

-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.

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 CONSULATE APPOINTMENT

Items you will need to bring with you in order to apply [Original AND one (2) Photocopies of the documents below]:

Required Items	Provided by:	Original	Copy	Notes
National Visa Application form	You (in supplemental package)	(1)		One (1) total; must be signed
Signed passport	You	(1)	(of face 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
(2) Additional forms of Identification	You	(2)		i.e.: US driver's license, US state ID card or current student ID
Two (2) passport-size photographs	You	(2)		2x2, Recent, white background; staple one to each application form; can be purchased from CVS
Letters of Acceptance - (1) from Dickinson (CGSE) and (1) from University of Málaga	CGSE (in supplemental package)	(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 <u>with Apostille seal</u> . 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>
Non-refundable Visa Fees *money order made out to: Consulate General of Spain in NYC	You			Money order ONLY . Check the website for fees. **MAKE MONEY ORDER OUT TO: Consulate General of Spain in NYC *Students with US passport: USD 160.00 *Students with Canadian passports: USD 117.00 Students with all other passports: USD 82.00
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 UPS.com label *(please use home address/address that is NOT your Dickinson address)	You			* NO OTHER COURIER service will be accepted other than UPS - create a shipment online at www.ups.com and print label
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. Louth 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***

Please contact Raffaele Cimina with any questions.

CONTACTS:	
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