All visa application materials (passport, application and support documents) are due to International Programs no later than June 9th 2016.

TABLE OF CONTENTS

VISA OVERVIEW .......................................................... 1

STEP 1: FSU CARD AGREEMENT .................................. 2

STEP 2: VISA APPLICATION ........................................... 2-5

APPLICATION FOR NATIONAL VISA ................................. 6-10

STEP 3: SUPPORTING DOCUMENTS ................................. 11-13

SUPPORT LETTER EXAMPLE- PARENT ................................ 14
SUPPORT LETTER EXAMPLE- STUDENT .............................. 15
VISA APPLICATION AUTHORIZATION FORM ...................... 16
NOTARIZED PERMISSION TO TRAVEL (UNDER 18 ONLY) ...... 17
VISA CHECKLIST .......................................................... 18

STEP 4: REVIEW AND SUBMISSION ................................ 19

STEP 5: PICKUP OR DELIVERY ........................................ 19

SCHENGEN AREA ........................................................... 19
SCHENGEN MAP ........................................................... 20
HOW TO READ YOUR VISA .............................................. 21-22

QUESTIONS OR CONCERNS?
TINA BROOKS
(850) 644-3786
CBROOKS2@FSU.EDU
THE STUDENT VISA APPLICATION PROCESS
Fall 2016
Valencia, Spain

It is time to begin the process of obtaining your student visa. Just as students from outside the U.S. are required to obtain a student visa in order to attend an academic program in the U.S., you are required to apply for and obtain a student visa. *The receipt of a visa is a privilege, not a right.* Each foreign country has the right to establish its own parameters for the granting of a visa, and as an American requesting permission to enter that foreign country, you *must* abide by all of its requirements. It is imperative you submit your visa application and all supporting documents to International Programs by **June 9th 2016** in order to receive your student visa in a timely manner.

The current regulations set forth by the Minister of Foreign Affairs for Spain require all visa applicants to apply in person at the Spanish Consular office that serves his/her permanent address. FSU International Programs realizes the extreme difficulty and expense this would cause to students. Therefore, we have been successful in negotiating a special arrangement with the Spanish Consulate in Miami to allow a University Representative to act on behalf of our students and present all visa applications (in person) for our program as a group, regardless of their permanent address.

**PASSPORT:**
You will need a passport valid for at least 6 months beyond your planned return from Spain and the passport must contain at least 2 blank visa pages. If you do not have a passport or a passport that meets these requirements, you will need to apply for one right away. Please make sure you select the appropriate passport processing service in order for the passport to be issued before June 9th.

**RETURN OF PASSPORT**
Once your visa is processed and returned by the consulate, your passport/visa must be picked up or mailed to you from Tallahassee. It is vitally important that we know your correct, current mailing address at all times. You will be contacted before the passport/visa is returned to you to verify your address and availability for signature.

**INTERNATIONAL TRAVEL**
A visa is a seal that is affixed inside the passport so all students will be required to submit their original passport to International Programs. For this reason, international travel may be limited in the months before the start of the program. Any students with international travel plans during the summer or right before the program, please contact Tina Brooks at cbrooks2@fsu.edu as soon as possible.

**NON-US CITIZENS**
Certain countries require student visas of program participants regardless of country of origin, while other countries may require a student visa only of non-U.S. citizens. Rules, requirements, and procedures change frequently, however, please be advised that you will need your resident alien card and a copy of your flight itinerary; including your return flight. Any non-US citizen is to contact Tina Brooks at cbrooks2@fsu.edu.

**IMPORTANT WARNING**
We must receive your student visa application and supporting documents by **June 9th 2016** in order for FSU International Programs to apply for your visa on your behalf. If you choose to obtain your student visa on your own, please be aware that failure to obtain a student visa may not release you from responsibility of the full program fees. If you are unable for any reason to submit your visa application by the deadline or plan to obtain your visa on your own, please contact International Programs immediately.
STEP ONE – FSU CARD AGREEMENT
The Spanish consulate requires proof that you are a student at Florida State University. Therefore, a clear photocopy of your FSU Card is required. For all students who already have an FSU Card, you do not need to complete the following step. However, you will need to supply a clear photocopy of your FSU ID. Only if you are an incoming freshman who has not received his/her FSU ID and will not receive it by June 9th or if you are a transient student from a different university will you need to complete this step. Since you will not have your FSU student ID, International Programs will obtain the card on your behalf. In order to do so, please fill out the FSU Card Agreement and submit to Tina Brooks as soon as complete.

FSU Card Agreement:
For “Reason”, please select “First Card”.
The Blackboard/OMNI Login is your email address without the “@my.fsu.edu”, for example: cmb14u

Please send the FSU Card Agreement with either a copy of your passport or Driver’s license to Tina Brooks my mail or by email.

The FSU ID we obtain for you will not include your picture. For those of you who are participating on the First Semester Abroad program, you will be allowed to obtain another ID when you visit the campus at no extra cost.

* Please note: The FSU Card Agreement (with a copy of your ID) is the only item that we ask to be turned in on its own. Please send the remainder of the visa documents together, once they have all been completed.

STEP TWO – VISA APPLICATION
You will be required to fill out the Spain Visa application. Please follow the below instructions when completing the application since some questions must be answered specifically (highlighted in bold red). A blank application is supplied in this packet for your use. However, if the handwritten answers are deemed by the visa officer to be illegible, the application will be denied.

To access the “Application for National Visa” as a writable PDF, please first visit the Spanish Consulate’s website:

Second, click on the “National Visa Application form” link in number 1.

1. Surname(s): Indicate your last name
2. Surnames at Birth: Indicate your last name at birth only if different from your last name currently: i.e. marriage, adoption
3. Forenames: Indicate your first and middle names as they appear in your passport
4. Date of Birth (Day-Month-Year Format): Example: 25 June 1993
5. Place of Birth: (City and State) Example: Orlando, Florida
6. Country of Birth: Example: USA
7a. Current Nationality: Example: American (If you do not hold a U.S. passport, additional paperwork may be required for your visa. Please contact International Programs.)

7b. Nationality at birth, if different: Indicate your nationality only if it differs from your current nationality.

8. Sex: Male or Female

9. Marital Status: Example: Single

10. For minors: surname(s), forename(s), address (if different from that of applicant) and nationality of person who exercises parental responsibility or legal guardian. Please only fill out this section if you will be under 18 as of June 30th.
   Example: Troy, Richard Alex
   Address
   American

11. Spanish National Identity Document Number, where applicable: Leave blank

12. Type of Travel Document: Ordinary passport

13. Number of travel document: Enter your passport number. This can be found on your passport information page at the top right. If you are obtaining a second passport for summer international travel, the 2nd, limited validity passport will be used for summer travel and your original 5yr or 10yr validity passport will be used to obtain the visa. If you are in the process of obtaining a new passport because your current passport does not hold enough blank visa pages or validity, the passport numbers will change. Please wait to fill out this section of your application until your new passport is issued.

14. Date of Issue: (Please use Day-Month-Year Format) Example: 04 April 2013
   If you are filling out the application through the web (rather than handwritten), please note that the date box is not always large enough to fit all characters. Please check # 14 and 15 after printing to ensure your answers are not cut off. If they are, please use whiteout to correct the dates.

15. Valid Until: (Please use Day-Month-Year Format) Example: 03 April 2023
   You must have at least 6 months of validity beyond your return from Spain and 2 blank visa pages.

16. Issued by: US Dept. of State (If you are a US Citizen)

17. Postal and e-mail address of applicant: Enter your permanent address and email address.

17b. Telephone Number(s): Please supply your number. However, the consulate will contact International Programs, not you.

18. Residence in a country other than the country of current nationality: For Non-US Passport Holders, be sure to mark this answer clearly and give details of your visa status.

19. Current Profession: Student

20. Principal purpose of journey: Be sure to check the “Studies” box
21. Date of Intended entry into Spain: Example: 1 September 2016

**Very Important:** Even though you are applying for a Spain Visa, you are to enter and depart the Schengen area according to the Spain visa dates. The Schengen Area includes most of Europe except for the UK. A map and list of the Schengen countries are included at the end of this visa packet. If you are looking to travel before or after the program, you must abide by the Spain visa start/end dates.

**Entry:** You may enter into the Schengen Area on or after the start date indicated in your Spain visa, not before. The Spain Consulate allows for you to apply for a visa start date up to a week before the start of the program, no earlier. Therefore, you cannot apply for a start date or travel to the Schengen area earlier than 25 August 2016. If you decide to travel before the start of the program which is Thursday, 1 September 2016, please note the Spain Study Center housing does not open until that day and you will need to find alternative housing. Classes will not begin until 5 September 2016 so that students will have time to settle in while attending the welcome orientations. If you currently have plans to enter Spain or the Schengen area greater than 7 days before the start of the program, please contact Tina Brooks.

**Exit:** You must exit not only Spain, but the entire Schengen Area indicated on the Spain visa. Please reference the “Schengen Area Information and how to read your visa” section for more information.

22. Number of entries requested: Be sure to check the “more than two” box

23. Postal address of applicant in Spain: FSU Spain Study Center, Calle Blanquerias, #2 46003, Valencia, Spain

Questions 24- 27: Leave Blank. They do not apply to you. Move on to Question 28.

28. Data of the educational establishment or research centre in case of applying for a student or research visa:
   - **Name of the educational establishment or research centre:** FSU Spain Study Centre
   - **Postal address of the educational establishment or research centre:** Calle Blanquerias, #2 46003, Valencia, Spain
   - **Telephone of the educational establishment or research centre:** 34963559360
   - **E-mail address of the educational establishment or research centre:** Leave blank
   - **Intended date of start of studies or research:** 1 September 2016
     Please indicate 1 September regardless of date of entry into Spain/Schengen.
   - **Intended date of end of studies or research:** 15 December 2016
Only students under the age of 18 as of June 30th need to fill out the following questions:

- **Surname and forename of person providing minor...**: Ignacio Messana Salinas, Director
- **Postal address of the person responsible...**: Calle Blanquerias, #2
  46003, Valencia, Spain
- **Telephone number of the person responsible...**: 34963559360, Fax: 34963553053
- **Email of the person responsible...**: imessana@admin.fsu.edu
- **Spanish Foreign Identity Number (NIE)...**: 52703825S

29. **Place and date**: City, State in which you are signing and Date (Day-Month-Year format)

30. **Signature (for minors, signature of parental authority/legal guardian)**
   If you are a minor as of June 30th, please have a parent or legal guardian sign the application.

**PLEASE NOTE**: Your application will not be processed if not legible or completely filled out, signed, and dated. Please take your time filling out the application and contact Tina Brooks with any questions or concerns.

Tina Brooks
Cbrooks2@fsu.edu
850.644.3786
# Application for National Visa

This application form is free

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Surname(s)</strong>&lt;sup&gt;1&lt;/sup&gt;</td>
<td></td>
</tr>
<tr>
<td><strong>2. Surname(s) at birth (previous surname(s))</strong>&lt;sup&gt;2&lt;/sup&gt;</td>
<td></td>
</tr>
<tr>
<td><strong>3. Forename(s)</strong>&lt;sup&gt;3&lt;/sup&gt;</td>
<td></td>
</tr>
<tr>
<td><strong>4. Date of birth (day-month-year)</strong></td>
<td><strong>5. Place of birth</strong></td>
</tr>
<tr>
<td></td>
<td><strong>6. Country of birth</strong></td>
</tr>
<tr>
<td><strong>7. Current nationality</strong></td>
<td><strong>Nationality at birth, if different:</strong></td>
</tr>
<tr>
<td><strong>8. Sex</strong></td>
<td><strong>9. Marital status</strong></td>
</tr>
<tr>
<td>□ Male □ Female</td>
<td>□ Single □ Married □ Separated □ Divorced □ Widow(er) □ Others (specify)</td>
</tr>
<tr>
<td><strong>10. For minors: surname(s), forename(s), address (if different from that of applicant) and nationality of person who exercises parental responsibility or legal guardian</strong></td>
<td></td>
</tr>
<tr>
<td><strong>11. Spanish National Identity Document Number, where applicable</strong></td>
<td></td>
</tr>
<tr>
<td><strong>12. Type of travel document</strong></td>
<td></td>
</tr>
<tr>
<td>□ Ordinary passport □ Diplomatic passport □ Service passport □ Official passport □ Special passport</td>
<td>□ Other travel document (please specify)</td>
</tr>
<tr>
<td><strong>13. Number of travel document</strong></td>
<td><strong>14. Date of Issue</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>17. Postal and e-mail address of applicant</strong></td>
<td><strong>Telephone number(s)</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>18. Residence in country other than country of current nationality</strong></td>
<td><strong>Number of entries:</strong></td>
</tr>
<tr>
<td>□ No</td>
<td>□ One □ Two □ Over Two</td>
</tr>
<tr>
<td>□ Yes. Residence permit or equivalent document ..........Nº................Valid until......................</td>
<td></td>
</tr>
<tr>
<td><strong>19. Current Profession</strong></td>
<td><strong>Number of days:</strong></td>
</tr>
</tbody>
</table>

---

<sup>1</sup> To be completed according to data which appears in travel document.

<sup>2</sup> To be completed according to data which appears in travel document.

<sup>3</sup> To be completed according to data which appears in travel document.
20. Principal purpose of journey:
- Residence without work permit
- Residence - Family reunion
- Residence - Employee
- Residence - Self employed
- Residence - Temporary work as employee (nine months a year)
- Studies
- Research (within the framework of hosting agreement signed by research organisation)
- Accreditation

21. Date of intended entry into Spain

22. Number of entries requested: □one□two□more than two

23. Postal address of applicant in Spain

24. Spanish Foreign National Identity Number (NIE) 4

25. Date of notification of decision issued by competent body for non-nationals 5

26. Data of individual resident in case of application for residence visa for family reunion

Surname(s) and forename(s) of individual resident in Spain

Relationship (between applicant and individual resident in Spain)
- spouse
- registered partner
- son/daughter (of the individual resident or spouse)
- dependent direct relative (of spouse or partner) in the ascending line of the individual resident
- dependent person subject to legal representation of individual resident

Date of birth
Nationality
Spanish Foreign National Identity Number or Spanish National Identity Number

Postal address of individual resident in Spain
Telephone number of individual resident
E-mail address of individual resident

27. Data of employer or company in the case of application for residence and employment visa

Surname(s) and forename(s) of employer or company name and surname(s) and forename(s) of contact person within company

Postal address of employer or company
Telephone number of employer or company
E-mail address of employer or company

Spanish Foreign National Identity Number or Spanish National Identity Number of employer or contact person within company

Spanish Company Tax Identification Code

---

4 Essential when a decision has been previously issued by competent body for non-nationals in which applicant has received authorisation to reside or work
5 Essential when a decision has been previously issued by competent body for non-nationals in which applicant has received authorisation to reside or work
28. Data of educational establishment or research centre in case of applying for student or research visa

<table>
<thead>
<tr>
<th>Name of educational establishment or research centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postal address of educational establishment or research centre</td>
</tr>
<tr>
<td>E-mail of educational establishment or research centre</td>
</tr>
<tr>
<td>Intended finishing date for study or research</td>
</tr>
</tbody>
</table>

In the case of temporary stay of minors for educational reasons in programmes promoted and funded by public administrations, non-profit associations or foundations or other bodies or persons who do not exercise parental responsibility or who are not legal guardians:

Surname(s) and forename(s) of person providing minor with accommodation or name of accommodating organisation and surname(s) and forename(s) of contact person within organisation

| Postal address of person providing minor with accommodation or accommodating organisation | Telephone number of person providing minor with accommodation or accommodating organisation |
|------------------------------------------------------------------------------------------------------------------|
| E-mail of person providing minor with accommodation or accommodating organisation |

Spanish Foreign National Identity Number or National Identity Number of person providing minor with accommodation or contact person of organisation

I am aware of and consent to the following: the collection of the data required by this application form and the taking of my photograph are obligatory for the visa application to be examined. Any personal data concerning me which appears on the visa application form, as well as my photograph, will be supplied to the relevant authorities and processed by those authorities for the purposes of deciding on my visa application. Such data as well as the decision taken on my application will be entered into and stored in a database. The authority responsible for its processing is the Consular Post at which the visa application was submitted. Data shall be accessible to those authorities competent to carry out checks on visas at external borders and in Spain, immigration and asylum authorities for the purposes of verifying whether the conditions for the legal entry, stay and residence in the territory of Spain are fulfilled, for identifying persons who do not or who no longer fulfil these conditions, for examining asylum applications and for determining responsibility for such examination.

I am aware that I may exercise my rights of access, rectification, opposition and deletion of my personal data, pursuant to the provisions of Organic Law 15/1999, of 13 December, on Protection of Personal Data, by writing to: Dirección General de Asuntos y Asistencia Consulares del Ministerio de Asuntos Exteriores y de Cooperación; calle Ruiz de Alarcón 5, 28071 Madrid.
I declare that to the best of my knowledge and belief all particulars supplied by me are correct and complete. I am aware that any false statements shall lead to my application being refused or to the annulment of a visa already granted.

I am aware that once the visa request has been submitted, a copy of this form, stamped to indicate the date and place of reception, shall be returned to the applicant and that arrangements may be made with the applicant as to the channel for requesting corrections or the supply of documents or certificates required, as well as for serving notice of summons and for notifying him/her of the decision adopted.

Notices and requests shall be made by telephone or fax to the contact number provided by the interested party or his legal representative. If these go unanswered, they shall be served in writing to the domicile set out in the application, which must be located within the consular district.

Summons and requests served must be complied with within a period not exceeding ten days, unless personal attendance is required, in which case the deadline is fifteen days.

Once all the possibilities of serving a notice have been exhausted, it shall be carried out by means of an announcement posted on the relevant notice board of the Consular Post for ten days.

If no reply is received to a request or summons within the time period, the applicant shall be deemed to have withdrawn his/her request and he/she shall be notified of the decision establishing this to be the case.

Decisions on a visa application shall be notified within a maximum period of one month, which cannot be extended, counting from the day following the date the application was submitted at the competent Consular Post for processing, except in the case of residence visas without work permit in which case the maximum period shall be three months. In this latter case, the application for the relevant residence authorisation which must be issued by the corresponding Government Department Office or Provincial Government Office shall put a hold on this time period until this authorisation is notified to the Consular Post.
Once the visa is granted it must be collected within a month, unless it is a visa for a family reunion or a visa for study purposes; in these cases, the period for collection is two months. If a visa is not collected within the aforesaid periods, the applicant shall be deemed to have renounced the visa granted and the application and accompanying documentation will be archived.

**I am aware that the visa fee is not refundable if the visa is refused**

| 27. Place and date | 28. Signature (for minors, signature of person exercising parent responsibility or legal guardian) |
STEP THREE – SUPPORTING DOCUMENTS TO INCLUDE WITH THE STUDENT VISA APPLICATION

A number of supporting documents are required by the Spanish Consulate in addition to your application. Remember it is your responsibility to gather this documentation. Be certain you include ALL supporting documents when turning in your visa application to the International Programs Office. The Spanish consulate requires original documentation. Therefore, we cannot receive your application or support documents via fax or email. All documents must be mailed, hardcopy to International Programs (See step 4).

1. **TWO PASSPORT PHOTOS**: Two official passport color photographs with your signature on the back. A photograph printed from a home computer is not a valid, official, picture.

   **Please note:** These photos are *in addition* to the two photos required for your Important Forms packet. In total, you will need 4 photos (2 for the visa and 2 for the “International Student Identification Card Application” found within the Important Forms Packet)

   Photos can be obtained in the International Programs’ Passport Office for an additional fee of $10.74. Please call for more information 850.645.9714. If you do not live in the area, passport sized photos can usually be obtained at a CVS or Walgreens.

2. **ORIGINAL PASSPORT**: You must turn over your *original signed passport* (not a copy). A student visa is not a separate document. It is a seal that must be affixed inside your passport. Please ensure that your passport meets the following requirements before sending to International Programs:

   - Your passport must be signed. The signature line can be found on the passport information page.
   - The passport must be valid for at least six months beyond your intended return from Spain.
   - The passport must contain at least two empty visa pages. The last three pages of your passport are not considered visa pages.

   If your passport will expire within six months of your return from Spain or you do not have 2 empty visa pages, you must obtain a new passport *before* applying for your visa and therefore, will need your passport no later than June 9th.

   You may apply for a passport through our passport office in International Programs. For information call 850.645.9714 or visit [http://international.fsu.edu/Passport/Default.aspx](http://international.fsu.edu/Passport/Default.aspx). Processing for a passport can take 6 weeks and expediting for an additional cost is approximately 3 weeks. Please make sure you plan accordingly.

3. **IDENTIFICATION**:
   
   **For U.S. citizens**: A clear photocopy of your Driver’s License and a clear photocopy of your Student I.D Card. If you do not have an FSU card because you are an incoming freshman or transient student, please see step 1.

   **For Non-U.S. citizens**: Include a copy of your “Green Card” (U.S. Alien Registration Card) or other visa for the United States and I-20 form along with a photocopy of your driver’s license, and Student I.D. card. You will also need to submit a copy of your flight itinerary (including return flight).
4. **FINANCIAL SUPPORT DOCUMENTS:**

As a student in Spain, you are not allowed to seek any paid employment to “pay as you go” or otherwise fund your stay in Spain. The amount of $2000 in financial support needs to be provided. Please review this section very carefully and be sure to include those documents that are applicable to you.

**If supported by your parents or legal guardians please supply the following documentation:**

A. **Original, Notarized Letter:** A letter from your parents or legal guardian addressed to the Consulate stating they will be fully responsible for your financial support while you are in Spain. The letter must also state possession of at least $2,000, written in figures. *The letter must be original, and it must be notarized (see sample in packet).* The parent signing the letter must match the parent listed on the bank account statement/letter.

B. **Copy of Parents’ Driver’s License**

C. **Copy of Student's Birth Certificate:** This does not need to be a certified copy

D. **Most Recent Bank Statement:** A bank statement in your parents/legal guardians’ names. The bank statement must show no less than $2,000 in available funds and be the most recent statement possible. Account numbers may be blacked out.

If you use online banking you may print out your statement from online. If the statement does not have the bank’s name/logo, name of the account holder or if the statement looks like something you can create yourself, please obtain a notarized letter from the bank stating the amount of funds available (See Below). If you are unsure if your bank statement will suffice, please contact Tina Brooks.

**Notarized Letter from the Bank:** Instead of a bank statement, a notarized letter from the bank may be obtained. The letter must state the account holders name and that at least $2,000 (written out in figures) is available. This letter must be notarized and should be used if the bank statement is not sufficient.

**If you are of legal age and self-supporting:**

A. **Original, Notarized Letter:** You will provide a letter addressed to the Consulate stating you will be fully responsible for your financial support while you are in Spain. The letter must also state possession of at least $2,000, written in figures. *The letter must be original, and it must be notarized (see sample in packet).*

B. **Most Recent Bank Statement:** The bank statement should be in your name and must show no less than $2,000 in available funds. Please supply the most recent bank statement available. Account numbers may be blacked out.

If you use online banking you may print out your statement from online. If the statement does not have the bank’s name/logo, name of the account holder or if the statement looks like something you can create yourself, please obtain a notarized letter from the bank stating the amount of funds available (See Below). If you are unsure if your bank statement will work, please contact Tina Brooks.
Notarized Letter from the Bank: Instead of a bank statement, a notarized letter from the bank may be obtained. The letter must state the account holder’s name and that at least $2,000 (written out in figures) is available. This letter must be notarized and should be used if the bank statement is not sufficient.

If you are of legal age, self-supporting and using Financial Aid:

A. Original, Notarized Letter: You will provide a letter addressed to the Consulate stating you will be fully responsible for your financial support while you are in Spain. The letter must also state possession of at least $2,000, written in figures. The letter must be original, and it must be notarized (see sample in packet).

B. Please contact Tina Brooks at cbrooks2@fsu.edu and International Programs will provide the documentation to the consulate. Please still include an original, notarized letter stating that you will be self-supporting.

5. VISA APPLICATION AUTHORIZATION FORM: (Enclosed) This form must be submitted in order for International Programs to present your application to the Consulate General in Miami on your behalf. Be sure the form is signed and notarized.

ONLY FOR PARTICIPANTS UNDER THE AGE OF 18 AS OF June 9th, 2016

1. BIRTH CERTIFICATE WITH APOSTILLE CERTIFICATION: If you are under the age of 18 you will need an apostil certification of your original or certified birth certificate. An original/certified birth certificate contains the raised stamped seal of the court of Department of Vital Records. (An Apostil is a document or seal that is applied by a state authority to certify that a document is true and the notary is authentic.)

The Apostille for the Birth Certificate must be completed with the Secretary of State in the state in which it was issued. Each Secretary of State has its own rules and requirements governing the apostille process. For a listing of Secretary of State Websites and directions on how to complete the Apostille, please visit the NASS website link below: http://www.nass.org/index.php?option=com_content&view=article&id=262&Itemid=484

For those students who have a Birth Abroad or a Certificate of Naturalization, you will need to go through the U.S. Department of State in order to receive your Apostille. For more information please contact Tina Brooks cbrooks2@fsu.edu.

2. FINAL JUDGMENT OF DISSOLUTION OF MARRIAGE AND CUSTODY AGREEMENT: If the participant is under the age 18 AND their parents are divorced, a copy of the Final Judgment of Dissolution of Marriage (Divorce Documents) and the Custody Agreement must also be turned in.

3. PARENT’S IDENTIFICATION: A clear photocopy of each of your Parents Driver’s License.

4. NOTARIZED PERMISSION TO TRAVEL: Both parents will need to supply permission to travel. Please use enclosed form. If both parents are not able to notarize the form together, two separate forms may be used.
Linda A. Troy
323 Wexell Circle
Tallahassee, FL 32303
850-556-5142
ltroy@gmail.com

October 1, 2015

Consulate General de España
2655 Le Jeune Road
Coral Gables, Florida 33134

Esteemed Hon. Consul General of Spain,

Please accept this letter as confirmation that while my daughter, Helen Olivia Troy, is studying in Spain, I will be fully responsible for her financial support. I also confirm that I have at least $2000 to financially support Helen while she is in Spain.

Thank you,

Linda Troy

[Signature]

Christina Brooks
My Commission # FF 074550
Expires: December 8, 2017
Authorized Notary Public in and for the State of Florida

Christina Brooks
October 1 2015
***Example of Financial Support Letter from the student to the Consulate***

Helen Olivia Troy  
323 Wexell Circle  
Tallahassee, FL 32303  
850-556-5142  
htroy@gmail.com

October 1, 2015

Consulate General de España  
2655 Le Jeune Road  
Coral Gables, Florida 33134

Esteemed Hon. Consul General of Spain,

Please accept this letter as confirmation that I, Helen Olivia Troy, will be fully responsible for my financial support while studying abroad in Spain. I also confirm that I have at least $2000 in available funds to financially support myself while in Spain.

Thank you,

Helen Troy

Helen O. Troy

Christina Brooks  
My Commission # FF 074850  
Expires: December 8, 2017  
Bonded thru Budget Notary Services  
November 1, 2015  
October 1, 2015
VISA APPLICATION AUTHORIZATION

Date:

Hon. Consul General de Espaïa in Miami
2655 Le Jeune Road, Suite 203
Coral Gables, Florida 33134

Esteemed Consul General:

By this letter I, ________________________________, authorize a representative from Florida State University International Programs to submit my visa application on my behalf. The purpose of this application is to obtain a Visa.

Signature ________________________________ Date ______________

This document must be signed in front of a notary public before this agreement may be processed.

State of ________________________________ County of ________________________________

Sworn to and subscribed before me this_____ day of ____________, 201__, by (name of applicant) ________________________________

Signature of Notary ________________________________ Printed Name of Notary ________________________________

Personally Known _____ or Produced Identification ________________________________ Type of ID Produced ________________________________
NOTARIZED LETTER OF PERMISSION TO TRAVEL

FOR MINOR CHILDREN UNDER THE AGE OF 18 TRAVELING UNACCOMPANIED BY PARENTS OR LEGAL GUARDIANS TO VALENCIA, SPAIN.

WE THE UNDERSIGNED, __________________________________________

PRINT NAMES OF BOTH PARENTS OR LEGAL GUARDIANS

DO HEARBY AUTHORIZE MY SON OR DAUGHTER TO TRAVEL TO VALENCIA, SPAIN.

THE NAME OF MY SON/DAUGHTER IS: ___________________________________

BORN ON: ___________________________________

IN THE COUNTRY OF: ___________________________________

IN THE STATE OF: ___________________________________

_________________________________   ___________________________________

SIGNATURE OF PARENT OR LEGAL GUARDIAN           SIGNATURE OF PARENT OR LEGAL GUARDIAN

SUBSCRIBED AND SWORN TO BEFORE ME THIS ________ DAY OF _________ 20___

_____________________________________   (SEAL)

NOTARY SIGNATURE

NOTARY PUBLIC IN AND FOR THE COUNTY OF: ___________________________________

AND THE STATE OF: ___________________________________
Spanish Visa Application Checklist

___Is your application filed out completely and accurately according to the directions?
   ___Is the application signed, dated and location?

___Did you include your Original Passport (not a copy)?
   ___Is your passport valid for at least six months after you return from Spain?
   ___Is the Passport Signed?
   ___Does the passport have at least two blank visa pages?

___Did you include two Passport Photographs? (These are in addition to the photos required for the Important Forms)
   ___Are the photos signed on the back?

___Did you include a photocopy of your Driver’s License or State I.D.?

___Did you include a photocopy of your FSU ID or the FSU Card Agreement if you are an incoming freshman or transient student?

___Did you include a signed and notarized Visa Application Authorization Form?

___Did you include your financial support documents?
   ___An original, notarized letter from either you or your parents stating financial support in amount of $2000?
   ___Most Recent bank statement, bank letter of financial aid letter from you or your parents (must match financial support letter or financial award letters) showing $2000?
   ___If parents are supporting, copy of parents’ ids and a copy of the student’s birth certificate?

IF UNDER 18:

___Did you include Original Birth Certificate with Apostille Certification?

___Did you submit a copy of your parents’ driver’s license?

___Include notarized permission to travel?

___Include final judgement of dissolution of marriage and custody agreement (if applicable)?
STEP FOUR – FINAL REVIEW AND SUBMISSION OF YOUR STUDENT VISA APPLICATION VIA MAIL OR IN PERSON

Review all of the previous steps and be 100% certain you have correctly filled out your application and have included ALL required supporting documentation. Please use enclosed checklist to ensure all documents are completed. Please make sure that all documents are signed and/or notarized in the appropriate places. It is important that you call International Programs if you are unclear on any part of the process. We ask you to send passport, application and support documents by traceable mail (e.g. Fed Ex, UPS, Express Mail) to the FSU International Programs Office by June 9th 2016

ATTN: Tina Brooks
Florida State University International Programs Office
282 Champions Way
A5500 University Center
Tallahassee, FL 32306-2420
850.644.3786

STEP FIVE – PICK UP / DELIVERY OF PASSPORT AND VISA

The processing time is a minimum of 20 working days from the day we present your application at the Miami Consular office. Our Consulate appointment is scheduled for the first week in July. Please realize that “working days” are Monday through Friday, that any official holidays are not working days, and that there may be extended holiday periods. There is no rush visa service.

Once the visa has been issued, you (the student) will be notified via email. Please make sure to monitor your emails, including your junk/spam box. The passport/visa will be shipped by FedEx, overnight and will require a signature. The email we will ask for you to confirm the following:

1. The address for the passport/ visa to be returned
2. When someone will be available to sign for the passport

Once the passport and visa are returned to you, please be sure to check the spelling of your name and that the dates of your visa are correct.

Schengen Area:
The Schengen Area is comprised of 26 European counties that have abolished passport and any other type of border control at their common borders. A list of Schengen countries are listed on the next page. These 26 countries are considered one immigration entity. When you first enter one of the 26 Schengen countries, you will go through immigration and your passport will be stamped. For example when you travel from the United States and enter into Spain. When you travel from one Schengen country to another Schengen country, you do not go through immigration and your passport is not stamped. For example, if you travel from Spain to Italy or Germany. When you exit the Schengen Area, you go through immigration again and your passport is stamped. For example, when traveling from Spain back to the US or from Spain to the UK you will go through immigration and your passport will be stamped. Please note: the UK is not considered part of the Schengen Area. U.S. Citizens have 6 months inside the UK as a tourist without a visa.
Schengen Area

Austria
Belgium
Czech Republic
Denmark
Estonia
Finland
France
Germany
Greece
Hungary
Iceland
Italy
Latvia

Liechtenstein
Lithuania
Luxembourg
Malta
Netherlands
Norway
Poland
Portugal
Slovak Republic
Slovenia
Spain
Sweden
Switzerland
How to read your visa:
This information is important and applicable to you because even though you are issued a Spain Visa, you will need to abide by the immigration rules of the Schengen Area. You will need to enter and depart the Schengen Area by the dates listed on your Spain Visa. Your extra travel before and after the program will be limited. However, you will be free to travel inside the Schengen Area during the validity of your Spain Visa.

Above is an example of a visa for the Fall 2015 program so the dates will differ slightly for the 2016 program. The dates will also differ from student to student depending on the dates in which are requested on the visa application.

**Visa Start Date:** The red arrow is pointing to the start of the visa validity. This is the first day in which you are allowed to enter the Schengen Area. You are able to enter after this date but if you enter before, your visa may not be stamped. If your visa is not stamped you may need to exit the Schengen and reenter under your visa validity dates. This is very straightforward. If you receive a visa start date after your plans to arrive to Spain/Schengen Area, contact Tina Brooks at ip-visas@fsu.edu or cbrooks2@fsu.edu.

**Visa End Date:** The end date of the visa is not as clear. The end of your visa will depend on when you first enter the Schengen Area. The green arrow is pointing to the end of the possible validity range and the purple arrow is pointing to the duration of your visa. The
end of your visa and the date in which you will need to depart Spain and the Schengen Area will be whichever date comes first; the end of the “duration of stay” or the “until” date. Most likely, the “duration of stay” date will occur before the “until” date. So, the above visa gives you a range (August 23 to December 25) to travel 110 days inside the Schengen Area.

This concept is explained further: The above visa shows a start date of August 23 2015 (Red arrow, day-month-year format). You may enter the Schengen Area on or after August 23. The duration of stay for this visa is 110 days (purple arrow). This indicates that you have 110 days inside the Schengen once you enter. If you were to enter the Schengen Area on August 23, the end of 110 days (end of your duration of stay) gives you a visa end date of December 10th 2015. Since December 10th occurs before December 25th (the “until” date or green arrow), December 10th is the official end of the visa. December 10th is the date in which you will need to leave the entire Schengen area, not just Spain.

Keep in Mind:
- Your program dates will differ slightly than the dates listed in the example visa from the Fall 2015 program.
- All students should receive enough duration to cover the length of the program. This is why it is imperative that you check your visa dates/duration.
- International Programs cannot guarantee visa dates even if accurately applied for. If you have extra travel planned for either before or after the program you may want to consider either waiting till the visa has been issued to book your flight or purchasing insurance in case the flight needs to be altered.
- Make sure you are entering the Schengen Area on or after the start of the visa but making sure to arrive by the start of the program- September 1st.
- If you enter the Schengen before the start of your visa, you may need to exit the Schengen and reenter in order to have your visa stamped by immigration authorities. Please contact Tina Brooks if you have plans to enter before the start of the visa.
- You must depart Spain and the Schengen area by the end of your visa. If your visa ends on December 15th you cannot just leave Spain and travel to Germany. You must exit the entire Schengen Area. This does not mean you must come home to the US, but you cannot stay inside the Schengen.
- Failure to exit the Schengen by the end of the visa may result in fines, deportation and/or a stamp inside your passport not allowing you to enter the Schengen for 1-3 years.
- If you have travel plans inside of the Schengen, but outside of your visa, please contact Tina Brooks at IP-Visas@fsu.edu

If you have any questions or concerns regarding passports or the visa process, please contact:

Tina Brooks
Passport Manager and Immigration Officer
Cbrooks2@fsu.edu or IP-visas@fsu.edu
850.644.3786