



Barcelona Internship Program Spanish Visa Application Guidance

As a participant in the Barcelona Internship Program it is your responsibility to complete and submit the required application materials necessary to obtain a student visa. **The visa documentation must be submitted in person by the student to the Consulate of Spain in Chicago. Schedule your appointment here:** <https://app.timetrade.com/tc/login.do?url=spainconsulchicago>

Please be aware that the notes provided in this visa guide are subject to change without warning due to any visa application changes being made at the discretion of the Consulate General of Spain. While obtaining the appropriate student visa is the responsibility of each student, the Global Programs Office attempts to provide students with the up-to-date guidance on the visa process. **Ultimately, though, it is the student's responsibility to confirm and complete all requirements given by the Consulate General.**

Failure to meet any of the visa application requirements may lead to a denial of your visa application, and participation in this study abroad program is contingent upon this authorization.

It is important that you **do not book your visa appointment too early** as the Consulate will not accept applications more than 90 days in advance AND the Global Programs office must secure several necessary supporting documents for you. It is also vital that you **do not book your appointment too late** as it can take anywhere from 4-6 weeks for the Consulate to adjudicate your application and return your passport.

You should adhere to the following guidance on when and how to submit your student visa application in person at the Consulate General of Spain in Chicago.

When: **Spring Programs:** Schedule your appointment between **November 1st & December 1st**
Fall Programs: Schedule your appointment between **June 1st & July 15th**

How: Online: <https://app.timetrade.com/tc/login.do?url=spainconsulchicago>

Where: Consulate General of Spain
180 N. Michigan Ave. #1500
Chicago, IL. 60601

Cost: Visa Processing Fee = Money Order for \$160
NOTE: Cash, checks & credit cards are NOT accepted
<http://www.exteriores.gob.es/Consulados/CHICAGO/es/ServiciosConsulares/Serviciosconsularesenchicago/Paginas/Tasas-Consulares.aspx>

Forms and documentation to submit (provide 1 original AND 1 copy of each component):

1. **National Visa Application Form** (*plus one copy*), duly completed, dated and signed. Application is available online at: <http://www.exteriores.gob.es/Consulados/CHICAGO/es/ServiciosConsulares/Serviciosconsularesenchicago/Documents/documentosvisados/SolicitudNacionalEN.pdf>
 - Below are answers to FAQ's— **all sections must be completed**, sometimes with just **N/A**
 - All dates must be written as: **DD/MM/YYYY** – You **MUST** use *European Date Format*
 - All pages must be one-sided, not double-sided
 - Any **mistakes should be re-written**, not marked out or corrected with Wite-Out
 - Responses should be written in blue or black ink, or typed into the Word document
 - Documents should be submitted in either a manila envelope or clipped together, **NOT stapled**
 - Always **make copies of any submitted documentation** for your personal records



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- a. Question 1: Last name
 - b. Question 2: Leave BLANK, unless you have a maiden name
 - c. Question 3: Given names as listed on your passport
 - d. Question 4: Date of Birth (*European Date Format- DD/MM/YYYY*)
 - e. Question 5: City & State of Birth
 - f. Question 6: USA (or other country of birth)
 - g. Question 7: American (or other nationality)
 - h. Question 10: List "N/A"
 - i. Question 11: List "N/A"
 - j. Question 12: Select "Ordinary passport"
 - k. Question 13: Passport number
 - l. Question 16: USA
 - m. Question 17: List the address you wish to have your passport mailed back to & your MU e-mail
 - n. Question 18: "No" if you are a US Citizen
"Yes" if you are not a US citizen, and provide your current US immigration information
 - o. Question 19: Student
 - p. Question 20: Select "Studies"
 - q. Question 21: List date of arrival; 18/01/2016
 - r. Question 22: Select "more than two"
 - s. Question 23: Residencia Campus del Mar
Carrer del Capità Arenas, 52-56
08034 Barcelona, SPAIN
 - t. Question 24: List "N/A"
 - u. Question 25: List "N/A"
 - v. Question 26: List "N/A"
 - w. Question 27: List "N/A"
 - x. Question 28: *Establishment:* Universitat Pompeu Fabra, Education Abroad Programs, Lucia Conte Aguilar
Address: Ramon Trias, Fargas, 25-27
08005- Barcelona, SPAIN
Tel: +34 93 542 2982
Tel: +34 93 542 1935
Email: lucia.conte@upf.edu
Start: 18/01/2016
Finish: 29/04/2016
 - y. Signature Pg: Place: "Missouri, USA"
 - Date: **DD/MM/YYYY** (*European Date Format*)
 - Your signature
2. **Original Passport & ID Copy**, and include 1 additional photocopy of each.
- a. Your passport should be valid for at least 15 months past your anticipated return date & signed.
 - NOTE: The Consulate will keep your actual passport throughout the visa adjudication process.
 - b. Provide proof of residency by means of a **copy** of a **U.S. Driver's license**, state ID, **student ID**, etc.
3. One recent **passport sized photo**, *glued* to the form:
- a. This does not have to be the exact same picture from your passport; it just needs to meet passport photo requirements: http://travel.state.gov/passport/pptphotoreq/pptphotoreq_5333.html
 - b. Do not take &/or print your own photo as these typically do not meet the State Department's requirements
 - c. Photos that do not meet the State Department's requirements will be rejected

(You should also print 1 additional photo to take with you to Barcelona for local ID process.)



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4. Original hardcopy acceptance letter:

- a. A hard copy letter from Universitat Pompeu Fabra (UPF) will be delivered to our office shortly. We will then have it available for you to pick-up from our office or we will mail it to the address you provide.

5. Completed on the application Form, #'s 21 & 28

6. Evidence of funds:

- a. We will provide a letter stating that the program assumes full financial responsibility for room and board. **This will be provided to you along with the acceptance letter from UPF.**

7. Proof of health insurance:

- a. This is covered by printing out your GeoBlue (formerly HTH Worldwide) insurance card from your GeoBlue student portal. You will receive an e-mail from GeoBlue prompting you to complete a registration process within the next 2 days. **Be sure to also print the included policy statement.**

8. Not Applicable

9. Not Applicable

10. Not Applicable

11. Self-addressed Express Mail USPS envelope:

- a. The Consulate can return your passport to you by mail, but you must provide them with a (1) pre-paid (2) self-addressed (3) **Express Mail** envelope (4) from the **US Postal Service**. Other versions will not be accepted.
- b. Once the visa is approved, the Consulate return applicant's passport inside the Express Mail envelope. Status of the shipment can be checked on www.usps.com.
- c. The consulate **DOES NOT** track mail, or answer emails asking for visa status.
- d. *Be sure to have tracking on the package and to request priority mail so that it is returned to you quickly.*

12. Not Applicable

13. Not Applicable

YOU MUST ALSO REVIEW the exact Long-Term Visa Directions as provided by the Consulate of Spain in Chicago:

<http://www.exteriores.gob.es/Consulados/CHICAGO/es/ServiciosConsulares/Serviciosconsularesenchicago/Documents/documentosvisados/estudiante.pdf>