

# 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 will not 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 that is a requirement for your visa application. **ISEP cannot issue the required visa certification letter until we receive a complete PPAF, including this form, ISEP-Direct Deposit (if applicable), and your health insurance enrollment.**
4. ISEP will send the visa certification letter within two weeks of receiving your **complete** PPAF at ISEP. This letter indicates that you will be participating in an ISEP program as a full-time student earning credits toward your degree program 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. You will receive a copy of the letter for your records, and an official copy of the letter in a sealed envelope, to be opened by the Spanish consular officer. After receiving your letter, if any changes need to be made contact Program Assistant, Brittany Parsells, at [bparsells@isep.org](mailto:bparsells@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.**

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### To be completed by the ISEP Participant:

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