

## **-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
<a href="#">National Visa Application form</a>	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
One (1) passport-size photograph	You	(1)		2x2, Recent, white background; staple one to each application form; can be purchased from CVS <b>WRITE YOUR NAME ON BACK OF PHOTO!</b>
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 <b>*Academic Year Students Only</b>	You	1	1	Police Record/Criminal Background check must be from the country of origin or place of residence for the last five years <b>with Apostille seal.</b>  <b>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.</b>  <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 <b>*Academic Year Students Only</b>	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: <b>Consulate General of Spain in NYC</b>	You			Money order <b>ONLY. Check the website for fees.</b> <b>**MAKE MONEY ORDER OUT TO: Consulate General of Spain in NYC</b> *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			<b>*for non-US citizens only</b> Provide <i>Alien Registration Card</i> or <i>US Visa with I-20/IAO-66</i>
Pre-paid, self-addressed UPS.com label <b>*(please use home address/address that is NOT your Dickinson address)</b>	You			* NO OTHER COURIER service will be accepted other than UPS - create a shipment online at <a href="http://www.ups.com">www.ups.com</a> 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. 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 Cimina with any questions.

CONTACTS:	
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<b>Spanish Consulate in New York City</b> 150 East 58 <sup>th</sup> St., 30 <sup>th</sup> floor   New York, NY 10155   212.355.4090   <a href="mailto:cog.nuevayork@maec.es">cog.nuevayork@maec.es</a>	<b>Resident Director in Málaga</b>   Prof. Eva Copeland   Paseo Marítimo Ciudad de Melilla 11-5 C   29016 Málaga, España   +34 626 401 301 (cell); +34 952 226 121 (home phone) <a href="mailto:copelane@dickinson.edu">copelane@dickinson.edu</a>