UNDER 18 REQUIREMENTS

VISA GUIDE
VALENCIA, SPAIN
FIRST YEAR ABROAD 2022-23
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UNDER 18 REQUIREMENTS OVERVIEW

It’s time to begin the process of completing required visa documents for participants under the age of 18 to obtain your Spanish Student Visa. This process is only required for students who will be UNDER THE AGE OF 18 as of THURSDAY, JULY 7TH, 2022.

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

PASSPORT
A passport book is required for travel for 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.

If you already have your passport, please verify the following visa and validity requirements:
• Your passport has validity for at least 6 months beyond your planned return from Spain
• Your passport contains at least 2 blank visa pages

Processing times for passport applications are significantly delayed, so it is imperative that you apply for your passport as soon as possible.

If you are currently awaiting issuance of your passport, please contact us at ip-visas@fsu.edu.

BIRTH CERTIFICATE
Please keep in mind you MUST submit your ORIGINAL or TRUE CERTIFIED birth certificate for apostille authentication.

If you do not have a U.S. Birth Certificate, OR have a Consular Report of Birth Abroad, please contact us at ip-visas@fsu.edu IMMEDIATELY.

SPANISH TRANSLATION
You MUST have your birth certificate translated into Spanish by an ATA certified translator or translating service. Please complete this process BEFORE submitting your birth certificate for Apostille Authentication.

We recommend using the online translation services provided by RushTranslate, found HERE. Please see the TRANSLATION SERVICES & GUIDANCE section for specific instruction on how to request certified translation services through RushTranslate.
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.

You will be required to submit your ORIGINAL or TRUE CERTIFIED birth certificate for apostille authentication. Please ensure you take a photocopy of your birth certificate prior to initiating the apostille authentication process – this is for your own records, and translation purposes.

The apostille MUST be completed by the state-approved entity in the state in which your birth certificate was issued. For a listing of all Secretary of State Websites, visit the National Association of Secretaries of State HERE.

• Navigate the drop-down list to select the state or territory that you need to contact (the state that issued your original birth certificate).
• Once directed to the specific Department of State website, you will be able to find specific instructions on how to request an apostille, as well as associated fees and payment instructions.

NOTARIZED PERMISSION TO TRAVEL
Both parents/guardians listed on the student’s birth certificate MUST fill out and sign the NOTARIZED LETTER OF PERMISSION TO TRAVEL included in this document. If both individuals listed on the student’s birth certificate are unable to notarize the form together – two separate forms may be used and submitted to FSU IP.

If there are circumstances where it is impossible for both parents/guardians to complete and sign the document, please contact us at ip-visas@fsu.edu.

NOTARIZED PROOF OF IDENTITY
The parents/guardians of the student MUST EACH submit a notarized PROOF OF IDENTIFICATION NOTARY FORM, accompanied by clear photocopy of their Driver’s License. You can find the required form in this document – please reference the example and complete your form in the same manner.

Please Note: The individual’s ID should be clearly copied directly onto the template by a notary.

IMPORTANT WARNING
Please be aware that any expenses incurred during the visa process are completely non-reimbursable by International Programs under any circumstance.

We MUST receive your Under 18 Documents by MONDAY, JUNE 13 2022, in order for FSU International Programs to apply for your visa on your behalf.

If you are unable for any reason to submit your Under 18 Documents by the deadline, please contact International Programs immediately at ip-visas@fsu.edu.
As mentioned in the overview, **you MUST have your birth certificate translated into Spanish** by an ATA certified translator or translating service. We recommend you complete this process **BEFORE** submitting your birth certificate for Apostille Authentication, as you will need to submit a clear photocopy of your birth certificate for translation purposes.

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

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

1. You can access RushTranslate’s website through the links included above or click [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. **When completing your online order, you MUST select “Certified Translation” for type of translation.** When selecting the remainder of your order, **please ensure your order screen reflects the same information included in the example below**:

![RushTranslate Order Example](#)
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 below for reference:

![Example of optional services screen](image)

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

**SUBMISSION TO FSU IP**

Once you receive the physical copy of your Spanish-translated birth certificate, please mail it to FSU International Programs with the rest of your Visa application.

Please use the following address when mailing your Visa materials:

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

When mailing FSU IP your Under 18 Documents & Visa materials:

- Your shipment MUST BE TRACKABLE
- Please ensure that your shipment will arrive to International Programs by **MONDAY, JUNE 13TH, 2022**

You may use the courier of your choice when mailing your background check to FSU IP, however, **we recommend using UPS or FedEx to ensure accurate mailing times. Please be aware that using USPS First Class mail could result in significantly delayed mailing times.**
DOCUMENTS REQUIRED FOR SUBMISSION

On the next two pages you will find blank copies of the following required forms:

• NOTARIZED LETTER OF PERMISSION TO TRAVEL
• NOTARIZED PROOF OF IDENTIFICATION FORM
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 IN ORDER TO PARTAKE IN A FLORIDA STATE UNIVERSITY INTERNATIONAL PROGRAMS STUDY ABROAD PROGRAM FOR THE DATES LISTED ON THE VISA APPLICATION.

PERSON PROVIDING FOR MINOR DURING THE STUDY ABROAD PROGRAM:
NAME: Ignacio Messana Salinas, Director of FSU International Programs Spain
ADDRESS: Calle Blanqueras #2, 46003, Valencia Spain
SPANISH NIE NUMBER: 527038255

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__

_______________________________________________________________
NOTARY SIGNATURE

(SEAL)

NOTARY PUBLIC IN AND FOR THE COUNTY OF: _________________________

AND THE STATE OF: _____________________________________________
PROOF OF IDENTIFICATION
NOTARY FORM

STATE OF __________________________ COUNTY OF __________________________

On this ______ day of ______________________, 20____ I attest that the preceding
or attached document is a true, exact, complete and unaltered photocopy made by me
of a driver’s license presented to me by __________________________,
the document’s custodian, and, to the best of my knowledge, that the photocopied
document is neither a public record nor a publicly recordable document, certified copies
of which are available from an official source other than a notary public.

__________________________________________
SIGNATURE OF NOTARY PUBLIC

__________________________________________
PRINTED NAME OF NOTARY

RESERVED FOR NOTARY SEAL
PROOF OF IDENTIFICATION
NOTARY FORM

STATE OF Florida COUNTY OF Leon

On this 04 day of April, 2022 I attest that the preceding
or attached document is a true, exact, complete and unaltered photocopy made by me
of a driver’s license presented to me by Jane Smith,
the document’s custodian, and, to the best of my knowledge, that the photocopied
document is neither a public record nor a publicly recordable document, certified copies
of which are available from an official source other than a notary public.

Shelly R. Ford
SIGNATURE OF NOTARY PUBLIC

Shelly R. Ford
PRINTED NAME OF NOTARY

RESERVED FOR NOTARY SEAL