

-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.

All students are REQUIRED to use the Spanish Visa Service provided by Raffaele Cimina through Dickinson College.

Please take this process seriously.

THE SPANISH CONSULATE HAS RECENTLY UPDATED THE APPLICATION PROCESS AND IT IS SUBJECT TO CHANGE. CHECK THE CONSULATE'S WEBSITE FOR UPDATES AND CHANGES TO THE PROCESS.

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:

- **READ** information on this instruction sheet and the visa forms.
- **GATHER** all of the supporting documentation (and copies) for your visa application
- **PROVIDE RAFFAELE CIMINA** the appropriate documents for a student visa, giving the consulate **PLENTY OF TIME** to process your application. Make sure you allow extra time in consideration of holiday closings and mailing time.
- **PRESENT** all required documentation when you pass through immigration upon arrival in Spain.

Step 1: Visa Preparation

- **NOW!** Consult Spain's New York City consulate website:
<http://www.exteriores.gob.es/Consulados/NUEVAYORK/en/ServiciosConsulares/Pages/CSNewYork/Visas-New-York.aspx>
- Make sure you have **ALL** of the documents including some that you will need to get from home.
- You will have to relinquish your passport to the Spanish Consulate when applying for your visa; do not plan to travel internationally at this time.

Step 2: Apply!

- Provide CGSE with all documents provided by you on the checklist on page 2. CGSE will supply Raffaele Cimina (contact information below) with these necessary documents to process your visa.
- All students must use this service.
- **Your passport with the visa inside will be mailed to you in the pre-paid express mail envelope you provided as part of the application.**
- Use checklist (below) and supporting sample documents for your application.

CHECKLIST FOR SPANISH STUDENT VISA APPLICATION

Required Items	Provided by:	Original	Copy	Notes
National Visa Application form	You	(1)		One (1) total; must be signed Must be completed in BLUE or BLACK INK
Signed passport	You	(1)	(of bio page)	Must be valid for a minimum of one year from time of application and at least 6 months after the end of your program; must have at least one blank page in order to affix the visa
Two additional forms of Identification	You		(2)	i.e.: US driver's license, US state ID card or current student ID
One (1) passport-size photograph	You	(1)		2x2, Recent, white background; staple one to each application form; can be purchased from CVS or the post office WRITE YOUR NAME ON THE BACK OF PHOTO!
Letters of Acceptance - (1) from Dickinson (CGSE) and - (1) from University of Málaga	CGSE	(2)		Indicates: full-time status, name, address, Spanish registration number, payment of tuition, duration of program, subjects of study, hours per week
Proof of Financial Means	CGSE			This is included in the <i>Letter of Acceptance</i>
Police Records Certificate *Academic Year Students Only	You	(1)	(1)	Police Record/Criminal Background check must be from the country of origin or place of residence for the last five years with Apostille seal. For the United States of America: Records issued by the F.B.I. or State Police Background Check are valid. Local Police Background Check will NOT be accepted. <i>If the Certificate is issued outside the USA, it must be duly legalized by the corresponding Consulate of Spain plus 1 copy.</i>
Medical Certificate of Good Health *Academic Year Students Only	You	(1)		Must be obtained from a health physician i.e.: family doctor/Dickinson Health Center
Non-refundable Visa Fees *money order made out to: Consulate General of Spain in NYC	You			USPS Money order ONLY. Check the website for updated fees. MAKE MONEY ORDER OUT TO: Consulate General of Spain in NYC * Students with US passport: USD 160.00 * Students with all other passports: Check the consulate website for fees
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

Pre-paid, self-addressed mailing label *(please use home address/address that is NOT your Dickinson address)	You			*Provide a self-addressed UPS or USPS envelope with the appropriate flat rate stamp. * Use your home address OR address where you want the Consulate to mail your passport once the visa is issued.
Fee Payment (\$85.00)	You			Personal Check or Money Order \$85.00 made out to "Raffaele Cimina"

- It takes a **minimum of 4 weeks** to process this type of visa through the NYC Consulate
- Money orders can be purchased at the Carlisle Post Office at 66 W. Louther Street
- **If you do not use Raffaele Cimina's services, you will be required to schedule an in-person appointment with the Spanish Consulate in New York City and obtain additional documents for your visa application**

NOTE FOR ACADEMIC YEAR STUDENTS:

If you are an academic year student, you will submit the documentation outlined above and will receive a student visa. Once you arrive in Spain, the Resident Director will work with you to complete the process, including obtaining a student ID card.

DUAL CITIZENSHIP:

If you hold dual-citizenship passports, you should check with the appropriate Consulate that serves your jurisdiction about your student visa process. Citizens of some countries (EU) may not be required to secure a visa to study in Spain; others may have special additional requirements. You will need to contact the Spanish Consulate in your country of citizenship or check their website.

Please contact CGSE with any questions.

CONTACTS:	
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