VISA PACKET

VALENCIA, SPAIN
FIRST SEMESTER ABROAD 2022-23
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STUDENT VISA APPLICATION OVERVIEW

It is now time to begin the process of obtaining your Spanish student visa. As a student studying 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 the visa on your behalf, therefore, please submit your visa application and all supporting documents to International Programs no later than MONDAY, JUNE 13TH, 2022.

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

PASSPORTS
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 do not already have one.

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

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 FSU International Programs
• Have your passport and visa mailed to you by FSU IP

More information is included below in the FINAL REVIEW & SUBMISSION INSTRUCTIONS.

NON-U.S. CITIZENS
The requirements for non-U.S. citizens applying for visas are slightly different than those for U.S. Citizens. Rules, requirements, and procedures change frequently; however, please be advised that you will need your Permanent Resident Card or U.S. visa allowing you to return...
after your time in Spain. If you hold a passport within the European Union, you may not be required to obtain a visa.

Any non-U.S. citizen planning to travel abroad with IP is to contact us at ip-visas@fsu.edu.

STUDENTS UNDER 18
Students under the age of 18 are required to complete additional documentation. This process is only required for students who will be UNDER THE AGE OF 18 as of THURSDAY, JULY 7TH, 2022.

Further information and instructions regarding requirements for students under 18 can be found on your IP Student Portal.

It is crucial to begin this process IMMEDIATELY as there are many factors that can lead to delays and potentially impact your travel. If you have any questions or difficulties, please contact ip-visas@fsu.edu.

FSUCARD
You are required to submit a clear photocopy of your FSU student ID card with your visa application. If you do not have an FSUCard, please follow the guidance included in the SPANISH STUDENT VISA APPLICATION CHECKLIST section of your Visa Packet.

NON-FSU STUDENTS
If you are a non-FSU student, and your university is in FLORIDA, GEORGIA, or SOUTH CAROLINA please submit a photocopy of your student ID from your enrolled university.

If you are a student from a university outside of the states listed above, please contact us at ip-visas@fsu.edu for further instructions.

INTERNATIONAL TRAVEL BEFORE PROGRAM
A visa is a seal that is affixed inside the passport; therefore, you will be required to submit your original passport to International Programs with your visa application for processing. For this reason, international travel may be limited in the months before the start of the program.

If you have summer international travel plans, please contact us IMMEDIATELY at ip-visas@fsu.edu.

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 student visa application and supporting documents by MONDAY, JUNE 13TH, 2022, 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 does 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, please contact International Programs IMMEDIATELY at ip-visas@fsu.edu.
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.

Please Note: 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.
STUDENT VISA APPLICATION CHECKLIST

- **VISA APPLICATION**
  - Is your application filled out completely & accurately according to the directions?
  - Did you type the date and location & SIGN your printed application?

- **ORIGINAL PASSPORT**
  - Is your passport valid until February 3, 2024?
  - Does your passport have at least 2 blank visa pages?
  - Is your passport SIGNED?

- **2 BIOMETRIC/PASSPORT PHOTOS**
  - Did you include two biometric/passport photos?
  - Are these photos different than your current passport photo?

- **PHOTOCOPY OF DRIVER’S LICENSE OR STATE ID**
  - Did you include a photocopy of your Driver’s License or State ID?
  - Is the photocopy clear, in color, and of both the front and back of the ID?

- **NON-U.S. CITIZENS**
  - Did you also include a copy of your U.S. Permanent Resident Card or U.S. Visa?
  - Are the photocopies clear, in color, and of both the front and back of the ID?

- **PHOTOCOPY OF FSUCARD OR UNIVERSITY ID**
  - Did you include a photocopy of your FSUCard or University ID?
  - Is the photocopy clear, in color, and of both the front and back of the ID?

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**STUDENTS UNDER 18**

- **BIRTH CERTIFICATE**
  - Did you include your ORIGINAL birth certificate with Apostille authentication?
  - Did you include the ATA certified Spanish translation?

- **NOTARIZED PERMISSION TO TRAVEL**
  - Did you include a NOTARIZED Permission to Travel letter?
  - Has it been SIGNED by ALL parents/legal guardians listed on your birth certificate?

- **NOTARIZED PROOF OF IDENTIFICATION**
  - Did you include NOTARIZED Proof of Identification forms from ALL parents/legal guardians?
  - Has it been SIGNED by ALL parents/legal guardians listed on your birth certificate?
STUDENT VISA APPLICATION CHECKLIST

Many supporting documents are required by the Spanish Consulate in addition to your student visa application. The Spanish consulate requires all documentation **MUST BE ORIGINAL**. **It is your responsibility to gather this documentation.**

Be certain you include **ALL ORIGINAL required supplemental documents** when submitting your visa application to the International Programs Office.

VISA APPLICATION GUIDANCE

Linked in this document you will find the writable PDF version of the visa application, and an example visa application. **It is recommended you print out the example application to use as a reference when completing your personal student visa application.**

**YOUR VISA APPLICATION MUST BE TYPED \( \rightarrow \) THEN PRINTED & SIGNED.**

Access the writable SPANISH STUDENT VISA APPLICATION, [HERE](#).

Download the visa application to your desktop and re-open the document in Adobe Acrobat to fill it out. Please hover over the fillable text boxes to reveal the corresponding instructions for each field. All fields outlined in red **MUST** be completed by **ALL APPLICANTS**.

Access the EXAMPLE VISA APPLICATION, [HERE](#).

The example visa application is color coded:

- **CHECK BOXES**: Check **ONLY ONE** box per numbered question.
- **BLACK TEXT**: Will be replaced with your requested **PERSONAL INFORMATION**
- **RED TEXT**: **MUST** be included in your visa application **EXACTLY** as it appears in the example
- **BLUE TEXT**: For **STUDENTS UNDER 18 ONLY \( \rightarrow \)** text will be replaced with your requested **PERSONAL INFORMATION**

DATE OF INTENDED ENTRY INTO SPAIN

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

When completing your visa application, your dates of intended entry into Spain **MUST align with the dates of your program or your visa application may be delayed in processing – (see EXAMPLE VISA APPLICATION for exact dates).**

SIGNATURE

Once your visa application is complete:

1. **PRINT** the application
2. **SIGN** the application **IN PEN**

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STUDENTS UNDER 18 (AS OF JULY 7, 2022):
1. PRINT the application
2. PARENT(S)/LEGAL GUARDIAN(S) MUST SIGN the application IN PEN

Digital, printed, or photocopied signatures WILL NOT BE ACCEPTED.

IMPORTANT
The cost of your Spanish student visa is included in your program fees and will be provided to
the Consulate by International Programs.

PLEASE REVIEW YOUR APPLICATION CAREFULLY BEFORE SUBMITTING – ONCE IT HAS BEEN
SUBMITTED, YOU CANNOT MAKE ANY CHANGES.
Your application will not be processed if it is not:
• Typed
• Filled out entirely
• Signed
• Dated

Please take your time filling out the application and contact us at ip-visas@fsu.edu with any
questions or concerns.

PASSPORT
A student visa is not a separate document, but a seal that must be affixed inside your
passport. With your visa application, you must submit your ORIGINAL SIGNED 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 validity until February 3, 2024
• Your passport contains at least 2 blank visa pages

2 BIOMETRIC/PASSPORT PHOTOS
You must also submit TWO OFFICIAL BIOMETRIC/PASSPORT PHOTOS of yourself. These MUST be
different than the photo on your current passport.

WHERE TO OBTAIN YOUR PHOTOS
CVS or WALGREENS
You can obtain your biometric/passport photos through most local CVS or Walgreens stores.
Please be sure to call the location PRIOR to visiting to ensure that they can provide the
service and determine associated fees.
Biometric/passport photos can also be obtained in 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.

A PHOTOGRAPH PRINTED FROM A HOME COMPUTER IS NOT A VALID, OFFICIAL PICTURE.

PHOTOCOPY OF DRIVING LICENSE OR STATE ID

U.S. CITIZENS
You must provide a clear photocopy of the following:
• Your official Driver's License OR State ID Card

Your photocopy MUST:
• Be CLEAR
• Be in COLOR
• Include both FRONT & BACK of your ID

NON-U.S. CITIZENS
You must provide a clear photocopy of the following:
• Your official U.S. Permanent Resident Card ("Green card") OR U.S. Visa
• Your official Driver’s License OR State ID Card

Your photocopies MUST:
• Be CLEAR
• Be in COLOR
• Include both FRONT & BACK of your ID

PHOTOCOPY OF FSUCARD OR UNIVERSITY ID
You are required to submit a clear photocopy of your FSUCard or university student ID with your visa application.

Your photocopy MUST:
• Be CLEAR
• Be in COLOR
• Include both FRONT & BACK of your ID

If you do not have an FSUCard, please follow the guidance below to request one.

HOW TO REQUEST YOUR FSUCARD
1. Go to the FSUCard Center Website, found HERE.
2. Review the guidance How to Request your FSUCard. Important takeaways:
FSUCard photos must be ‘TSA’ quality:
- Use a plain white background.
- Photo must be in color and no filters may be used.
- Photo must be centered and forward-facing.
- No Accessories (Hats, glasses, etc.) Exceptions are made for religious attire.
- Do NOT crop your photo before uploading. Photos are cropped automatically and doing so beforehand could result in a denial of your photo.

You will need to upload a photocopy of your government-issued ID:
- Driver’s license, military ID, passports, state ID

3. **Click on Submit Your Photo**
   Log-in with your FSUID and Password

4. **You will be prompted to enter your email address**
   You must enter your FSU Email ending in “@fsu.edu”, NOT your personal email address.

5. **Click on the link “Click to submit a new photo”**
   Follow the prompts and upload photo that meets the outlined requirements. Once you have uploaded your photo and a photocopy of your government-issued ID, click submit.

Your application will be approved or denied within 2 business days, so please monitor your FSU email. If your application is denied, please review the reason for denial and resubmit your application with corrections.

An International Programs representative will pick-up your FSUCard on your behalf for visa purposes. Your FSUCard will be mailed to you from IP with your Student Visa and passport once your application is processed. If for any reason your FSUCard is mailed to your personal address, or you have difficulties applying for your FSUCard, please email ip-visas@fsu.edu IMMEDIATELY.
FINAL REVIEW & SUBMISSION INSTRUCTIONS

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

Please contact us at ip-visas@fsu.edu if you are unclear on any part of the process.

SUBMISSION TO FSU IP
Once you have reviewed all previous steps and referenced the STUDENT VISA APPLICATION CHECKLIST, your visa application is ready for submission!

You have the option to submit your completed application in-person at the FSU International Programs Office or via Mail:

MAILING
Please mail ALL application documents to International Programs at the following address:

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

When mailing FSU IP your application:
• 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 in route to International Programs.
• Please ensure that your shipment will arrive to International Programs NO LATER THAN MONDAY, JUNE 13TH, 2022

We recommend using UPS or FedEx to ensure accurate mailing 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 packet to be checked. Your passport, visa application, and all supplemental documents will be securely stored while awaiting review.

IN-PERSON DROP OFF
If you are currently in the Tallahassee area you may submit your application documents in-person to the International Programs Office.

The FSU International Programs Office is open MONDAY through FRIDAY, 9AM – 5PM.

When you arrive at the IP Office, please inform staff at the front entrance that you are dropping off your visa materials. If available, you will be directed to an Immigration and
Passport 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.

APPLICATION STATUS
IT’S IMPORTANT THAT YOU CHECK YOUR STUDENT PORTAL REGULARLY.

Following the submission of your visa application materials, we will communicate all status updates through the student portal. Please 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.

Please Note: 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.

RETURN OF PASSPORT & VISA
Please Note: Processing times at the Consulate can vary, please note that your passport and visa may be returned to you as late as late-August.

Once student visas have been issued, a survey will be posted on your student portal to confirm the following:
• Your preferred mailing address
• A specific date you will be available to sign for the delivery

YOUR VISA WILL NOT BE SENT UNTIL THE SURVEY IS COMPLETED. Once the passport and visa are returned to you, please be sure to check for correct spelling of your name and confirm that the dates of your visa are accurate - the date format will be MM-DD-YYYY.

Important: Even though you are applying for a full year, your visa will only show validity for 90 days (September – December). While you are in Spain, the staff will assist you with obtaining your RESIDENCY CARDS, which authorizes your stay in Spain for the entire year.

If you have any questions or concerns regarding passports or the visa process, please email ip-visas@fsu.edu or call (850) 644-1927.