UNDER 18 GUIDE
VALENCIA, SPAIN
SPRING 2023

FLORIDA STATE UNIVERSITY
INTERNATIONAL PROGRAMS
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OVERVIEW

The Spanish Ministry of Foreign Affairs requires additional documentation from all visa applicants under 18.

If you will be UNDER THE AGE OF 18 as of THURSDAY, OCTOBER 27, 2022, you must meet the requirements outlined below to obtain your Spanish student visa.

Please be sure to read this document in its entirety as it contains pertinent information regarding your immigration requirements and eligibility.

PASSPORTS
A valid passport book is required for international travel and your program.

If you:
- DO NOT HAVE A PASSPORT
- DO NOT HAVE A CURRENT PASSPORT THAT MEETS ALL VISA AND VALIDITY REQUIREMENTS
- HAVE NOT YET APPLIED FOR A PASSPORT

Please contact IP-Visas@fsu.edu immediately for guidance.

If you have a passport, please ensure it meets the following requirements:
- Has six months of validity beyond your intended date of return (OCTOBER 27, 2023)
- Contains at least 2 blank visa pages.

Processing times for passport issuance are currently delayed – if you require a new passport, it’s essential you apply as soon as possible. You can find a list of Passport Acceptance Facilities near you on the U.S. Department of State’s website, HERE.

BIRTH CERTIFICATE
You must be in possession of your original or certified Birth Certificate. It will be your responsibility to submit your Birth Certificate for Apostille authentication and Spanish translation.

Please ensure you take a copy or scan of your Birth Certificate before beginning the Apostille authentication process – this is for your own records, and translation purposes.

If you do not have a U.S. Birth Certificate, or if you possess a Consular Report of Birth Abroad, please contact IP-Visas@fsu.edu immediately for guidance.

APOSTILLE AUTHENTICATION
Apostilles authenticate the seals and signatures of officials on public documents issued by a federal agency or certified by an American or foreign consul – so that they may be recognized in foreign countries.

Your Birth Certificate must receive an Apostille from the approved entity in the state where it was originally issued.
- For Example: If your Birth Certificate was issued in Florida, the Florida Secretary of State is the only entity authorized to issue Apostille certifications.
The National Association of Secretaries of State provides a **list of authorized Apostille entities and assistance for each state**, found [HERE](#).

- Navigate the drop-down list to select the state or territory that issued your Birth Certificate → Once directed to the state’s website, you will be able to find information on the Apostille request process, associated fees, and payment instructions.

**SPANISH TRANSLATION**

Your Birth Certificate must be translated in Spanish by an ATA certified translator or translating service.

We recommend using the online translation services provided by RushTranslate, found [HERE](#).

Please see the **TRANSLATION GUIDANCE** section for instructions on how to request certified translation services through RushTranslate.

**NOTARIZED LETTER OF PERMISSION TO TRAVEL**

You can access the **Notarized Letter Of Permission To Travel**, [HERE](#).

The Letter Of Permission To Travel must be:

- Signed by all parents/guardians identified on the student’s Birth Certificate
- Notarized by an authorized Notary Public

If it is not possible for a parent/guardian to sign and notarize the document, please contact [IP-Visas@fsu.edu](mailto:IP-Visas@fsu.edu) for guidance.

**NOTARIZED PROOF OF IDENTIFICATION FORM**

You can access the **Proof of Identification Notary Form**, [HERE](#).

Each parent/guardian identified on the student’s Birth Certificate must:

- Provide proof of identification via government-issued Driver’s License
- Have the Proof of Identification Notary Form notarized by an authorized Notary Public

The Driver’s License of each parent/guardian must be copied directly onto separate Proof of Identification Notary Forms by a Notary before completing and notarizing the form.

An Example **Proof of Identification Notary Form** can be found, [HERE](#).

If it is not possible for a parent/guardian to sign and notarize the document, please contact [IP-Visas@fsu.edu](mailto:IP-Visas@fsu.edu) for guidance.

**IMPORTANT WARNINGS**

Any expenses incurred during the visa process are completely non-reimbursable by International Programs under any circumstance.

**FSU International Programs must receive your visa application, physical passport, and ALL required documents by **MONDAY, OCTOBER 3, 2022**, to apply for your student visa on your behalf. The Spanish Consulate requires original documentation – unoriginal copies or digital scans of materials will not be accepted.**
Failure to obtain a student visa does not release you from the responsibility of full program fees. If you are unable to, for any reason, submit your visa application by the deadline, please contact International Programs immediately at IP-Visas@fsu.edu.
TRANSLATION GUIDANCE

Please review the instructions below to request translation services through RushTranslate:

1. You can access RushTranslate’s website by clicking, HERE.

2. Once directed to the homepage, select “Start Your Order”.

3. You will be taken to a Guest Checkout screen, where you can elect to checkout as a guest, or create an account. Once you have entered your full name and email, select “Continue to Documents”.

4. Select “Certified Translation” as the type of translation. When completing the remainder of your order, please ensure your screen reflects the same information included in the example provided:
5. After uploading a clear photocopy of your birth certificate, select “Continue to Options”.

6. You will be directed to an optional services screen, you must select “Add” for the “Mail Hard Copy” service. You can choose between USPS Priority or Express mailing services. An example is included for reference:

![RushTranslate screenshot]

7. You will then “Continue to Payment” to upload your shipping and payment information, and “Complete Your Order”.
SUBMISSION INSTRUCTIONS

Your visa application materials, physical passport, and ALL supporting documents are due to FSU International Programs no later than MONDAY, OCTOBER 3, 2022.

All materials must be submitted through postal mail – you will not upload your visa application or support documents to the IP Student Portal.

Please mail your visa materials to International Programs using the following address:

ATTN: Brianna Ratkiewicz
FSU International Programs
282 Champions Way
Suite A5500
Tallahassee, FL 32306-2420

When mailing immigration and identity documents, please ensure:

• Your shipment is trackable
• Your materials will be delivered to the International Programs Office by MONDAY, OCTOBER 3, 2022.

International Programs recommends using UPS or FedEx mailing services to ensure accurate mailing times. Please be aware that using USPS First Class mail could result in significantly delayed mailing times.

Should you have any questions or concerns, feel free to contact International Programs at IP-Visas@fsu.edu.