SPAIN STUDENT VISA INFORMATION

YOU MUST RETURN THIS TO ISEP WITH YOUR PPAF!

Each ISEP participant studying abroad in Spain is responsible for getting his/her Spanish student visa prior to departure. This is a lengthy process and students should start **as soon as possible**. In most cases, students will have to apply in person at the appropriate Spanish consulate. If you have questions about your visa application, contact your Spanish consulate. **ISEP cannot contact the consulate on behalf of students and cannot mediate any visa issues.** The following steps will help you organize the process:

1. Apply for a passport immediately if you have not yet done so.

2. Read the Country Handbook for Spain, and determine where you should apply for your visa.

3. Turn in your PPAF (Participant Placement Acceptance Forms) as soon as possible. ISEP will issue you a visa certification letter and a letter certifying your health insurance. Both are requirements for your visa application. **ISEP cannot issue the required visa certification letter until you submit a complete PPAF (including this form) and enroll in health insurance.**

4. ISEP will send the visa certification letter within two weeks of receiving your **complete** PPAF. The letter indicates that you will be participating in an ISEP program as a full-time student and that all costs including tuition, room, board and health insurance will be covered before your departure. If you need the letter expedited, you must mail a pre-paid self-addressed express mail envelope to ISEP. ISEP will not pay for expedited shipping. After receiving your letter, if any changes need to be made contact Program Assistant, Stephanie Muraca, at smuraca@isep.org

5. After your ISEP placement is confirmed, an official acceptance letter from your host university will be sent directly to the permanent address on your application. If you have questions regarding this letter, contact your host ISEP coordinator directly via the contact information listed on the Institutional Information Sheet (IIS). Your host university may e-mail you to request necessary information for them to process this acceptance letter. **You will also need to present this letter from your host as part of your visa application process.**

6. While awaiting the receipt of the visa certification letter from ISEP and official acceptance letter from the host university, work to gather other necessary documents for your visa application. **You must present a complete visa application (including any required copies) to the Consulate; failure to do so will cause delays. Keep copies of visa documents for your records.**

To be completed by the ISEP Participant:

I, _____, have read and understand the above information for my study abroad program in Spain. I will apply for my Spanish student visa at the Spanish Consulate in _____.

Please send the letter to my attention at (**DO NOT LIST ADDRESS OF SPANISH CONSULATE**):

Street Address: _____

City, State, Zip Code and or Country_____

Passport No. _____ Country of Citizenship:_____

_____ _____

Signature of ISEP Participant Date MM/DD/YYYY

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KEEP A COPY OF THESE NOTES FOR YOUR RECORDS AND REVIEW