



NALCAP North American Language and Culture Assistants Program in Spain

Visa Application Guidelines Canadian Citizens School Year 2023-2024

IMPORTANT NOTICE

These guidelines are aimed to help you through the application process for your visa to travel to Spain. However, we strongly encourage all applicants to confirm the information with their corresponding Consulate (depending on their place of residence), as detailed below.

Please note that all the information provided by the consular offices overrides any type of information provided in this document.

***Please be aware that you will be applying for a Student/Study Visa.**

GENERAL INFORMATION

Congratulations! Now that you have accepted your NALCAP assignment for the 2023-2024 school year, you are one step closer to being in Spain. We wish you a most successful experience at your school and in Spain!

As a participant in the North American language and Culture Assistants Program, your stay in Spain will fall under a **Study Visa – Conversation Class Assistants**. You will need to fill out the National Visa Application Form and follow the instructions. Please note that:

- You cannot leave for Spain before obtaining a visa because you cannot apply for the visa in Spain.
- You may apply for a visa starting July 1, which is 3 months before your official program start date of October 1. Unfortunately, you are not allowed to apply before this date.
- Your Canadian passport must have a minimum validity equal to the intended stay in Spain.

WE URGE YOU NOT TO PURCHASE ANY NON-REFUNDABLE PLANE TICKETS or a TICKET THAT DOES NOT PERMIT CHANGES WITHOUT PENALTIES, until you have undergone the complete visa application process – this entails having submitted the application and having received the actual visa in hand. This will prevent you from experiencing possible or unexpected scenarios in the future, such as having to pay unexpected out-of-pocket change fees in the eventuality that your travel date has arrived, but your visa hasn't. Please do not assume you will have your visa by a certain date. Visa processing may take up to various weeks depending on the consulate.

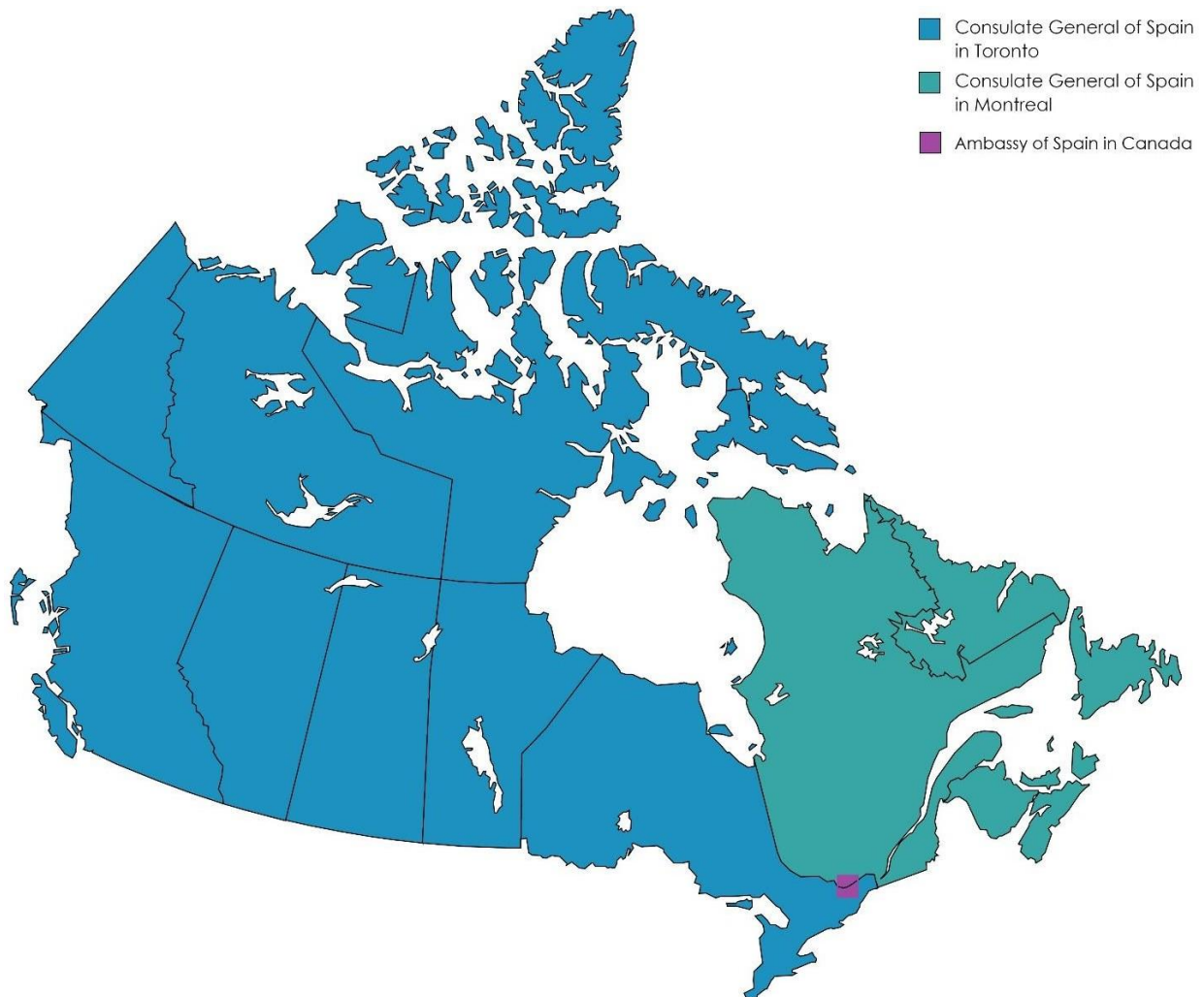
We recommend not buying the plane tickets until you have the actual visa in your custody.

STEP 1. Before starting the process. What you need to know.

The following two steps must be completed before starting the actual visa process.

- 1) Firstly, you need to have received your *Carta de Nombramiento* (Letter of Acceptance) sent out by your regional education office in Spain. Please note that you cannot begin the process until you have this letter.
- 2) Locate your local Consulate General of Spain in Canada that provides the consular services for one of the following:
 - a. Province or city of residence OR
 - b. Province or city where your driver's license was issued OR
 - c. Province or city where you go to school (you will need to have a student ID)

Each Consulate provides services for several provinces and/or cities, so please make sure you correctly identify your local Consulate office. Please see below a map with the provinces that correspond to the different consulates as well as links to their respective websites.



The consular jurisdiction of the [Spanish Embassy in Ottawa](#) includes ONLY the National Capital Region (Ottawa and Gatineau).

The consular jurisdiction of the [Consulate General of Spain in Toronto](#) includes the provinces/territories of Alberta, British Columbia, Manitoba, Ontario (except Ottawa), Saskatchewan, Northwest Territories, Yukon and Nunavut.

The consular jurisdiction of the [Consulate General of Spain in Montreal](#) includes the provinces of Prince Edward Island, Nova Scotia, New Brunswick, Québec (except Gatineau), and Newfoundland and Labrador.

IMPORTANT INFORMATION

It is important to read these guidelines carefully and to take some time to learn about the process. Find out which consulate you need to work with to process your visa and become familiar with its website, operational times, and contact information.

Once you have identified your local Consulate General of Spain in Canada, you can access the necessary information for your visa application on our [website](#) or on the consulate website. Although the information on our website is up to date, we strongly recommend that you also access your local consulate website to ensure that you are informed of all the last-minute updates.

Please read the instructions for your visa application carefully and start to collect all the necessary paperwork as soon as possible. Please note that the requirements may vary and that the entire process may take up to various weeks, depending on the consulate.

It is also important to take into account that some of the required documents may only be attained through provincial or federal agencies (background checks). You will find that not only Spanish agencies may take a while to process applications, but Canadian ones do as well, and in some instances may require many weeks of waiting. You must allow for processing times for these documents at these offices, which may not offer expedited services nor walk-in requests. Make sure you keep time frames in mind when requesting the documents.

All the Consulates General of Spain are familiar with the Language and Culture Assistants Program, and the staff there are willing to help you to process your visa diligently and as quickly as possible. Please bear in mind that the visa process is the sole responsibility of the Consulates General of Spain and Global Affairs Canada, and not the Ministry of Education of Spain.

Finally, while we recommend that you research all the information regarding your visa application and start collecting the paperwork as soon as possible, do not forget that you will need your *Carta de Nombramiento* in order to make your appointment and to start the application process for your visa.

STEP 2. Once you have a PLAZA ACEPTADA status on PROFEX

If you have a PLAZA ACEPTADA status on PROFEX any time after April 15th, you may start requesting the necessary documents for your visa application from the corresponding Canadian offices. We are referring to the background check. However, please note that this document is only valid for 3 months. Therefore, if it expires by the time you submit it as part of your visa application, it will not be valid and therefore will not be accepted. Please be aware of the time frames.

STEP 3. Receiving the Letter of Acceptance (Carta de Nombramiento)

As mentioned above, before applying for your visa, you must receive an original copy of your [Carta de Nombramiento](#) or [Letter of Acceptance](#) issued by your regional education office in Spain. You will receive this letter as an email attachment.

You will need to take the letter (the original one) plus a copy of it to your local consulate. Please make sure that once you have submitted the application, the original Letter of Acceptance is returned to you. **YOU WILL NEED THE ORIGINAL** letter in Spain for further legal formalities.

We kindly request you to please keep in mind that neither the Embassy of Spain nor the Spanish Consulates have anything to do with the issuing of the Letter of Acceptance, so they cannot request it or rush it or any other matter of that nature. You must have the Carta de Nombramiento before making the appointment at the Consulate and going to said appointment.

Please be aware that you will be applying for a Student/Study Visa.

STEP 4. Preparing your visit to the Consulate General of Spain

Check with your consulate on how to make an appointment. Depending on each consulate, appointments can be made by phone or online or they might accept walk-ins. Please make sure that you will have gathered all the required documents by the time of your appointment.

You should also have extra copies of each required document for your appointment, as well as to take with you to Spain.

IMPORTANT NOTE: The Consulate General of Spain in Toronto does not require an appointment. Once you have all the documents, you must send them in an envelope to this address:

Consulate General of Spain
ATT.- Visa Department
2 Bloor Street East, Suite 1201,
Toronto, ON M4W 1A8, Canada

DOCUMENTATION CHECKLIST

To request a student visa (study visa), an applicant must submit the following documentation, both original and a copy:

- **National visa application form.** Each applicant must complete and sign a visa application, filling in each of its sections. If the applicant is a minor, one of their parents or a duly accredited representative must sign the application.
- **Photograph.** One (1) recent full-face color photograph passport-size, taken in person against a light background, facing forward, without dark or reflective glasses, or any garments concealing the oval of the face taken by a commercial photographer or studio no more than six months before the date you submit your application. It should also meet the requirements pictured on [this link](#).
- A **valid passport or travel document** recognized by Spain with a minimum validity equal to the intended stay in Spain. Original and photocopy of the pages of the passport that contain biometric data. Passports issued more than 10 years ago will not be accepted.
- **Acceptance letter** from the “Comunidad Autónoma” in Spain

IMPORTANT NOTE: Please make sure the original document is returned to you, as it may be requested in Spain for further legal formalities.

- **Out of country medical insurance coverage.** This is usually provided by the “Comunidad Autónoma”
- **Proof of financial reliability.**
 - Bank statements or contract information
 - The monthly allowance provided by the “Comunidad Autónoma” will be taken into consideration to meet this requirement
- **Payment of consular fees:** CAD \$125.00.
 - Cash (if you come physically to the consular office; do not mail in any cash),
 - Money order or certified cheque payable to the Embassy of Spain (for the applications processed in Ottawa). If you need to process your application in the General Consulate of Spain in Montreal or in Toronto, a cheque must be made payable to each specific Consulate (check the Consulate you belong to for further information on this matter).
- A **medical certificate** issued by your family doctor worded as follows: “This medical certificate states that Mr./Mrs. does not suffer from any diseases that may have serious consequences on public health in accordance with the provisions contained in the 2005 International Health Regulations.” (This certificate must either be printed on the doctor's letterhead or stamped by his / her Office).

IMPORTANT NOTE: Please make sure the original document is returned to you, as it may be requested in Spain for further legal formalities.

- A **Police Check** (Criminal Record Check) issued by the authorities of all the countries where an applicant has resided for the last 5 years, including Canada. The Police Check must be legalized only if issued by a different country other than Canada.

- NOTE: The Canadian Police Check should be issued by the RCMP Headquarters and contain the fingerprints of the visa applicant. You can find information on how to obtain one [here](#).
- We will NOT accept Police Checks issued by local Police Stations.

IMPORTANT NOTE: Please make sure the original document is returned to you, as it may be requested in Spain for further legal formalities.

- **Proof of residence in the consular district.** You must provide proof of your legal residence in the consular district or that you are attending classes, in person, in the consular district.

Please note that some consulates require additional documentation. Please refer to their respective websites.

The following family members may obtain a visa to accompany the student:

- The spouse or unmarried partner.
- Children who are minors or who have a disability.

NOTE: Visas for students' family members do not constitute work permits

For questions concerning visa applications

Any questions regarding visa applications should ONLY be directed to your local consulate.

FILLING OUT THE NATIONAL VISA APPLICATION FORM

Please keep in mind that the date format in Europe is: Day/Month/Year (DD/MM/YYYY)

Item	Description	You write or check box
1	Apellido(s)	Last name
2	Apellido(s) de nacimiento (apellido(s) anterior(es))	Previous last names if any
3	Nombre(s)	First name
4	Fecha de nacimiento	Date of birth
5	Lugar de nacimiento	Place of birth (City, State)
6	País de Nacimiento	Country of birth
7	Nacionalidad actual	Canada

8	Sexo	Sex
9	Estado civil	Marital Status
10	Menores de edad	n/a
11	Número de documento nacional de identidad, si procede	Only if Spanish citizen. If not, leave blank
12	Tipo de documento de viaje	Check "Pasaporte ordinario"
13	Número del documento de viaje	Passport number
14	Fecha de expedición	Issued Date
15	Válido hasta	Valid until date
16	Expedido por	Issued by Immigration, Refugees and Citizenship Canada (IRCC)
17	Domicilio postal y dirección de correo electrónico del solicitante	Postal address, email address and phonenumber
18	Residente en un país distinto del país de nacionalidad actual	Leave Blank
19	Profesión actual	Current profession
20	Motivo principal del viaje	Check "Estudios" box
21	Fecha de entrada prevista en España	The date you plan on arriving in Spain
22	Número de entradas solicitadas	Check "múltiples" box
23	Domicilio postal del solicitante en España	Address of school or regional education office
24-27	NIE	Leave Blank
28	Nombre, dirección postal, número de teléfono y correo electrónico del centro de estudios o investigación.	Contact information for your school or regional education office
28	Fecha prevista de inicio de los estudios o investigación	Intended starting date of studies or research October 1, 2022
28	Fecha prevista de finalización de los estudios o investigación	30/06/23 or otherwise indicated on letter of acceptance
28	En caso de desplazamiento temporal de menores	Leave Blank
27-28	Lugar, fecha y firma.	Place, date and Signature

STEP 5. Your appointment at the Consulate

Make sure you are on time for your appointment and that you have all the necessary documents with you. Some consulates may penalize you if you do not keep your appointment. And please be aware that if you do not take all the required documents to your appointment, you will have to return home and make an appointment for another day.

FINAL STEP: Once you get to Spain

The visa you will be issued is **ONLY VALID FOR 90 DAYS**.

Within the first 30 days after your arrival in Spain you must go to your local police station or immigration office (Oficina de Extranjería) and request your temporary resident alien ID number (NIE - Número de Identificación de Extranjero) if you did not receive it on your visa as well as your residency card (TIE- Tarjeta de Identificación Extranjero).

This TIE will cover your full stay in Spain and thus make it legal for you to be in the country. **APPLY FOR IT AS SOON AS YOU GET THERE.** It may take a few weeks to get an appointment depending on where in Spain you are located.

Try to apply for your TIE asap. In some cases, you may also need the TIE to receive your stipend. Some banks in Spain may require it to open a bank account. And if you do not have a Spanish bank account, your stipend may be delayed.

IMPORTANT NOTE: Do not let your visa expire or you will have to return to Canada and apply for a new one. You cannot apply for a visa in Spain.

For this final step, you will need to take the following documents:

- 1) your visa
- 2) your acceptance letter
- 3) your medical certificate
- 4) your background check

ALL OF THE ABOVE MUST BE THE ORIGINAL DOCUMENTS (PHOTOCOPIES WILL NOT BE ACCEPTED).

It is a good idea to ask your school or regional education offices in Spain for help with this step.

ADDITIONAL INFO

For information on a wide array of issues that often affect CANADIANS traveling or living abroad, please refer to travel.gc.ca.

For COVID related travel issues, we ask you to keep abreast of the ever-changing travel requirements to and from Spain and Canada. A good source is the Embassy of Canada to Spain website.