



EMBAJADA
DE ESPAÑA
EN AUSTRALIA
Consejería de Educación

LANGUAGE AND CULTURE ASSISTANTS IN SPAIN
VISA APPLICATION INSTRUCTIONS FOR AUSTRALIAN APPLICANTS
SCHOOL YEAR 2019-2020

Successful candidates for the Language Assistantships Programme are eligible for a **student visa**. This means that the post as language assistant is regarded as a scholarship. Once you receive an official notification of having been selected for the Program (letter of appointment), you need to apply for a Spanish Visa (National Visa) at the relevant Spanish Consulate in Australia (see exceptions).

REQUIREMENTS:

1. Proof of residence in Australia in the jurisdiction where the application is lodged*, original and photocopy (driver's licence preferred/student card or similar). If you are requesting your visa by post at the Consulate of Sydney, you do not need to send the original of your driver's licence, you can send a photocopy.
2. Acceptance letter (*Nombramiento*) from the School/Association/Institution detailing conditions of agreement.
3. **Original and photocopy of passport** (minimum validity, **90 days** after your foreseen date of departure from Spain or from any of the countries of the European Union) and at least two blank pages.
4. [Application form](#) duly completed and signed with a photocopy of this form and one passport-type photograph glued to each of the application forms.

Please do not forget to include your email address on the visa application form as this Embassy will communicate with applicants via e-mail only.

5. **Flight itinerary** with a return flight (you do not need to buy the actual ticket, just the reservation is sufficient)
6. A non-refundable visa fee of **\$94.20**

Without this payment a visa cannot be processed. Fees are subject to change without notice. For updated information, contact the corresponding authority. See jurisdictions on page 3

Only for stays over 180 days (6 months) the following must also be included:

1. **Medical Certificate** stating the following: "Mr. /Ms. [Applicant's name] does not suffer from any illness or disease that can constitute a public health risk as stipulated in the International Health regulation of 2005, and is fit to travel." This certificate cannot have been issued more than **three months before you submit the application**. No special form is required.
2. Original and photocopy of **Australia wide National Police Certificate Name and Fingerprints Check** (obtained from the Australian Federal Police) and a **police clearance certificate for all other countries** where you have resided in the **last 5 years** (if not in English, please attach translation in Spanish and Apostille). This certificate cannot have been issued more than **three months before you submit the application**.

NOTE: The processing time for this visa is generally one month. It is the applicant's responsibility to lodge the application on time.

These are general guidelines. Please check with your Consulate for specific document requirements

FURTHER INFORMATION

As a general rule, applications must be lodged at the Consular Office of Spain in the applicant's permanent place of residence.

Be aware that visitors travelling to **some countries** are required to be in possession of passports that are valid for **six months beyond** the period of their intended stay in those countries. If in doubt, please contact the relevant diplomatic or consular office of that country or the airline with which you will be travelling. **You'll need a passport valid for at least 3 months after the date of departure from the Schengen countries.**

Applications for this visa cannot be lodged earlier than 90 days prior to the beginning of your placement. The processing time for this visa is generally one month, allowing entry into Spain two months prior to the beginning of the validity of your visa. Those who enter as tourists will have to activate their visa within a month of arrival in Spain at the Foreigners' Office (*Oficina de Extranjería*) closest to their place of residence in Spain.

Applications for this visa cannot be lodged while in Spain.

For stays of more than six months, the visa label will read 90 days. This **DOES NOT** mean that the visa has been issued for 3 months only. It means that those concerned must visit the *Oficina de Extranjería* during the first 30 days in Spain to request the issuing of a T.I.E. (*Tarjeta de Identificación de Extranjero*). In the case of a student visa, this card replaces the visa for the duration of the student's stay in Spain.

If the stay is for six months or less, the visa will cover the entire duration of the stay and no card is necessary.

It is the applicant's responsibility to lodge the application on time.

To lodge your application, please see below specifications of your relevant Consulate.

IMPORTANT RECOMMENDATIONS

1. It is highly recommended that you take out travel insurance for any period of

travel prior to the commencement or after the completion of the placement.

2. You should have sufficient funds available in Spain **for at least the first two months** of your placement. Take into account that you will have a series of expenses upon your arrival and other unforeseen circumstances may arise.
3. Make sure all original documents are returned to you as you will need them in Spain.

ANY QUESTIONS REGARDING VISA APPLICATIONS SHOULD BE DIRECTED TO YOUR CORRESPONDING CONSULATE

RENEWALS

PLEASE NOTE: Those language assistants who wish to renew for another year and receive the letter of acceptance while in Spain, should contact the *Oficina de Extranjería* (Foreigners Office) in the city where they are living to seek their advice regarding renewal of their student visas.

SPANISH CONSULATES IN AUSTRALIA: JURISDICTIONS

You will need to apply for the visa at the relevant Spanish Consulate depending on your place of residence in Australia:

1. **Embassy of Spain, Consular Office in Canberra:** residents in the Australian Capital Territory (ACT) or Queanbeyan.

Address: 15 Arkana St. Yarralumla ACT 2600

Ph: (02) 6273 3555

Email: emb.canberra@maec.es

2. **Consulate General of Spain in Sydney:** residents in New South Wales (NSW), except Queanbeyan, Queensland (QLD) and the Northern Territory (NT).

Address: Level 24, St Martins Tower, 31 Market St. Sydney NSW 2000

Email: cog.sydney.vis@maec.es

3. **Consulate General of Spain in Melbourne:** residents in Victoria (VIC), Tasmania (TAS), South Australia (SA) and Western Australia (WA).

Address: 146a Elgin St. Carlton VIC 3053

Postal address: PO Box 1119, Carlton VIC 3053

Email: cog.melbourne@maec.es

LODGE YOUR APPLICATION

Lodging your applications may vary depending on the specific Consulate. Please check special conditions below:

Canberra

- All applications must be lodged **in person by appointment**
- Appointments must be made by email: emb.canberra@maec.es
- Visa fee of **\$94.20 must be paid in cash.**

Sydney

- Applications can be lodged **in person** (only with appointment) or **by post (preferably)**
- Appointments must be made by email: cog.sydney.vis@maec.es
- No applications will be accepted if there are missing documents. Please be advised that incomplete applications will be sent back.
- **To have your passport and other your documents returned**, you must include an A4 size **registered envelope** or an A4 Express post platinum envelope with your name and address on it. Include an **Australia post money order** with the exact amount for the visa fee. No personal cheques or credit cards will be accepted.
- Visa fee of **\$94.20** must be paid in **cash or money order made payable to Consulate General of Spain.**

Melbourne

- Applications can be lodged **in person** or **by post (preferably)** to PO Box 1119, Carlton VIC 3053.
- Appointments are not necessary and applications can be lodged during normal business hours (preferably between 10 am -2 pm). However, if required due to being interstate, send your request by emailing cog.melbourne@maec.es
- No applications will be accepted if there are missing documents. Please be advised that incomplete applications will be sent back.
- **To have your passport and other your documents returned**, you must include an A4 size **registered envelope** or an A4 Express post platinum envelope with your name and address on it. Include an Australia post money order with the exact amount for the visa fee. No personal cheques or credit cards will be accepted.
- Visa fee of **\$94.20** must be paid in **cash or money order made payable to Consulate General of Spain.**