-IMPORTANT: DO NOT LOSE THIS CHECKLIST-

All Students MUST have a student visa to participate in this program.
Students arriving without a visa will be sent home by immigration officials at your own expense.
YOU are solely responsible for obtaining your visa **ON TIME** for your program.
Please take this process seriously.

ALL STUDENTS STUDYING AT DICKINSON MAY APPLY FOR A VISA THROUGH THE SPANISH CONSULATE IN NEW YORK

You may opt to use the consulate of you home jurisdiction. You must review the requirements for that consulate as they may differ from the New York Consulate's requirements.

These instructions are for the New York Consulate ONLY.

You may not apply for your visa more than 90 days prior to the program start date of September 24, 2012. Processing times at the consulate can be lengthy during the summer months, therefore, we recommend applying as close to the 90 day mark as possible.

NOTE: YOU MUST RELINQUISH YOUR PASSPORT TO THE SPANISH CONSULATE WHEN APPLYING FOR A SPANISH VISA. DO NOT MAKE PLANS TO TRAVEL INTERNATIONALLY DURING THIS TIME.

What You Will Need TO DO:

- **CONSULT** and **READ** information on the **CONSULATE** website.
- **MAKE an APPOINTMENT** with the SPANISH CONSULATE on their website.
- **GATHER** all of the supporting documentation (and copies!) for your visa application.
- **GO TO** the Spanish Consulate in NEW YORK CITY for an **in-person** appointment to deliver your VISA APPLICATION and supporting documents.

Step 1: Visa Preparation

- Consult Spain's New York City consulate website: **http://www.maec.es/subwebs/Consulados/NuevaYork/en/home/Paginas/Home.aspx**
  - Paperwork and Requirements for Consular Services → Requirements for entry into Spain and Visas → Visas → Long stay visas → Student Visa
- **NOW!** Investigate how to obtain a State Police Criminal Background Check from your home state/state of permanent residency and an *Apostille*.
  - This is typically a two-step process that takes several weeks and may require you to travel to your state capitol. Plan your schedule accordingly as you will need this document and *Apostille* seal to apply for your visa.
- **NOW!** Schedule your visa appointment between **June 27 – July 25** (recommended dates).
- Download and complete the **National Visa Application** form from the Consulate website (above)
- Gather appropriate documents for the appointment.
  - *Prioritize* – some documents take longer to obtain! (i.e.: Police Records Certificate)
- **APPLY** in person for your visa through the New York Consulate. It can take up to eight weeks to receive your visa from the time of your appointment.

Step 2: Spanish Consulate in New York City, NY

http://www.maec.es/SUBWEBS/CONSULADOS/NUEVAYORK/EN/MENUPPAL/DOCUMENTACIÓNREQUISITOSPARASERVICIOSCONSULARES/REQUIREMENTSENTRSPAINVISAS/Paginas/Visas.aspx

CHECKLIST FOR CONSULATE APPOINTMENT

Items you will need to bring with you in order to apply [Original AND one (1) Photocopy]:

Required Items	Provided by:	Original	Copy	Notes
National Visa Application form	You (via consulate website)			Two (2) total; form found on consulate website; must be signed
Signed passport	You		(of face page)	Must be valid through the end of the program (November 15, 2013); must have at least one blank page in order to affix the visa
Additional Identification	You			i.e.: US driver's license, US state ID card or current student ID
Two (2) passport-size photographs	You	(2)		Recent, white background; staple one to each application form
Letters of Acceptance from Dickinson (CGSE) and the University of Málaga	CGSE			Indicates: full-time status, name, address, Spanish registration number, payment of tuition, duration of program, subjects of study, hours per week
Health Insurance	You			Letter indicates: international insurance coverage with a minimum coverage equal to €30,000 and repatriation
Proof of Financial Means	CGSE			This is included in the *Letter of Acceptance*
Non-refundable Visa Fees	You			Money order **ONLY**
Evidence of Migratory Status in the USA*	You			*for non-US citizens only Provide *Alien Registration Card* or *US Visa with I-20/IAO-66*
Police Records Certificate (see consulate website for more information)	You (via home state police department)			- Must be issued by your state of permanent residency; local police background checks are not accepted. - **Must bear the seal of the "Apostille of the Hague Convention"** http://www.state.gov/m/a/auth/
Medical Certificate (see consulate website for more information and specific wording)	You (via your doctor)			- Indicates good health to study abroad
Pre-paid, self-addressed UPS label	You			* NO OTHER COURIER service will be accepted other than UPS - create a shipment online at www.ups.com and print label

Please contact the Center for Global Study and Engagement with any questions

CONTACTS:	
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Spanish Consulate in New York City 150 East 58th St., 30th floor | New York, NY 10155 | 212.355.4090 | cog.nuevayork@maec.es	**Resident Director in Málaga** | Prof. Jorge Sagastume | Paseo Marítimo Ciudad de Melilla 11-5 C | 29016 Málaga, España | sagastuj@dickinson.edu