

SPAIN VISA INSTRUCTIONS



ABOUT THE PROCESS

The Study Abroad Office will send a staff member on your behalf to apply for your visa during the semester before you go abroad.

For Fall programs, you will be without your passport from approximately May – July.

For Spring programs, you will be without your passport from approximately Oct – Dec (*do not plan to travel over Thanksgiving*).

The visa process takes around 4 weeks from the day all documents are presented at the Spanish consulate in San Francisco and will be returned to you directly by mail.

WHAT TO SUBMIT:

Participants studying abroad in SPAIN should gather and complete the following materials by the deadline provided by the Study Abroad office.

1. National visa application form: The application forms must be signed and filled out in print. Use blue ink and don't sign it until you turn your materials to the Gonzaga Study Abroad staff.
<http://www.exteriores.gob.es/Consulados/SANFRANCISCO/en/ConsularServices/Documents/visas/SolicitudNacionalEN.pdf>
2. Original Passport: Passport valid for a minimum of 6 months after the intended date of departure from Spain, with at least one blank page to affix the visa.
3. Copy of passport identification page.
4. Provide proof of residency: A copy of your Driver's License and GU ID on the same page.
5. Two passport sized photos: (White Background, 2x2in). **If you are going to St. Louis University Madrid, you will have turned these in during the application process. If you are going to Granada, you will need 8 photos total!**
6. Planned Round Trip itinerary printout: This just needs to be the print out of what you PLAN to buy. *You can purchase your flight once you've been officially accepted and approved for the program.*
7. Self-addressed, pre-paid USPS flat-rate envelope: Bring a pre-paid self-addressed express mail envelope of the US Postal Service with \$22.95 postage. Not metered stamps. This is for the Consulate to return your passport to you.
8. Visa Fee: Cash for \$160.00.
9. Completed Notarized Appointment of Legal Representation Form. You'll fill this out when you turn in all the other items.