

-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 Italian 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 CIMINIA** 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)	(2)		Two (2) total; must be signed
Signed passport	You	(1)	(of face page)	Must be valid for a minimum of one year from time of application; must have at least one blank page in order to affix the visa
Additional 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
Letters of Acceptance - from Dickinson (CGSE) and the 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>
Non-refundable Visa Fees	You			Money order ONLY . Check the website for fees *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 <i>Alien Registration Card</i> or <i>US Visa with I-20/IAO-66</i>
Pre-paid, self-addressed UPS.com label	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 \$60.00 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. Louthier 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 Cimini with any questions.

CONTACTS:

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