Records (Background Check)** (original and one copy)

- The background check cannot be more than three months old. You must get a background check from the countries and/or states you have lived in for more than six months during the last five years.
- You will need to get the background check legalized. You should get an Apostille of the Hague Convention seal on the background check. If the country where the document was issued does not use the Apostille system, the documents must be notarized and then legalized by a Spanish consulate/embassy in that country. See the Appendix for more information.
- You will need a sworn translation of the legalized background check. See the Appendix for more information.  
*✓ If you have not scanned the background check yet, do it before you get the Apostille seal as the seal binds the documents together, making it difficult to copy or scan them.*

#### **Medical Certificate** (original and one copy)

- Request the medical certificate from a physician (you will need the original). It should include the following text:

*“This medical certificate attests that (student’s full name) does not suffer from any illness that would pose a threat to public health according to the International Health Regulations of 2005.”*

- The certificate must be on your doctor’s (M.D.) official letterhead and it must be signed by hand in ink. A doctor’s stamp is not sufficient without a hand signature.
- The certificate must be issued in your place of residence.

## APPENDIX

**Note:** When you check your consulate’s specific requirements, make sure you check which documents need to be legalized and which documents need to be translated by a sworn translator.

### Legalizing Documents

- [How to get an Apostille of the Hague Convention seal](#): This lists the countries that use the Apostille system and where you can get an Apostille in each country.
- [Spanish consulates/embassies](#): This list shows the Spanish consulates/embassies in each country.

### Sworn Translations

- The translation of legal documents must be done by a legal translator. You can find a list of official Spanish translators [here](#). You can also search the internet for “lista actualizada de traductores/as - intérpretes jurados/as.”