

# IASAP-BV HANDBOOK

AY 2021-2022 APPENDIX 2

## Spanish Visa Requirements for all students

**IMPORTANT:** Please note that the Spanish Consulate may change requirements at the last minute. Consult the Spanish Consulate's webpage often, and especially before handling your complete folder to Mrs. Rhonda Frank.

**Required Documents:** Original + 1 copy

1. **National visa application form** completed in capital letters or typed and signed. Write legibly. Use the international date format DD/MM/YYYY.
2. **Original Passport and ID.** A passport with at least two continuous blank pages to affix the Spanish visa, valid for a minimum of one year. If your passport expires before your re-entry date, please renew your passport.

US citizens: Instructions to apply for a passport are available at [www.uspassporthehelpguide.com](http://www.uspassporthehelpguide.com).

Passports may also be obtained at the main post offices in Champaign and Urbana. (Champaign: 2001 N. Mattis, Champaign, 800-275-8777; Urbana: 3100 Tatman Ct, Urbana, 217-337-6297).

**Proof of State Residency.** Submit one of these documents:

US Driver's license, State ID card, Current Student ID card

3. **Two Passport Photos:** passport size (2"x2"), white background. Front facing, neutral expression, no hair, glasses, hats or other objects partially or fully covering your face. Do not write on the front or back of the photos. (These must be actual photos; scanned prints will not be accepted.)
4. **Original hardcopy Acceptance Letter** into the program in Spanish or with a Spanish translation (provided by the School of Architecture). This letter must contain the following: name, address, contact person, telephone and email of the School; full payment of tuition; dates of the program, subjects of study and hours of study per week (no less than 20 hours). The name on your acceptance letter must be the same as the name on your passport. (This letter is provided by the IASAP-BV.)
5. **Evidence of Funds.** A notarized statement from your parents/guardians accepting full responsibility for any expenses, including emergencies, while you are living in Spain.
6. **Non-Deductible Proof of Health Insurance** with international coverage for the intended period of stay in Spain at a minimum of 30,000 Euros (or its equivalent in US dollars) and necessarily including Repatriation Coverage. The insurance company must operate in Spain and must cover full medical costs and repatriation expenses
7. **Letter from the University of Illinois stating that it has an agreement with the ETSAV to send students to study there in the fall and spring semesters, and that all credits will be transferred back to the University of Illinois to fulfill**

**graduation requirements.** (This letter is provided by the IASAP-BV - Illinois School of Architecture.)

8. **A statement from the University of Illinois acknowledging that you have accommodations in Spain.** (This statement is provided by the IASAP-BV - Illinois School of Architecture.)
9. **Visa Fee.** Must be paid by a money order made payable to the “Consulate of Spain.”  
  
FYI: Current cost of fee: \$160 for US citizens; \$72 for other nationalities. (Please re-check the fees at the moment of your application to make sure that there are no changes). Visa fees are not refundable.
10. **Evidence of Immigration Status in the US, for non-US passport holders only:**  
In addition to their passports, *Non-US citizens* must present evidence of their Immigration Status in the United States: a Permanent Resident Card or a US Visa with I-20.
11. If you are in the US and you are not picking up your visa in person, you should include an Express Mail envelope self-addressed with prepaid stamps from the US Postal Service (only) so your passport and visa can be returned to you by mail. The Consulate will return your passport and visa in the Express Mail envelope. You can check the status of the shipment by tracking the envelope at [www.usps.com](http://www.usps.com). The Consulate only accepts one envelope per visa applicant.

#### **YEARLONG SOJOURN: ADDITIONAL SPANISH VISA REQUIREMENTS**

12. **FBI Criminal History Information Check** issued by the US Department of Justice – FBI and legalized with the Apostille of the Hague Convention by the US Department of State in Washington, DC. Document must be issued within 3 months of your application date. Local Police background check will not be accepted. Required of all students over 18 years old.  
  
\* **Police record with Apostille** from all countries where you have lived during the last 5 years.
13. **Medical Certificate.** A physician’s recent statement (not older than 3 months) on the doctor’s or medical center’s letterhead, signed by an M.D. which follows the Spanish Consulate template, and includes the sentence: “The applicant (identified by Passport’s First and Last Name) has been examined and found free of any contagious diseases according to the International Health Regulation 2005.” Applicant must be identified by his/her Passport’s First and Last Name on the Medical Certificate. **The medical certificate is not valid without the M.D.’s legal stamp.** The Spanish Consulate template is found in the annex of this handbook.

Further information can be found at the Spanish Consulate website:  
<http://www.exteriores.gob.es/Consulatos/CHICAGO/en/Pages/inicio.aspx>

Please turn in all forms to Rhonda Frank ([rfrank@illinois.edu](mailto:rfrank@illinois.edu)) in Room 104 Temple Buell Hall.

**IMPORTANT NOTE:**

Students participating in the academic yearlong version will need to finish the procedure in Spain because the visa received from the Spanish Consulate in the United States will provide you entrance and an authorization to stay in Spain for 90 days.

Once in Spain, the IASAP•BV's administrative staff will explain the procedures to obtain the legal documentation authorizing you to sojourn in Spain for longer than 180 days. The administrative office will assist you through the process, but the application must be completed individually. Additional documents, photos, and fees may be required.

Students coming for less than 180 days do not need to do anything once in Spain.

American citizens may stay in Schengen area for up to three months at the end of their student visa because there is an international agreement establishing the automatic issuance of a tourist visa when entering in Schengen countries.