



# IMPORTANT VISA INFORMATION

- For programs under 90 days (January Terms, May Terms, Summer Terms, and some fall or spring semesters), U.S. citizens do NOT need a visa. Citizens of other countries may require a Schengen Visa for short-term programs, however.
- If your program is over 90 days (most - but not all - fall and spring semesters), U.S. citizens WILL need to apply for a visa using the Spanish consulate's National Visa Application.
- Non-U.S. citizens may not need to apply for a visa ahead of time, but instead once they are in Spain. Students who are non-U.S. citizens should contact the Spanish embassy in their country of residence about visa requirements, no matter how long the program is that they plan to attend.
- Since the visa process can take up to 8 weeks you should plan on starting the process as soon as you are accepted.
- If your program is over 180 days you will need to take extra steps; please follow the instructions for Academic Year students starting on the next page. Please note that academic year visa process can take more than 15 weeks.

If you are uncertain about the length of your program, you can use a date duration calculator (always include end date in calculation): <https://www.timeanddate.com/date/duration.html>, or contact your Admissions Advisor for assistance.

It is important to understand a few basic points before attempting to acquire your visa:

## MAKE SURE YOUR PASSPORT IS VALID

Your passport should be valid for at least 6 months after the program end date. If it is not, you should renew it right away since this will add to the processing time. Please note that you will need to provide your passport to the consulate with your visa application. Applications with passports not valid 6 months past the program end date may be delayed or rejected.

## LOCATE YOUR SPANISH CONSULATE AND MAKE AN APPOINTMENT

Appointments are different at each consulate, so read the website for the consulate in your jurisdiction carefully. You will need to make an appointment at the consulate that is either in your home address jurisdiction OR your school's jurisdiction depending on the specific Consulate's rules. Keep in mind that most consulates will not allow you to make an appointment more than 90 days from the start of your program.

Please note that Spanish Studies Abroad is only responsible for providing the necessary documentation in support of a visa application in the cases where the length of your program requires you to obtain one. If your program 90 days or less and you want to extend your stay for independent travel, we cannot guarantee that the Spanish Consulate will issue you a visa.

If your permanent residency is in the Spain Consulate General of New York's jurisdiction (CT, NY, PA, DE, NY), then you will be required to be represented by Spanish Studies Abroad via a batch service appointment. Please contact us for information regarding this service at [info@spanishstudies.org](mailto:info@spanishstudies.org).

## READ CAREFULLY WHAT YOUR CONSULATE REQUIRES YOU TO BRING

Every consulate is different and requires specific documents for you to fill out and bring in addition to the National Visa Application. It's important you familiarize yourself with these items as soon as possible. Remember: you may be required to visit your consulate in person to process your application. Be sure to have prepared all your required documents, to have a current passport in hand, and to have clarified with your consulate ahead of time what will be expected of you.

If you have not yet provided your passport information to Spanish Studies Abroad, please contact our U.S. office right away. We need your passport information in order to send you the necessary documents you will need from Spanish Studies Abroad in order to apply for your visa.

## DOCUMENTS FROM SPANISH STUDIES ABROAD

Spanish Studies Abroad will provide you will the following hard copies for you to include with the National Visa Application and other materials required by the consulate (please visit your consulate jurisdiction's website for specific materials required and to download their version of the National Visa Application):

1. An official Acceptance Letter
2. A visa letter (in Spanish), which provides:
  - a. The consulate with evidence of funds
  - b. Proof of full time enrollment
  - c. Contact information of our staff in Spain and the university information
3. Proof of health insurance

## ACADEMIC YEAR STUDENTS

Academic-year students must get a head start on their visa applications. All Spanish consulates now require an apostilled background check and a medical certificate for students staying in Spain longer than 6 months. Depending on the consulate, you may also be required to obtain Spanish translations of these documents. Again, each consulate has different requirements and it is important that you read your consulate's website carefully.

### Background Check

Police criminal record clearance, or background check, must be verified by fingerprints. It cannot be older than 3 months from the application date. You must get a police record from the countries in which you have lived during the past 5 years.

A U.S. Criminal Record must be either from:

a) The Department of Justice of the State where you have lived in the past 5 years. It must be legalized with the Apostille of the Hague Convention from the corresponding Secretary of the State. Please check with your consulate's requirements, since not all consulates will accept this method.

OR

b) FBI Records for International purposes issued by the U.S. Department of Justice – Federal Bureau of Investigation and must be legalized with the Apostille of the Hague Convention from the U.S. Department of State (in this case the Apostille must be from the Department of State and not from the Secretary of State). To learn how to obtain an FBI background check, visit: <https://www.fbi.gov/services/cjis/identity-history-summary-checks>. These background checks can take up to 6 weeks to be processed, so please apply accordingly! To learn more about obtaining the Apostille, visit:

<https://travel.state.gov/content/travel/en/legal/travel-legal-considerations/international-judicial-assistance/authentications-and-apostilles/requesting-authentication-services.html>

\*Please note that local police background checks will NOT be accepted.

Note: For criminal record documents issued by a state authority, they must be apostilled by the Secretary of State of your state. If the document has been issued by a federal authority, you must get the Apostille from the U.S. Department of State in Washington, D.C. You cannot get a criminal record document issued by a state authority apostilled by a federal authority.

Keep in mind that obtaining an Apostille for the FBI Background Check can take an additional month to process, including mailing the documents to D.C., having them processed, and having them returned via mail.

#### Medical Certificate

Your medical certificate cannot be older than three months from the date of your visa appointment. It has to be on the medical center's or doctor's office letterhead, and signed by an M.D. It must indicate with the following phrase that you, the applicant (identified by Passport's First and Last name), was found in good physical and mental health to travel to study abroad and "has been examined and found free of any contagious diseases according to the International Health Regulation 2005."

Please note that Spanish Studies Abroad is only responsible for providing the necessary documentation in support of a visa application in the cases where the length of your program requires you to obtain one. If your program 90 days or less and you want to extend your stay for independent travel, we cannot guarantee that the Spanish Consulate will issue you a visa.

## VISA VALIDITY

All student visas are issued to start approximately 10 days before your program will begin. Therefore, your intended date of entry should not be over 10 days from the beginning of the program. The visa will be affixed to your passport and must be presented at your point of entry into Schengen areas.

## EXAMPLE DOCUMENTS

On the following pages is a list of consulate jurisdictions throughout the U.S. and Canada. There are also line-by-line instructions for the National Visa Application and an example of the application itself. Please note that these examples only match the actual application of a few consulates. Even though the order of some of the questions may not match your consulate's application, you can still use these instructions to complete your application.

Please contact the Amherst office with any questions about the application or visa process at:

Phone: (413) 256-0011

Email: [info@spanishstudies.org](mailto:info@spanishstudies.org)

## SPANISH CONSULATES IN THE UNITED STATES

### If your home address is in:

### Contact the Spanish Consulate at:

ME, MA, NH, RI, VT

31 St. James Avenue, Suite 905  
Boston, MA 02116  
telephone #: (617) 536-2506 / 2527  
e-mail: [cog.boston@maec.es](mailto:cog.boston@maec.es)  
<http://www.exteriores.gob.es/Consulados/BOSTON/en/>

IL, IN, IA, KS, KY, MI, WI, MN, MO,  
NE, ND, SD, OH

180 North Michigan Avenue, Suite 1500  
Chicago, IL 60601  
telephone #: (312) 782-4588  
e-mail: [Cog.Chicago@maec.es](mailto:Cog.Chicago@maec.es)  
<http://www.exteriores.gob.es/Consulados/CHICAGO/en/>

NM, OK, TX, AL, AR, LA, MS, TN

1800 Bering Drive, Suite 660  
Houston, TX 77057  
telephone #: (713) 783-6200  
e-mail: [cog.houston@maec.es](mailto:cog.houston@maec.es)  
<http://www.exteriores.gob.es/Consulados/HOUSTON/en/>

AZ, CO, UT, Southern CA

5055 Wilshire Boulevard, Suite 860  
Los Angeles, CA 90036  
telephone #: (323) 938-0158/ 59  
e-mail: [cog.losangeles@maec.es](mailto:cog.losangeles@maec.es)  
<http://www.exteriores.gob.es/Consulados/LOSANGELES/en/>

AK, HI, ID, MT, NV, OR, WA, WY,  
Northern CA, Pacific Islands

1405 Sutter Street  
San Francisco, CA 94109  
telephone #: (415) 922-2995 / 2996  
e-mail: [Cog.sanfrancisco@maec.es](mailto:Cog.sanfrancisco@maec.es)  
<http://www.exteriores.gob.es/Consulados/SANFRANCISCO/en/>

MD, VA, WV, NC, District of Columbia

2375 Pennsylvania Avenue N.W.

Washington, DC 20037

telephone #: (202) 728-2330, 452-0100

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

<http://www.exteriores.gob.es/Consulados/WASHINGTON/en/>

CT, NJ, PA, DE, NY

150 East 58th Street, 30th floor

New York, NY 10155

telephone #: (212) 355-4080 / 81 / 82 / 85 / 86 / 90 / 91

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

<http://www.exteriores.gob.es/Consulados/NUEVAYORK/en/>

FL, SC, GA

2655 Le Jeune Road, Suite 203

Coral Gables, Miami, FL 33134

telephone #: (305) 446-5511, 12, 13

e-mail: [cog.miami@maec.es](mailto:cog.miami@maec.es)

<http://www.exteriores.gob.es/Consulados/MIAMI/en/>

PR, VI

Edificio Mercantil Plaza, piso 11, oficina 1101

Avenida Ponce de León s/n

Hato Rey, PR 00918

Send Correspondences to:

Apartado Postal 9243

Santurce, PR 00908

telephone #: (787) 758-6090/6142/ 6279

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

<http://www.exteriores.gob.es/Consulados/SANJUANDEPUERTORICO/en/>

## SPANISH CONSULATES IN CANADA

### If your home address is in:

BC, AB, SK, MB, YT, NU, NWT, ON  
(except National Capital Region)

Ottawa/Gatineau  
(National Capital Region)

NB, NS, PEI, NL, QC  
(except National Capital Region)

### Contact the Spanish Consulate at:

2 Bloor Street East, Suite 1201  
Toronto, Ontario M4W 1A8  
telephone #: (416) 977-1661/3923/4075/4705  
e-mail: [cog.toronto@maec.es](mailto:cog.toronto@maec.es)  
<http://www.exteriores.gob.es/Consulados/TORONTO/en/Consulado/Pages/inicio.aspx>

74 Stanley Avenue  
Ottawa, Ontario K1M 1P4  
telephone #: (613) 747-2252 / 7293 / 1143 / 6181  
e-mail: [emb.ottawa@maec.es](mailto:emb.ottawa@maec.es)  
<http://www.exteriores.gob.es/Embajadas/OTTAWA/en/Embajada/Pages/inicio.aspx>

1, Westmount Square, Suite 1456  
Montréal, QC H3Z 2P9  
telephone #: (514) 935-5235  
e-mail: [cog.montreal@maec.es](mailto:cog.montreal@maec.es)  
<http://www.exteriores.gob.es/consulados/montreal/es/Paginas/inicio.aspx>

# Line-by-line instructions for the National Visa Application

| Line # | They ask for:   | You should answer:  |
|--------|---|---|
| 1      | Surname / Apellido(s)   | Your last name  |
| 2      | Surname at birth / Apellido(s) de nacimiento, apellido(s) anterior(es)  | Leave BLANK, unless you have a maiden name  |
| 3      | First name(s) / Nombre(s)   | Your first name   |
| 4      | Date of birth (day-month-year) / Fecha de nacimiento  | DAY/MONTH/YEAR of your birth date   |
| 5      | Place of birth / Lugar de nacimiento  | Write the State, Province, or Territory where you were born   |
| 6      | Country of birth / País de nacimiento   | Write the Country where you were born   |
| 7      | Current Nationality(ies) & Nationality at birth, if different / Nacionalidad(es) Actual(es) y Nacionalidad de nacimiento, si difiere de la actual           | Write your nationality as applicable (i.e. "United States of America") & nationality at birth, if different                             |
| 8      | Sex / Sexo  | Check "Male/Varón" or "Female/Mujer" as applicable  |
| 9      | Marital Status / Estado Civil   | Check answer as applicable  |
| 10     | In case of minors... / Para los menores de edad...  | If under 18, write surname, first name, address (if different from applicant's) and nationality of parental authority/legal guardian    |
| 11     | National identity number / Número de documento nacional de identidad  | Leave blank   |
| 12     | Type of travel document / Tipo de documento de viaje  | Check "Ordinary Passport/Pasaporte ordinario"   |
| 13     | Number of travel document / Número del documento de viaje   | Fill in your passport number  |
| 14     | Date of issue / Fecha de expedición   | DAY/MONTH/YEAR passport was issued  |
| 15     | Valid until / Válido hasta  | DAY/MONTH/YEAR passport expires   |
| 16     | Issued by / Expedido por  | Write the name of the country which issued your passport (i.e. "United States")   |
| 17     | Applicant's home address and email address & Telephone Number(s) / Domicilio postal y dirección de correo electrónico del solicitante y Números de teléfono | Enter home address, email address, and telephone number   |
| 18     | Residence in a country other than the country of current nationality / Residente en un país distinto del país de nacionalidad actual                        | Leave BLANK if you live in your country of citizenship; complete if applicable  |
| 19     | Current occupation / Profesión actual   | Write "Student"   |
| 20     | Main purpose of journey / Motivo principal del viaje  | Check "Studies/Estudios"  |
| 21     | Intended date of arrival in Spain / Fecha de entrada prevista en España   | The DAY/MONTH/YEAR you plan to arrive in Spain; see the calendar in your acceptance packet for the suggested date of departure to Spain |

|    |   |   |
|----|---|---|
| 22 | Number of entries requested / Número de entradas solicitando  | Circle:<br>"Multiple entries/Entradas multiples"  |
| 23 | Applicant's address in Spain / Domicilio postal de solicitante en España  | <p><u>For programs in Seville write:</u><br/>Calle Harinas 16 y 18<br/>CP 41001 Sevilla</p> <p><u>For programs in Alicante write:</u><br/>Universidad de Alicante<br/>Edificio Germán Bernácer PS013<br/>03690 San Vicente del Raspeig<br/>Alicante</p> <p><u>For programs in Barcelona:</u><br/>Write this address for UPF programs:<br/>Universitat Pompeu Fabra<br/>Study Abroad Programs<br/>Ramon Trias Fargas 25-27<br/>08005 Barcelona</p> <p>Write this address for UAB programs:<br/>Universitat Autònoma de Barcelona<br/>Campus Sant Pau<br/>Sant Antoni Maria Claret, 171<br/>08041 Barcelona</p> |
| 24 | Spanish Foreign National Identity Number (NIE) / Número de Identificación de Extranjero (NIE)   | Leave BLANK   |
| 25 | Date of notification of decision issued by competent body for non-nationals / Fecha de notificación de la resolución dictada por el órgano de extranjería competente  | Leave BLANK   |
| 26 | Information of the individual resident in Spain in case of applying for a residence visa for family reunion / Datos del reagrupante en caso de solicitar un visado de residencia para reagrupación familiar                     | Leave BLANK   |
| 27 | Information of the employer or the company in case of applying for a residence visa for employees, self-employed or temporary work / Datos del empleador o de la empresa en caso de solicitar un visado de residencia y trabajo | Leave BLANK   |

|    |   |   |
|----|---|---|
| 28 | Information of the educational establishment or research center in case of applying for a student or research visa / Datos del centro de estudios o investigación en caso de solicitar un visado de estudios o de investigación | See sections below.   |
|    | Name of the educational establishment or research center / Nombre del centro de estudios o investigación  | Write "Spanish Studies Abroad"  |
|    | Address of the educational establishment or research center / Dirección postal de centro de estudios o investigación  | <p><u>For programs in Seville write:</u><br/>Calle Harinas 16 y 18<br/>CP 41001 Sevilla</p> <p><u>For programs in Alicante write:</u><br/>Universidad de Alicante<br/>Edificio Germán Bernácer PS013<br/>03690 San Vicente del Raspeig<br/>Alicante</p> <p><u>For programs in Barcelona:</u><br/>Write this address for UPF programs:<br/>Universitat Pompeu Fabra<br/>Study Abroad Programs<br/>Ramon Trias Fargas 25-27<br/>08005 Barcelona</p> <p>Write this address for UAB programs:<br/>Universitat Autònoma de Barcelona<br/>Campus Sant Pau<br/>Sant Antoni Maria Claret, 171<br/>08041 Barcelona</p> |
|    | Telephone of the person or organization responsible / Número de teléfono del centro de estudios o investigación   | For Seville write "Phone: 95-422-4107"<br>For Alicante write: "Phone 69-077-4830"<br>For Barcelona write: "Phone 68-976-6723"   |
|    | E-mail address of the educational establishment or research center / Correo electrónico del centro de estudios o investigación  | Write "info@spanishstudies.org"   |
|    | Intended start date of studies or research / Fecha prevista de inicio de los estudios o investigación   | Write the start date of your academic program (DAY/MONTH/YEAR)  |
|    | Intended end date of studies or research / Fecha prevista de finalización de los estudios o investigación   | Write the end date of your academic program (DAY/MONTH/YEAR)  |

|    |  |  |
|----|--|--|
|    | In case of temporary stay of children with the purpose of studying in Spain within the framework of a program of a public administration, a non-profit organization or a charity or other establishment of persons who do not hold their parental authorities/ are not their legal guardians: / En caso de desplazamiento temporal de menores con fines educativos en programas promovidos y financiados por las Administraciones públicas, asociaciones sin ánimo de lucro o fundaciones u otras entidades o personas ajenas a quienes ejercen su patria potestad o tutela: | If a <u>minor</u> , fill out sections below. If you are 18 years of age or older, <u>do not fill out the following 5 sections.</u> |
|    | Surname (Family name) and first name(s) of the person responsible or name of the organization and surname (Family name) and first name(s) (Given name(s)) of the contact person in the organization / Apellidos y nombre de la persona que vaya a acoger al menor o nombre de la entidad de acogida y apellidos y nombre de la persona de contacto de la entidad   | Leave BLANK if 18 years or older   |
|    | Address of the person or organization responsible / Dirección postal de la persona que vaya a acoger al menor o de la entidad de acogida   | Leave BLANK if 18 years or older   |
|    | Telephone of the person or organization responsible / Número de teléfono de la persona que vaya a acoger al menor o de la entidad de acogida   | Leave BLANK if 18 years or older   |
|    | Email of the person or organization responsible / Correo electrónico de la persona que vaya a acoger al menor o de la entidad de acogida   | Leave BLANK if 18 years or older   |
|    | Spanish Alien's Identity Number (NIE) or number of the Spanish National Identity Card (DNI) of the person responsible or of the contact person in the organization / Número de Identidad de Extranjero o Documento Nacional de Identidad de la persona que vaya a acoger al menor o de la persona de contacto de la entidad  | Leave BLANK if 18 years or older   |
| 27 | Place and date / Lugar y fecha   | Write your location and today's date   |
| 28 | Signature (for minors, signature of parental authority/legal guardian) / Firma (en caso de menores, firma de la persona que ejerce la patria potestad o del tutor legal)   | <b>REMEMBER to SIGN YOUR NAME!</b><br>(If you are a minor, have your parent or guardian sign here).                                |



# Application for a National Visa

This application form is free

PHOTO

1. Surname (Family name) (x)

PARTE RESERVADA A LA ADMINISTRACIÓN

2. Surname at birth (Former family name(s)) (x)

Fecha de la solicitud:

3. First name(s) (Given name(s)) (x)

Número de la solicitud de visado:

4. Date of birth (day-month-year)

5. Place of birth

7. Current nationality

Expediente gestionado por:

6. Country of birth

Nationality at birth, if different:

Documentos presentados:

8. Sex

Male  Female

9. Marital status

Single  Married  Separated  Divorced  Widow(er)  
 Other (please specify)

- Documento de viaje
- Autorización gubernativa
- Solicitud de autorización gubernativa
- Medios de subsistencia
- Prueba de alojamiento
- Certificado médico
- Certificado de antecedentes penales
- Seguro médico de viaje
- Nota Verbal
- Otros:

10. In the case of minors: Surname, first name, address (if different from applicant's) and nationality of parental authority/legal guardian

11. National identity number, where applicable

Decisión sobre el visado:

12. Type of travel document

Ordinary passport  Diplomatic passport  Service passport  Official passport  Special passport  
 Other travel document (please specify)

Denegado

Expedido:  
Válido desde .....  
hasta .....

13. Number of travel document

14. Date of issue

15. Valid until

16. Issued by

Número de entradas:

17. Applicant's home address and e-mail address

Telephone number(s)

Una  dos  múltiples

Número de días:

18. Residence in a country other than the country of current nationality

No  
 Yes. Residence permit or equivalent ..... No ..... Valid until

\* 19. Current occupation

(x) Fields 1-3 shall be filled in in accordance with the data in the travel document.

20. Main purpose of the journey:

- |  |  |
|--|--|
| <input type="checkbox"/> Residence without work permit | <input type="checkbox"/> Residence – Temporary work (9 months in 1 year)                             |
| <input type="checkbox"/> Residence – Family reunion    | <input type="checkbox"/> Studies   |
| <input type="checkbox"/> Residence – Employee          | <input type="checkbox"/> Research (within the framework of an agreement signed by a research centre) |
| <input type="checkbox"/> Residence – Self-employed     | <input type="checkbox"/> Accreditation   |

21. Intended date of arrival in Spain

22. Number of entries requested:  Single entry  Two entries  Multiple entries

23. Applicant's address in Spain

**SAMPLE**  
**PLEASE CHECK YOUR CONSULATE FOR**  
**SPECIFIC INSTRUCTIONS**

24. Data of the individual resident in Spain in case of applying for a residence visa for family reunion

Surname (Family name) and first name(s) (Given name(s)) of the resident individual in Spain

Family relationship (of the applicant with the individual resident in Spain)

- |   |  |
|---|--|
| <input type="checkbox"/> Spouse   | <input type="checkbox"/> dependent direct relative in the ascending line of the individual resident or the spouse or partner |
| <input type="checkbox"/> Registered partner                               | <input type="checkbox"/> dependent person when the individual resident holds the parental authority/is the legal guardian    |
| <input type="checkbox"/> Child (of the individual resident or the spouse) |  |

Date of birth

Nationality

Spanish Alien's Identity Number (NIE) or number of the Spanish National Identity Card (DNI)

Individual resident's address in Spain

Individual resident's telephone

Individual resident's e-mail address

25. Data of the employer or the company in case of applying for a residence visa for employees, self-employed or temporary work

Surname (Family name) and first name(s) (Given name(s)) of the employer or name of the company and surname (Family name) and first name(s) (Given name(s)) of the contact person in the company

Employer or company's address

Employer or company's telephone

Employer or company's e-mail address

Spanish Alien's Identity Number (NIE) or number of the Spanish National Identity Card (DNI) of the employer or of the contact person in the company

Company's Spanish Tax Identification Code (CIF)

**26. Data of the educational establishment or research centre in case of applying for a student or research visa**

Name of the educational establishment or research centre

SAMPLE  
PLEASE CHECK YOUR CONSULATE FOR  
SPECIFIC INSTRUCTIONS

Address of the educational establishment or research centre

Telephone of the educational establishment or research centre

E-mail address of the educational establishment or research centre

Intended date of start of studies or research

Intended date of end of studies or research

In case of temporary stay of children with the purpose of studying in Spain within the framework of a program of a Public Administration, a non-profit organisation or a charity or other establishment or persons who do not hold their parental authorities/are not their legal guardians:

Surname (Family name) and first name(s) (Given name(s)) of the person responsible or name of the organisation and surname (Family name) and first name(s) (Given name(s)) of the contact person in the organisation

Address of the person responsible or organisation

Telephone of the person responsible or organisation

E-mail address of the person responsible or organisation

Spanish Alien's Identity Number (NIE) or number of the Spanish National Identity Card (DNI) of the person responsible or of the contact person in the organisation

I am aware of and consent to the following: the collection of the data required by this application form and the taking of my photograph are mandatory for the examination of the visa application. Any personal data concerning me which appear on the visa application form, as well as my photograph, will be supplied to the relevant authorities and processed by those authorities, for the purposes of a decision on my visa application. Such data as well as data concerning the decision taken on my application will be entered into, and stored in a database. The controller is the Consular Post at which the visa was applied for. Data shall be accessible to the visa authorities and the authorities competent for carrying out checks on visas at external borders and in Spain, immigration and asylum authorities for the purposes of verifying whether the conditions for the legal entry into, stay and residence on the territory of Spain are fulfilled, of identifying persons who do not or who no longer fulfil these conditions, of examining an asylum application and of determining responsibility for such examination.

I am aware that I have the rights of access, correction and deletion of personal data relating to me and the right to object to the processing thereof, pursuant to the provisions contained in the *Ley Orgánica 15/1999, de 13 de diciembre, de Protección de Datos de Carácter Personal*, by addressing a request to the *Dirección General de Asuntos y Asistencia Consulares* of the Ministry of Foreign Affairs and Cooperation; calle Ruiz de Alarcón 5, 20871 – Madrid (Spain).

I declare that to the best of my knowledge all particulars supplied by me are correct and complete. I am aware that any false statements shall lead to my application being rejected or to the annulment of a visa already granted.

I am aware that once the visa request has been submitted, a copy of the form, sealed with the indication of the date and place of reception, shall be returned to the applicant and that arrangements can be made with the applicant as to the channel to request corrections or the supply of documents or certificates, as well as to serve notice of summons and to notify the decision adopted in due course.

Notices and requests shall be served by telephone or fax to the contact number provided by the interested party or his/her legal representative. If they were to prove ineffective, they shall be served in writing to the domicile set out in the application, which must be located within the consular district.

Summons and requests served must be complied with within a period not exceeding ten days, unless personal attendance is required in which case the deadline is fifteen days.

Once all the possibilities of serving a notice have been exhausted, the notice shall be served by means of an announcement posted at the relevant notice board of the Embassy or Consulate during ten days.

If no reply is received to a request or summons, the applicant shall be deemed to have withdrawn his request and the resolution establishing this to be the case shall be notified to him.

Decisions on a visa application shall be notified within one month of the date of the lodging of an application, except for residence visas without work permit. In this case, decisions shall be notified within three months, but the request for the residence authorisation that has to be issued by the competent *Delegación* or *Subdelegación del Gobierno* shall interrupt the computation of this period of time until this authorisation is notified to the Embassy or Consulate.

The visa once granted must be collected within a month, unless it is a visa for family reunion or a visa for study purposes; in these cases, it must be collected before two months elapse. If a visa is not collected within the aforesaid period, the applicant shall be deemed to have renounced to the visa granted and the proceedings shall be filed.

**I am aware that the visa fee is not refunded if the visa is refused.**

27. Place and date

28. Signature (for minors, signature of parental authority/legal guardian)

**SAMPLE**

PLEASE CHECK YOUR CONSULATE FOR SPECIFIC INSTRUCTIONS