OVERVIEW
PASSPORTS
RETURN OF YOUR PASSPORT
TRAVEL RESTRICTIONS
NON-U.S. & DUAL CITIZENS
UNDER 18 REQUIREMENTS
FSUCARD
NON-FSU STUDENTS
IMPORTANT WARNINGS
THE SCHENGEN AREA
VISA APPLICATION INSTRUCTIONS
SPAIN VISA APPLICATION GUIDANCE
PASSPORT
BIOMETRIC PASSPORT PHOTOS
COPY OF DRIVER’S LICENSE OR STATE ID
NOTARIZED COPY OF FSUCARD OR UNIVERSITY ID
VISA APPLICATION CHECKLIST
FINAL REVIEW & SUBMISSION INSTRUCTIONS

Ctrl + Click among the Table of Contents to navigate the document
OVERVIEW

It’s time to begin the process of applying for your Spanish student visa! As a student studying abroad in Valencia, Spain you must obtain a visa. The receipt of a visa is a privilege, not a right. Each foreign country has the authority to establish its own parameters for granting a visa and you must abide by all requirements.

We will be applying for your student visa on your behalf – therefore, you must submit your visa application and all supporting documents to the International Programs Office by the established deadline of **MONDAY, OCTOBER 3, 2022**.

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

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, found **HERE**.

RETURN OF YOUR PASSPORT
Once your visa application is processed, approved, and returned by the Consulate you can choose to:
- Pick up your passport and visa directly from the FSU International Programs’ Office
- Have your passport and visa mailed to you by the IP Immigration Team

Further information is included below in the **REVIEW & SUBMISSION INSTRUCTIONS** section.

TRAVEL RESTRICTIONS
You are required to submit your signed physical passport book to International Programs for visa processing by **MONDAY, OCTOBER 3, 2022**.

You should not arrange any international travel in the three months leading up to your program (October – January). The Spanish Ministry of Foreign Affairs highly discourages students from attempting to enter the Schengen Area before the start of their visa and will be in possession of participants’ passports for processing prior to the start of the program.
If you currently have international travel plans prior to the start of your program, please contact IP-Visas@fsu.edu, as soon as possible.

NON-U.S. CITIZENS & DUAL CITIZENS
Visa requirements for non-U.S. citizens are different from those of U.S. citizens. Please be advised that you will need to be in possession of your Permanent Resident Card, or U.S. visa, to allow re-entry into the U.S. following your program.

If you possess a valid EU Passport, you are not required to obtain a student visa. Please ensure your passport currently meets all EU validity requirements.

If you are a non-U.S. citizen or hold dual-citizenship status, please contact IP-Visas@fsu.edu.

UNDER 18 REQUIREMENTS
Students under the age of 18 are required to submit additional documentation with their visa application. This process is only required for students who will be under the age of 18 as of THURSDAY, OCTOBER 27, 2022.

Further information and instructions can be found in the UNDER 18 GUIDE located in the Program Information section of your IP Student Portal Dashboard.

It’s important you begin gathering your documentation immediately as the process involves multiple steps, and failure to meet application requirements could impact your travel. If you have any questions, please contact IP-Visas@fsu.edu.

FSUCARD
You are required to submit a notarized copy of your FSUCard or University ID with your visa application.

NON-FSU STUDENTS
If you are a non-FSU student, and your university is located in:

- FLORIDA
- GEORGIA
- SOUTH CAROLINA

You must submit a notarized copy of your student ID from your enrolled university.

If you are a student from a university located outside the states listed above, please contact IP-Visas@fsu.edu for further instructions.

IMPORTANT WARNINGS
Please be aware that 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.
THE SCHENGEN AREA

The Schengen Area is a region comprised of 26 European countries that have officially abolished all passport and border control at their mutual borders.

ENTERING THE SCHENGEN AREA
When you first enter the Schengen Area, you must go through immigration and your passport will be stamped.
• Example: Traveling from the United States to Spain.

TRAVELING WITHIN THE SCHENGEN AREA
When you travel from one Schengen country to another, you are not required to go through immigration or receive a stamp in your passport.
• Example: Traveling from Spain to Italy.

EXITING THE SCHENGEN AREA
When you exit the Schengen Area, you must go through immigration again and your passport will be stamped.
• Example: Traveling from Spain back to the United States OR traveling from Spain to the UK.

The United Kingdom (UK) is not considered part of the Schengen Area. UK immigration policy permits U.S. citizens may travel within the UK for up to six months as a tourist without requiring a visa.
VISA APPLICATION INSTRUCTIONS

Many supporting documents are required by the Spanish Consulate in addition to your student visa application. The Spanish Consulate requires all documentation be original – copies or digital scans of materials will not be accepted. It is your responsibility to gather these materials.

Be certain you include ALL required items when submitting your visa materials to the International Programs Office. Any missing or incomplete requirements can delay the issuance of your visa and potentially impact your travel.

PASSPORT
A student visa is a seal that must be affixed inside your passport book. With your visa application, you must submit your signed physical passport – this cannot be a copy.

Please verify the following before submitting your passport to FSU IP:
• Your passport has been signed
• Your passport has at least six months of validity beyond your intended date of return
  • OCTOBER 27, 2023
• Your passport contains at least 2 blank visa pages

VISA APPLICATION GUIDANCE
Below you will find a fillable PDF version of the required student visa application, as well as a guide. The visa application must be typed → then printed & signed.

It’s recommended you print out the SPAIN STUDENT VISA APPLICATION GUIDE to reference when completing your own application.

• SPAIN NATIONAL STUDENT VISA APPLICATION
• SPAIN STUDENT VISA APPLICATION GUIDE

The SPAIN STUDENT VISA APPLICATION GUIDE is color-coded:

RED HIGHLIGHTED FIELDS:
• TEXT ANSWERS: The information provided in the red highlighted fields must be included in the visa application of all participants. The required text answers for these fields are pre-populated in your application and cannot be edited.
• CHECK BOXES: The checkboxes in the red highlighted fields must be marked in the visa application of all participants. The required checkboxes have been marked in your application and cannot be edited.

YELLOW HIGHLIGHTED FIELDS:
• TEXT ANSWERS: All participants must provide the appropriate personal information requested in each yellow highlighted field. The visa application guide provides specific instruction on how to answer each required field, and an example response.
• CHECK BOXES: The checkboxes in the yellow highlighted fields must be appropriately marked by all participants.
This is a government-sanctioned application – therefore you must **type your legal name and personal information EXACTLY as it appears on your government-issued identification documents.**

### BLUE HIGHLIGHTED FIELDS:
- **TEXT ANSWERS:** The information requested in the blue highlighted fields is only required for **APPLICANTS UNDER THE AGE OF 18** as of **THURSDAY, OCTOBER 27, 2022.** The visa application guide provides specific instruction on how to answer each required field, and an example response.

### PURPLE HIGHLIGHTED FIELDS:
- **TEXT ANSWERS:** The information requested in the purple highlighted fields is only required for applicants who meet the outlined criteria.
  - **NON-U.S. CITIZENS:** You will be required to provide additional information pertaining to your Residence Permit or documentation.

**DATE OF INTENDED ENTRY INTO SPAIN**
Due to changes in immigration policy, insurance requirements, and visa processing, the Spanish Consulate will not approve requests for early entry into Spain. **Students are not permitted to request early entry into Spain** when completing their visa application.

**SIGNATURE**
Once your visa application is complete:
1. **PRINT** the application
2. **SIGN** the application **in pen**
   - If you will be **under the age of 18** as of **THURSDAY, OCTOBER 27, 2022**, **your parent/legal guardian must sign the application** on your behalf.

Digital, printed, or photocopied signatures **will not be accepted**

**IMPORTANT**
The cost of your student visa is included in your program fees – payment for visa processing will be made directly to the Spanish Consulate by FSU International Programs.

Please review your application carefully before submitting – **once it has been submitted, you cannot make any changes.**

Take your time when completing the application, and feel free to contact **IP-Visas@fsu.edu** with any questions or concerns.

**2 BIOMETRIC PASSPORT PHOTOS**
You must submit **two biometric passport photos** of yourself with your visa materials. The biometric photos must be standard passport size – 2" X 2".

The Department of State provides information and tips on how meet all resolution, position, and quality requirements when having your passport photo taken, found **HERE.**
- It’s recommended you compare your biometric photos to the examples provided to ensure they meet the outlined standards.
The photos you supply must be recent, and different than your current passport photo. A photograph printed from a home computer is not a valid, official picture and will not be accepted. Do not attach your photo to your visa application – this step will be completed by an Immigration Coordinator.

WHERE TO OBTAIN PASSPORT PHOTOS
CVS, WALGREENS, or FEDEX
You can purchase biometric passport photos through most local CVS, Walgreens, and FedEx stores. Be sure to call the location to ensure they can provide photo services and determine associated fees.

FSU INTERNATIONAL PROGRAMS PASSPORT OFFICE
Biometric passport photos can also be purchased at the FSU International Programs Passport Office by appointment for a fee of $10.74.

Please email IP-Visas@fsu.edu to schedule an appointment for visa photos.

COPY OF DRIVER’S LICENSE OR STATE ID
U.S. CITIZENS
You must provide a printed copy/scan of the following with your visa materials:
• Your official Driver’s License or State ID Card

Your printed copy or scan must:
• Be clear
• Include the entirety of the ID – only the front of your ID is required

NON-U.S. CITIZENS
You must provide a printed copy or scan of the following with your visa materials:
• Your official U.S. Permanent Resident Card or U.S. Visa
• Your official Driver’s License or State ID Card

Your printed copy or scan must:
• Be clear
• Be in color
• Include the entirety of the ID – only the front of your ID is required

NOTARIZED COPY OF FSUCARD OR UNIVERSITY ID
You will be required to obtain and submit a notarized copy of your FSUCard or University student ID with your visa materials. Below you will find the Proof of Identification Notary Form – you must print this form to provide to the Notary Public.

Please ensure you bring the following items for notary purposes:
• Your FSUCard or University ID
• Your official Driver’s License or State ID Card
• A blank PROOF OF IDENTIFICATION NOTARY FORM

Your FSUCard or University ID must be copied directly onto the Proof of Identification Notary Forms by the Notary before completing and notarizing the form.

The copy of your FSUCard or University ID meets the following requirements:
• Be clear
• Include the entirety of the ID – only the front of your ID is required

An Example Proof of Identification Notary Form can be found, HERE.

Feel free to email IP-Visas@fsu.edu to schedule an appointment for notary services. If you do not have an FSUCard, or your university is located outside of the states listed above, please contact IP-Visas@fsu.edu for guidance.
VISA APPLICATION CHECKLIST

All applicants must supply the following materials and documentation to the International Programs Office to be eligible to apply for their Spanish student visa.

- **PHYSICAL PASSPORT**
  - I submitted my original, physical passport with my materials.
  - I have verified that my passport has been **signed** and **meets all validity requirements**.

- **VISA APPLICATION**
  - My visa application has been **filled out completely and accurately**.
  - My application has been **dated** and **signed by the required signer**.

- **2 BIOMETRIC PASSPORT PHOTOS**
  - I submitted **two biometric passport photos (2” X 2”)**.
  - I have verified that the photos **meet all required position and quality standards**.

- **COPY OF DRIVER’S LICENSE OR STATE ID**
  - I submitted a **clear, printed, color copy of my Driver’s License**, or **State ID**.
  - **NON-U.S. CITIZENS**
    - I submitted a **clear, printed, color copy of my U.S. Permanent Resident Card** or **Visa**.

- **NOTARIZED COPY OF FSUCARD OR UNIVERSITY ID**
  - I submitted a **Notarized Proof of Identification Form** – including a **clear copy of my FSUCard**, or **University ID**.
  - The document was notarized by an official Notary Public.
REVIEW & SUBMISSION INSTRUCTIONS

REVIEW
Please review all previous steps and reference the VISA APPLICATION CHECKLIST to confirm you have correctly completed your visa application and obtained all required supporting documentation.

Feel free to contact an Immigration Coordinator at, IP-Visas@fsu.edu, for guidance and clarification at any point throughout this process.

SUBMITTING YOUR VISA MATERIALS TO THE IP OFFICE
Once you have reviewed all previous steps and referenced the VISA APPLICATION CHECKLIST, your visa application is ready for submission!

You have the option to submit your visa materials in-person at the FSU International Programs Office or via postage mail:

MAILING INSTRUCTIONS
If you elect to mail your visa materials to the IP Office, you must use the following address:

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

Please follow the guidance included below when mailing your documents:

- **Your shipment must be trackable**
  Mailing by non-trackable mail (Ex: USPS First Class Mail) increases the risk of important immigration and identity documents being lost or significantly delayed in route to International Programs.

- **Your shipment must be delivered** to the International Programs Office by the established deadline of MONDAY, OCTOBER 3, 2022.

It’s highly recommended you utilize UPS or FedEx to ensure accurate mailing and delivery times. Please be aware that using USPS First Class mail could result in delayed mailing times.

Please allow up to one week for your visa materials to be reviewed before contacting the Immigration Team. Your passport, visa application, and all supplemental documents will be securely stored while awaiting review.

IN-PERSON DROP OFF
If you are located in the Tallahassee area, you also have the option to submit your visa application documents in-person at the International Programs Office. If you would like to submit your materials in-person, please contact the Immigration Team at IP-Visas@fsu.edu, to schedule a drop-off time.

FSU INTERNATIONAL PROGRAMS OFFICE HOURS: 9:00am – 5:00pm, Monday through Friday
When you arrive at the IP Office, please inform staff at the front entrance that you are dropping off your visa materials. You will be directed to an Immigration Coordinator, and they can review your materials for completion and correctness.

If an Immigration and Passport Coordinator is not available, IP staff will collect and safely store your documents until they can be reviewed.

**VISA APPLICATION STATUS**

*It’s important you check your IP Student Portal and FSU email regularly.*

Following the submission of your visa materials, all status updates will be communicated through the Student Portal and your FSU email. Be sure to review the checklist item **VISA DOCUMENTATION SUBMISSION** as this will be updated to inform you whether your application is complete or if there are any errors requiring immediate attention and edits.

Please keep in mind that immigration regulations are outside the control of FSU International Programs and can change at any time. We will notify you of any pertinent immigration updates as needed.

**RETURN OF YOUR PASSPORT & VISA**

Visa processing times at the Spanish Consulate can vary but could take up to five weeks. Please note that your passport and visa may be returned to you as late as late-December.

Once student visas have been issued, a notification will be sent, and a form will be made available through the Student Portal to confirm the following:

- Preferred method for the return of your passport and materials
  - You can elect to have your materials mailed directly to your address or pick them up in-person at the IP Office.
- Required address information and scheduling

*Your visa will not be returned until the form has been completed.* Once your passport and visa are returned to you, be sure to review the document for accuracy and confirm that the dates of your visa are correct – the date format will be MM-DD-YYYY.

Even though you are applying for the length of your program, your visa will only display validity for 90 days. While you are in Spain, FSU Study Center Staff will assist you with obtaining a Residency Card, which authorizes your stay in Spain for the duration of your program.

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