



SPAIN - STUDENT VISA APPLICATION CHECKLIST – WASHINGTON, DC CONSULATE

<http://www.exteriores.gob.es/Consulados/WASHINGTON/en/Consulado/Pages/Visas.aspx>

2375 Pennsylvania Ave. NW, Washington, D.C. 20037

Students residing within the Washington D. C., Spanish Consulate's Jurisdiction:
Washington, D.C., Maryland, Virginia, West Virginia, North Carolina

Visa applications may be submitted **no** earlier than 90 days from departure date. A parent may act on your behalf but you must appear in person at least once, either to apply or to pick up your passport and visa.

Appointments are no longer required to submit your application. Applications are accepted Monday through Thursdays 9:00am to 1:00pm. They are accepted on a first come first serve basis so we suggest you arrive early in the morning to submit your application.

The visa process could take up to six weeks therefore plan your application in advance.

- **Application Fee** This may only be paid by cash (**exact change**) or Money Order payable to the Consulate General of Spain. US Citizens will pay \$160.00. For all others please check the Consulate's website.
- **1 National Visa Applications completed and signed** (Print do not use Cursive) The Consulate will render applications with whiteout, crossed out or written over answers invalid. If you make a mistake while filling it out, you must print out a new application.
- **1 passport photo glued to the application**
- **Original Passport** (plus photocopy) The passport must be valid for at least one year and must have a full blank page on which the visa can be affixed.
- **Drivers License, State ID or University ID** (whichever provides proof of residency in the Consulate's jurisdiction). Plus photocopy
- **Proof of Economic Means:** The Consulate is looking for a bank statement showing a minimum bank balance of approximately \$2800 (calculated at \$700 per month while in Spain). Online printouts are not acceptable but Consulate will accept bank printout if it is stamped and signed with banker's business card attached.

If a parent is submitting this financial information, they must ALSO submit the Proof of Financial Means Form (located on our website). Their signature on this form must be notarized.

Financial Aid students may instead attach an original official letter from the institution that has granted the aid, indicating the amount allocated in their name.

- **Non-US citizens** must show proof of legal residency in the US (Green Card or proper visa) Original and copy
- SAI will send you the following letters to complete your application: Official Acceptance Letter in Spanish, Proof of Insurance Letter, and SAI Enrollment Letter.
- If you wish for your passport to be mailed back to you (you must be in the US territory), you should include with your application a **prepaid Express Mail envelope** from the US Post Office. No other courier service is accepted. This Consulate does not track mail, it is the applicant's responsibility. This will only be accepted if the applicant comes in person to apply.
- When you receive your passport back with your visa, scan the visa page and submit it to your admissions counselor at ben@saiprograms.com.

It is advisable that you make a copy of your visa application materials for your personal files