

# Applying for a Student visa

—————→ 13 documents required

## 1. Visa application form

This questionnaire will be provided by the consulate or embassy of each country.

## 2. Valid passport and copy of passport

It is very important that the passport is valid.

## 3. Acceptance letter

The school or university where the student is going to study must provide the student with a letter of acceptance.

This should include in detail:

- **The description of the course purchased:** it is very important that it is a presential course.
- **The number of hours of class per week that will be taken.** A minimum of 20 hours.
- **The total duration of the course.**
- **The start date and end date of the course,** because the visa is granted according to the dates of the course when the document is made.
- **That the Spanish course is associated with obtaining an official certificate** such as the DELE, SIELE or the EBAU exam.

If the visa application is delayed, it is very important to ask the educational centre for an **annex** to this letter of acceptance with new dates. This way, the starting date of the course is always updated.

## 4. Academic degree or diploma

If the student is enrolled in a University Access course, he/she must present a copy of the academic degree or diploma that qualifies him/her to study in Spain. This copy must have the Apostille of the Hague and be translated into Spanish.

**Recommendation:** Some consulates request evidence of interest in the language and previous experience in the study of Spanish for these courses. It is therefore advisable to present an official language certificate that reflects the student's current level.

At **Hispania, escuela de español**, we are an examination centre for official language exams, such as SIELE, providing students with the possibility of taking these official exams with us. We also offer online courses so that applicants can reach a suitable level before applying for their visa.

## 5. Proof of accommodation contract

The full stay is recommended. If not, the first four weeks and the indication that the stay can be extended. If accommodation is arranged at our school, this information is provided in the letter of acceptance.

## 6. Proof of payment of school registration fees

Confirmation of enrolment and a signed and stamped letter of acceptance can be provided.

## 7. Medical certificate

The applicant must prove that he/she is in perfect health conditions to carry out his/her stay for studies. The medical certificate must be apostilled by the competent local health authority and have been issued within the last three months (not earlier).

## 8. Criminal record certificate

For applicants of legal age whose studies exceed 180 days, a **Criminal Record Certificate** is required.

They must present the criminal record certificate issued by the country or countries where they have resided for **the last 5 years**. All non-Spanish official documents, including the criminal record certificate, must be apostilled.

### **All documents must be in Spanish.**

The purpose of this documentation is to ensure that applicants do not have a criminal record in the countries where they have been residing, ensuring transparency and security during their stay in Spain. It is essential that the documents are duly apostilled and translated into Spanish by a sworn translator for their correct verification and processing by the competent authorities.

## 9. Proof of financial means

The applicant must demonstrate sufficient financial means to cover the costs for the duration of the stay and on return to his/her home country. This is achieved through the presentation of documents supporting the required financial capacity. Such as:

**Blocking of funds:** The amount required must be equal to 100% of the IPREM, established by law. In some cases, it is requested to block this specific amount in a bank account, exclusively for the student applying for the visa. This blocking is demonstrated by a **bank certificate with the balance of the account** and mentioning the name of the student and the permanent and irrevocable blocking in the account of the amount to be sent to the student for the duration of the studies + a copy of the certificate.

It is essential to understand that this block must not affect the quality of life of the rest of the family, as it may result in the visa being refused if it is found that the family does not have sufficient means to meet their needs. It is therefore crucial to have sufficient funds both for the student and to maintain a decent standard of living in the country of origin.

**Amount required:** Resources equivalent to 100% of the IPREM (Indicador Público de Renta de Efectos Múltiples), which for the year 2023 is 600 euros per month, are requested. If accommodation for the entire stay has already been paid for in advance, this amount can be reduced.

**Coherent bank documents:** All bank documents should be clear, coherent and adequately show the provenance of the funds presented. Bank documents should show income consistent with a stable and regular situation, with no suspicious bank movements. If there are any, it is essential to justify the source of origin. It is also recommended that the pages of the statement be signed and stamped by the bank employee.

**Source of Funds:** Resources may come from personal income, family support or other reliable financial sources.

The accreditation of financial means can be done on the basis of the student's own means or on the basis of the means of his/her sponsor, that is, the person who is financially responsible for the applicant. It is recommended, in either case, that the person acting as sponsor be as closely related as possible to the student.

#### **ACCREDITATION WITH OWN RESOURCES**

- Bank statement of account movements for the last six months, duly stamped by the bank, detailing the applicant's account movements.
- Six proofs of income (payslips) to demonstrate monthly financial capacity.
- Tax return for the last fiscal year, providing a comprehensive picture of the applicant's financial situation.
- Possibility to provide other official bank documents, such as savings or investment accounts, to support financial solvency.

#### **ACCREDITATION WITH FAMILY SUPPORT**

- Certificates proving relationship to the student (marriage, birth or other legal documents).
- Notarised declaration of the family member who undertakes to finance all costs during the period of studies, equivalent to 100% of the IPREM.
- Copy of identification of the declaring relative.
- Bank statement of account movements for the last six months detailing the relative's account, with the bank's stamp.
- Six proofs of income of the family member making the declaration.
- Tax return for the family member's last tax year.
- Possibility to present other official bank documents such as savings accounts or investments to support financial solvency.
- It is important to stress the need to maintain a financial balance between the funds blocked for the student and the resources necessary for the general welfare of the family.

For such accreditation there are many documents that can be provided. However, the most important thing is always to convey an image of trustworthiness and reliability. A student without resources who shows a bank statement for an account into which an exorbitant amount of money has recently been deposited is guaranteed to be refused. A student whose family members have a stable job and an income that comes from a verifiable and regular source will have a better chance of obtaining a visa.

## 10. Residence certificate

The student must present a certificate of residence from the place where he/she resides at the time of applying for the visa.

## 11. Health insurance

Medical insurance is an essential requirement for a stay in Spain and must meet the following specifications:

**Full coverage and repatriation:** The insurance must guarantee full coverage of medical expenses during the entire stay without limits, as well as provide repatriation in case of decease.

**Contracting options:** We offer the possibility of purchasing medical insurance through the school or, alternatively, students can arrange it on their own.

**Insurance certificate:** A certificate of health insurance, either public or private, contracted with an insurance company authorised to operate in Spain, is required.

**Coverage comparable to the public health system:** The insurance must cover all the risks insured by the public health system in Spain. This implies that health care benefits must be covered by direct assistance, without financial limitation, without additional payments for co-payment or deductibles, and without waiting periods.

The aim is to ensure that the student has full and unobstructed medical coverage during their stay in Spain by providing medical insurance comparable to the standards of the country's public health system. This ensures that any required medical care is available without additional financial worries.

## 12. Responsibility-taking document

This is a notarised document in which the person who will act as the applicant's sponsor is indicated. In this document, he/she will declare that he/she will be responsible for the student's accommodation and living expenses during his/her stay.

## 13. Motivation letter

It is not mandatory, but it is recommended. In this letter, the student should explain what his/her experience with Spanish is and why he/she wants to come to Spain to study Spanish at our school. This letter must be written in Spanish.

All the documents listed above must be presented **legalised** (with the Hague apostille) and **translated into Spanish** by a **sworn translator**, whether they are submitted to the consulate in the country of origin or to the Foreigners' Office (Extranjería). Consulates may also offer a sworn translation service.

Applicants often encounter the problem of legalising documents that are **private** (bank accounts, pay slips, etc.), as it is normally public and official documents that can be legalised. Therefore, in such cases, in order to "legalise" a private document, it is necessary to take it to a notary and have it **made public**. We can then legalise and translate it to present it to the competent authorities.

# CHECK-LIST

- VISA APPLICATION FORM
- VALID PASSPORT AND COPY OF PASSPORT
- ACCEPTANCE LETTER

- ACADEMIC DEGREE OR DIPLOMA
- PROOF OF ACCOMMODATION CONTRACT
- PROOF OF PAYMENT OF SCHOOL REGISTRATION FEES

- MEDICAL CERTIFICATE
- CRIMINAL RECORD CERTIFICATE
- RESIDENCE CERTIFICATE

- HEALTH INSURANCE
- RESPONSIBILITY-TAKING DOCUMENT
- MOTIVATION LETTER

## PROOF OF FINANCIAL MEANS

- BANK CERTIFICATE WITH ACCOUNT BALANCE AND MENTIONING THE NAME OF THE STUDENT AND THE BLOCKAGE

### OWN RESOURCES ACCREDITATION

- BANK STATEMENT FOR THE LAST 6 MONTHS
- 6 PAYSLIPS
- TAX RETURN FOR THE LAST TAX YEAR
- OTHER OFFICIAL BANK DOCUMENTS SUCH AS SAVINGS OR INVESTMENT ACCOUNTS

### ACCREDITATION WITH FAMILY SUPPORT

- CERTIFICATES PROVING RELATIONSHIP TO STUDENT
- NOTARISED DECLARATION BY THE RELATIVE
- COPY OF IDENTIFICATION OF THE DECLARING RELATIVE
- BANK STATEMENT FOR THE LAST 6 MONTHS OF THE FAMILY MEMBER
- 6 PAYSLIPS OF THE RELATIVE
- TAX RETURN FOR THE FAMILY MEMBER'S LAST TAX YEAR
- OTHER OFFICIAL BANK DOCUMENTS SUCH AS SAVINGS OR INVESTMENT ACCOUNTS

**IF YOU HAVE ALL THESE DOCUMENTS, IT'S TIME TO APPLY FOR YOUR STUDENT VISA!**