

## Applying for your Spanish Visa through BU Study Abroad: Batch Visa Process Guidelines

If you would like to participate in the BU Batch Visa Process, our Study Abroad office must *receive* your complete and correct application by **TUESDAY, MAY 7**.

You may submit your materials in-person or by mail to:

*Boston University Study Abroad  
Attn: Liz McBean  
888 Commonwealth Ave, 2nd floor  
Boston, MA 02215*

In the Batch Visa Process Guidelines, you will find:

- Overview of the Batch Mailing Visa Process
- Checklist
- Detailed Instructions
- National visa application form
- National visa application (example)
- Authorization form
- Boston Consulate Disclaimer form

***These guidelines and FAQs were updated March 2024 in accordance with the Spanish Consulate in Boston's website. Please refer to the [Spanish Consulate in Boston's website](#) for official and most up-to-date instructions.***

**Note:** This information has been prepared by Boston University Study Abroad based on the most recent information provided by the relevant immigration agency (E.G., consulate, embassy, etc.). It is each student's responsibility to compile and apply for their visa based on their specific citizenship. Visas are granted by foreign governments only, Boston University does not play a role in visa issuance, nor can we influence immigration policy. While we do our best to keep instructions as up-to-date as possible, visa requirements are subject to change without our knowledge. Ultimately obtaining a visa in a timely manner, and related costs incurred, are a student's responsibility. Failure to acquire a visa will preclude participation in the program.

## What does it mean to apply for my visa through BU Study Abroad?

Once a semester, the Spanish Consulate in Boston allows a representative from BU Study Abroad to submit visa applications on behalf of students who attend school or reside permanently in their jurisdiction. This is referred to as the “batch visa process” or the “group visa process”.

## When do I need to submit my visa application by?

You need to submit your visa application with all of the necessary supplemental documentation to BU Study Abroad by **MAY 7**. This means that your *complete* and *correct* visa application material must physically be in our office by this date.

## How can I submit my visa application?

You are encouraged to attend one of the two **Spanish Visa Drop-Off Sessions**, so that your submission is reviewed with you for accuracy and completion. These two sessions will take place at the BU Study Abroad Office at 888 Commonwealth Ave (Room 240) on:

**Thursday, May 2 at 2:00-4:00pm**

**Tuesday, May 7 at 10:00am-12:00pm**

If you are unable to attend one of these two sessions, you may drop off your materials at the BU Study Abroad front desk (Monday through Friday from 9am-5pm), or mail them to our office (refer to the mailing address on page 1). Our office will be in contact via email once your materials have been received and reviewed.

## Does this mean I will not have my passport until my application has been processed?

Yes, you will be without your passport from the time you submit your materials in early-May to mid-July. Your passport will be held at the Spanish Consulate in Boston during processing, and **you will not be able to have access to your passport during this time**. When BU is notified that the visas have been issued, the representative will pick up the passports and make arrangements to return them to you in a secure manner (you will choose if you prefer to have it mailed to you via a trackable mail courier or if you will pick it from our office).

**The Boston Consulate has explicitly stated it will take a minimum of 8 weeks to process visa applications. We cannot guarantee an exact date that you will have your passport back as this process and timeline depend directly on the Spanish Consulate.**

\*In unique situations, the Boston Consulate (only) permits students to submit a *notarized* copy of their passport if they are traveling throughout the processing period. In this case, your physical passport must be present at the time of pick-up. If this may apply to you, please reach out to your Program Manager to confirm your travel dates and to confirm if this is possible, and whether or not you will be able to participate in the batch mailing.

## Print this checklist and confirm all items are complete before submitting to BU Study Abroad:

- ☐ Passport (make sure it is signed!)
- ☐ National Visa Application Form (printed double-sided, completed electronically or by hand, hand signed and dated)
- ☐ Passport Photo (name printed on back & paper clipped to the top right of the completed national visa application form)
- ☐ Photocopy of your Passport (the ID & signature page)
- ☐ Notarized Authorization Letter
- ☐ Boston Consulate Disclaimer Form
- ☐ Money order for visa processing fee
- ☐ **NON-US Citizens only:** Notarized copy of immigration documents (I-20 & study visa, green card, etc.)

## What do I need to submit for my Spanish visa application?

1. **Physical passport & one photocopy of the ID/signature page:** Your passport must be valid for **at least 3-6 months** following the end of the program. Make sure your passport is centered on the page when making the scan. It can be in color or black/white, but it cannot be blurry.
  - a. Before submitting your passport to BU Study Abroad, **make a scanned copy for your records**; you almost certainly will need your passport information while your passport is at the consulate.
  - b. If you need your passport for any reason during the next few months, please email your Program Manager immediately.
2. **National Visa Application Form (found on your pre-departure page, [here](#), and below):** **Complete the form electronically and then print double-sided. After printing, sign and date the form by hand on the last page.** The form should be completed in English and must be hand-signed where indicated. Please refer to the national visa application form example (on your pre-departure page and at the end of these guidelines) for step-by-step instructions on how to fill out this form.
3. **One color passport photograph with white background:** This must be an official passport photo that you can get at a CVS, Walgreens, Fedex, or UPS store. It does not need to match the photo in your passport. It must be on photo paper or the consulate will not accept your application. Make sure your full head is showing, from the top of your head to the bottom of your chin.
  - a. Write your name and Boston University on the back side of the photo, and affix it to your visa form with a paper clip it to your National Visa Application. Do not staple or glue it.
4. **Notarized Authorization letter (found on your pre-departure page and below):** This letter states that you are giving permission to the BU representative to submit/retrieve your visa application on your behalf. Please find the template later in these instructions.
  - a. Please note you must physically sign the letter in front of a notary.

**PRO TIP:** If you are an international student, you will need to notarize copies of your immigration documents (see below for more info).

You can find a notary to get these items notarized at:

- b. The Dean of Students Office – [Find more information here](#) (free)
  - c. Your local bank (varies per bank and location, expect around \$25 or so)
  - d. The UPS Store (~\$30)
  - e. Citizens Bank at the GSU, if you currently have an account with them
5. **Boston Consulate Disclaimer Form (found on your pre-departure page):** Please print [this form](#) and sign the form by signing with your signature and include the place and date of when you signed the form.

6. **Money order for visa processing fee:** The processing fee is \$160 for U.S. citizens and \$85 for other nationalities. Citizens of Australia, Bangladesh, Canada, the United Kingdom, and Mauritania should refer to the [Consulate's instructions](#) for fee information. The Boston Consulate only accepts money orders (not personal checks or bank checks), payable to the **CONSULADO GENERAL DE ESPAÑA.**

- In the "pay to" section, write "Consulado General de España"
- In the "from" or "purchaser" section, this is you, print your full name as it is written in your passport (or sign it, depending on the format)
- If there is a "memo" line, you can write "Student visa"
- Do not endorse or write on the back of the money order!

You can purchase a money order at a bank, credit union, convenience store, US Postal service, grocery store or pharmacy. Please note a money order can only be purchased with a **debit card or cash**, and it does carry a nominal fee. To purchase a money order, you would approach the counter at one of these locations and state something along the lines of, "I would like to purchase a money order in the amount of \$160" (or other amount if not a US passport holder).

- Keep the receipt! (Both the perforated slip and the purchasing receipt. This is important in case you accidentally endorse the money order, or improperly address it, as you can only return the money order with a receipt!)

Please see some examples below of sample money orders from the post office and CVS. The format will vary depending on where you purchase your money order, but here are some examples on how it might look:

A money order from the post office (USPS):

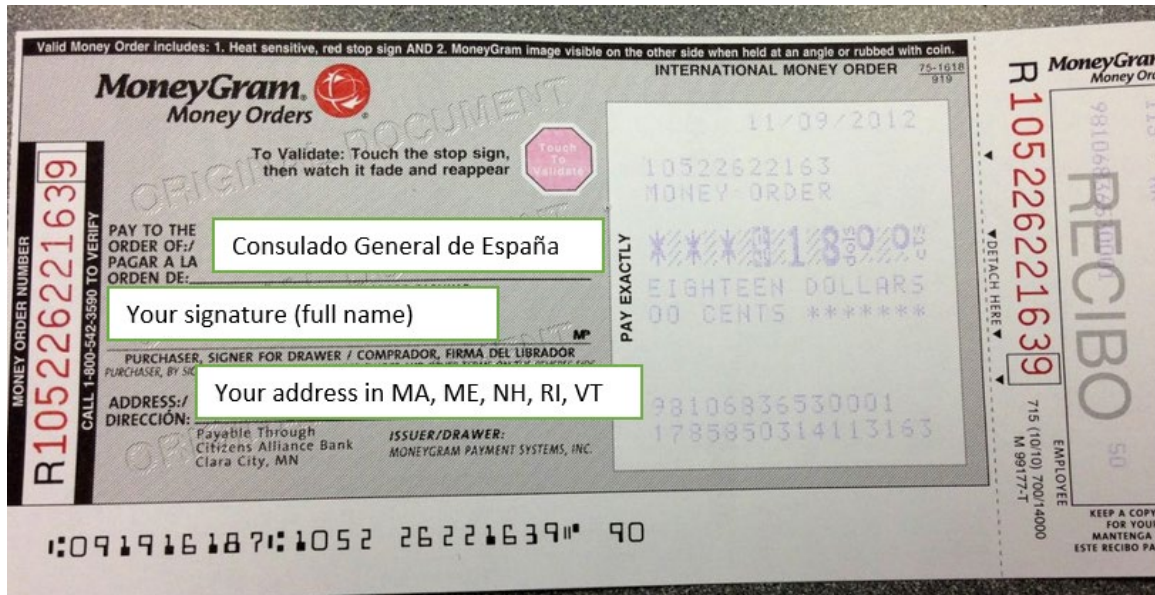
The image shows a sample USPS Postal Money Order form. The form is titled "UNITED STATES POSTAL SERVICE" and "POSTAL MONEY ORDER". It includes fields for "Serial Number", "Year, Month, Day", "Post Office", "U.S. Dollars and Cents", "Amount", "Pay to", "Address", "Memo", and "Signature". The sample form is filled out with the following information:

- Serial Number: 0000000000
- Year, Month, Day: 2022/12/12
- Post Office: [blank]
- U.S. Dollars and Cents: \$200.00
- Amount: \$200.00
- Pay to: Consulado General de España
- Address: 31 Saint James Avenue, Suite 905  
Boston, MA, 02116
- Memo: Student visa
- Signature: Jane Doe

Annotations on the form include:

- "Your full name printed (as in your passport)" pointing to the signature line.
- "Your MA, ME, RI, VT, or NH address" pointing to the address line.


A money order from CVS:



7. **Letters of acceptance as a full-time student from Spain's University/School or US program & proof of health insurance & availability of financial means:** As a BU study abroad participant, we will include letters in Spanish and in English that supply proof of enrollment, program details, availability of financial means, and proof of international health insurance. You will not receive these letters as part of the batch visa application process. Instead, our office will add these letters directly to your application materials once we have received your visa application materials. This letter (for batch students only) will also meet the consulate's requirement for notarized copy of proof of residence in the Boston Consulate's jurisdiction.
8. **Immigration documents (for non-US citizens only):** If you are not a citizen of the United States, you must submit a **notarized photocopy** of:
  - a. Your green card or
  - b. Your student visa and I-20 form, F-1, H-1, etc.

At the moment of the submission of your application, you must have a valid U.S. visa to return to the United States following the conclusion of your program. Please contact your Program Manager and your ISSO Officer immediately if you have concerns.

**NOTE:** Although BU Study Abroad will act as a liaison during the application process, it is NOT a visa processing agency. It is the student's responsibility to verify the visa process and requirements at the Spanish Consulate in their jurisdiction.

		<h1 style="text-align: center;">Application for National Visa</h1> <p style="text-align: center;">This application form is free</p>		<h2 style="text-align: center;">PHOTO</h2>	
1. Surname(s) <sup>1</sup>				FOR OFFICIAL USE ONLY	
2. Surname(s) at birth (previous surname(s)) <sup>2</sup>					
3. Forename(s) <sup>3</sup>				Date of application:	
4. Date of birth (day-month-year)				Visa application number:	
5. Place of birth		7. Current nationality		File processed by:	
6. Country of birth		Nationality at birth, if different:		Documents presented:	
8. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		9. Marital status <input type="checkbox"/> Single/a <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/> Others (specify)		<input type="checkbox"/> Travel document <input type="checkbox"/> Government authorisation <input type="checkbox"/> Request for government authorisation <input type="checkbox"/> Means of livelihood <input type="checkbox"/> Proof of accommodation <input type="checkbox"/> Medical certificate <input type="checkbox"/> Criminal record certificate <input type="checkbox"/> Travel medical insurance <input type="checkbox"/> Note verbale <input type="checkbox"/> Others:	
10. For minors: surname(s), forename(s), address (if different from that of applicant) and nationality of person who exercises parental responsibility or legal guardian					
11. Spanish National Identity Document Number, where applicable					
12. Type of travel document <input type="checkbox"/> Ordinary passport <input type="checkbox"/> Diplomatic passport <input type="checkbox"/> Service passport <input type="checkbox"/> Official passport <input type="checkbox"/> Special passport <input type="checkbox"/> Other travel document (please specify)				Decision on visa:	
13. Number of travel document		14. Date of Issue (dd-mm-yyyy)		<input type="checkbox"/> Refused  <input type="checkbox"/> Issued: Valid from ..... until .....	
15. Valid until (dd-mm-yyyy)		16. Issued by			
17. Postal and e-mail address of applicant			Telephone number(s)		Number of entries: <input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Over Two
18. Residence in country other than country of current nationality <input type="checkbox"/> No <input type="checkbox"/> Yes. Residence permit or equivalent document.....N°.....Valid until..... (dd-mm-yyyy)				Number of days:	
19. Current Profession					

- 1** To be completed according to data which appears in travel document.
- 2** To be completed according to data which appears in travel document.
- 3** To be completed according to data which appears in travel document.

20. Principal purpose of journey: <input type="checkbox"/> Residence without work permit <input type="checkbox"/> Residence - Family reunion <input type="checkbox"/> Residence - Employee <input type="checkbox"/> Residence - Self employed			<input type="checkbox"/> Residence - Temporary work as employee (nine months a year) <input type="checkbox"/> Studies <input type="checkbox"/> Research (within the framework of hosting agreement signed by research organisation) <input type="checkbox"/> Accreditation		
21. Date of intended entry into Spain  (dd-mm-yyyy)			22. Number of entries requested: <input type="checkbox"/> one <input type="checkbox"/> two <input type="checkbox"/> more than two		
23. Postal address of applicant in Spain					
24. Spanish Foreign National Identity Number (NIE) <sup>4</sup>			25.- Date of notification of decision issued by competent body for non-nationals <sup>5</sup>  (dd-mm-yyyy)		
26. Data of individual resident in case of application for residence visa for family reunion					
Surname(s) and forename(s) of individual resident in Spain					
Relationship (between applicant and individual resident in Spain) <input type="checkbox"/> spouse <input type="checkbox"/> registered partner <input type="checkbox"/> son/daughter(of the individual resident or spouse)					
<input type="checkbox"/> dependent direct relative (of spouse or partner )in the ascending line of the individual resident <input type="checkbox"/> dependent person subject to legal representation of individual resident					
Date of birth  (dd-mm-yyyy)		Nationality		Spanish Foreign National Identity Number or Spanish National Identity Number	
Postal address of individual resident in Spain			Telephone number of individual resident		
			E-mail address of individual resident		
27. Data of employer or company in the case of application for residence and employment visa					
Surname(s) and forename(s) of employer or company name and surname(s) and forename(s) of contact person within company					
Postal address of employer or company			Telephone number of employer or company		
			E-mail address of employer or company		
Spanish Foreign National Identity Number or Spanish National Identity Number of employer or contact person within company					
Spanish Company Tax Identification Code					

<sup>4</sup> Essential when a decision has been previously issued by competent body for non-nationals in which applicant has received authorisation to reside or work

<sup>5</sup> Essential when a decision has been previously issued by competent body for non-nationals in which applicant has received authorisation to reside or work



<b>28. Data of educational establishment or research centre in case of applying for student or research visa</b>	
Name of educational establishment or research centre	
Postal address of educational establishment or research centre	Telephone number of educational establishment or research centre
	E-mail of educational establishment or research centre
Intended starting date for study or research (dd-mm-yyyy)	Intended finishing date for study or research (dd-mm-yyyy)
In the case of temporary stay of minors for educational reasons in programmes promoted and funded by Public Administrations, non-profit associations or foundations or other bodies or persons who do not exercise parental responsibility or who are not legal guardians:	
Surname(s) and forename(s) of person providing minor with accommodation or name of accommodating organisation and surname(s) and forename(s) of contact person within organisation	
Postal address of person providing minor with accommodation or accommodating organisation	Telephone number of person providing minor with accommodation or accommodating organisation
	E-mail of person providing minor with accommodation or accommodating organisation
Spanish Foreign National Identity Number or National Identity Number of person providing minor with accommodation or contact person of organisation	
<p>I am aware of and consent to the following: the collection of the data required by this application form and the taking of my photograph are obligatory for the visa application to be examined. Any personal data concerning me which appears on the visa application form, as well as my photograph, will be supplied to the relevant authorities and processed by those authorities for the purposes of deciding on my visa application. Such data as well as the decision taken on my application will be entered into and stored in a database. The authority responsible for its processing is the Consular Post at which the visa application was submitted. Data shall be accessible to those authorities competent to carry out checks on visas at external borders and in Spain, immigration and asylum authorities for the purposes of verifying whether the conditions for the legal entry, stay and residence in the territory of Spain are fulfilled, for identifying persons who do not or who no longer fulfil these conditions, for examining asylum applications and for determining responsibility for such examination.</p> <p>I am aware that I may exercise my rights of access, rectification, opposition and deletion of my personal data, pursuant to the provisions of Organic Law 15/1999, of 13 December, on Protection of Personal Data, by writing to: Dirección General de Asuntos y Asistencia Consulares del Ministerio de Asunto Exteriores y de Cooperación; calle Ruiz de Alarcón 5, 28071 Madrid.</p>	

I declare that to the best of my knowledge and belief all particulars supplied by me are correct and complete. I am aware that any false statements shall lead to my application being refused or to the annulment of a visa already granted.

I am aware that once the visa request has been submitted, a copy of this form, stamped to indicate the date and place of reception, shall be returned to the applicant and that arrangements may be made with the applicant as to the channel for requesting corrections or the supply of documents or certificates required, as well as for serving notice of summons and for notifying him/her of the decision adopted.

Notices and requests shall be made by telephone or fax to the contact number provided by the interested party or his legal representative. If these go unanswered, they shall be served in writing to the domicile set out in the application, which must be located within the consular district.

Summons and requests served must be complied with within a period not exceeding ten days, unless personal attendance is required, in which case the deadline is fifteen days.

Once all the possibilities of serving a notice have been exhausted, it shall be carried out by means of an announcement posted on the relevant notice board of the Consular Post for ten days.

If no reply is received to a request or summons within the time period, the applicant shall be deemed to have withdrawn his/her request and he/she shall be notified of the decision establishing this to be the case.

Decisions on a visa application shall be notified within a maximum period of one month, which cannot be extended, counting from the day following the date the application was submitted at the competent Consular Post for processing, except in the case of residence visas without work permit in which case the maximum period shall be three months. In this latter case, the application for the relevant residence authorisation which must be issued by the corresponding Government Department Office or Provincial Government Office shall put a hold on this time period until this authorisation is notified to the Consular Post.


Once the visa is granted it must be collected within a month, unless it is a visa for a family reunion or a visa for study purposes; in these cases, the period for collection is two months. If a visa is not collected within the aforesaid periods, the applicant shall be deemed to have renounced the visa granted and the application and accompanying documentation will be archived.

**I am aware that the visa fee is not refundable if the visa is refused**

27. Place and date

(dd-mm-yyyy)

28. Signature (for minors, signature of person exercising parent responsibility or legal guardian)


		<h1 style="text-align: center;">Application for National Visa</h1> <p style="text-align: center;">This application form is free</p>		<div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>Paperclip your passport photo here</b> </div> <p style="text-align: center; font-size: 1.2em;">PHOTO</p>
1. Surname(s) <sup>1</sup> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Last name (as it appears in your passport)</div>				FOR OFFICIAL USE ONLY
2. Surname(s) at birth (previous surname(s)) <sup>2</sup> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Leave blank unless applicable</div>				Date of application:
3. Forename(s) <sup>3</sup> <div style="border: 1px solid black; padding: 2px; display: inline-block;">First &amp; middle name(s) (as it appears in your passport)</div>				Visa application number:
4. Date of birth (day-month-year) <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <b>Note: All dates should be in European format (day, month, year)! e.g., 16-Nov-1998</b> </div>	5. Place of birth <div style="border: 1px solid black; padding: 2px; display: inline-block;">State</div>	7. Current nationality <div style="border: 1px solid black; padding: 2px; display: inline-block;">USA (or relevant nationality)</div>	File processed by:  Documents presented: <input type="checkbox"/> Travel document <input type="checkbox"/> Government authorisation <input type="checkbox"/> Request for government authorisation <input type="checkbox"/> Means of livelihood <input type="checkbox"/> Proof of accommodation <input type="checkbox"/> Medical certificate <input type="checkbox"/> Criminal record certificate <input type="checkbox"/> Travel medical insurance <input type="checkbox"/> Note verbale <input type="checkbox"/> Others:	
6. Country of birth <div style="border: 1px solid black; padding: 2px; display: inline-block;">USA (or relevant country)</div>				
8. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">(as it appears in your passport)</div>	9. Marital status <input type="checkbox"/> Single/a <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/> Others (specify) _____ <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Select single or applicable status</div>		Decision on visa: <input type="checkbox"/> Refused <input type="checkbox"/> Issued:	
10. For minors: surname(s), forename(s), address (if different from that of applicant) and nationality of person who exercises parental responsibility or legal guardian <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Leave blank unless you are under 18 years old</div>				
11. Spanish National Identity Document Number, where applicable <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Leave blank</div>				
12. Type of travel document <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">This is likely "Ordinary passport". Check the respective box.</div> <input type="checkbox"/> Ordinary passport <input type="checkbox"/> Diplomatic passport <input type="checkbox"/> Service passport <input type="checkbox"/> Official passport <input type="checkbox"/> Special passport <input type="checkbox"/> Other travel document (please specify) _____				
13. Number of travel document <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Passport Number</div>	14. Date of Issue <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Dates in European format!</div>	15. Valid until <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;"></div>	16. Issued by <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">US Department of State (or relevant issuer if not a US passport holder)</div>	
17. Postal and e-mail address of applicant <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Must be a MA, CT, ME, NH, or VT address (Use your school or permanent address in this state)</div>		Telephone number(s) <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;"></div>		Number of entries: <input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Over Two
18. Residence in country other than country of current nationality <input type="checkbox"/> No <input type="checkbox"/> Yes. Residence permit or equivalent document.....Nº.....Valid until..... <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Select "No" unless applicable</div>				Number of days:
19. Current Profession <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Student</div>				

**1** To be completed according to data which appears in travel document.

**2** To be completed according to data which appears in travel document.

**3**

To be completed according to data which appears in travel document.

<b>20. Principal purpose of journey:</b> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Residence without work permit  <input type="checkbox"/> Residence - Family reunion  <input type="checkbox"/> Residence - Employee  <input type="checkbox"/> Residence - Self employed </div> <div style="text-align: center;">  </div> <div> <input type="checkbox"/> Residence - Temporary work as employee (nine months a year)  <input type="checkbox"/> Studies  <input type="checkbox"/> Research (within the framework of hosting agreement signed by research organisation)  <input type="checkbox"/> Accreditation </div> </div>		
<b>21. Date of intended entry into Spain</b> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <b>Program start date (or desired date of entry if planning to arrive early for personal travels.)</b> </div>	<b>22. Number of entries requested:</b> <input type="checkbox"/> one <input type="checkbox"/> two <input type="checkbox"/> more than two <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <b>Select multiple entries or “more than two”</b> </div>	
<b>23. Postal address of applicant in Spain</b> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <b>Boston University in Madrid, International Institute of Spain c/ Miguel Angel 8, 28010 Madrid</b> </div>		
<b>24. Spanish Foreign National Identity Number (NIE) <sup>4</sup></b> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <b>Leave blank</b> </div>	<b>25.- Date of notification of decision issued by competent body for non-nationals <sup>5</sup></b> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <b>Leave blank</b> </div>	
<b>26. Data of individual resident in case of application for residence visa for family reunion</b>		
Surname(s) and forename(s) of individual resident in Spain <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <b>Leave all of #26 blank</b> </div>		
Relationship (between applicant and individual resident in Spain) <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <input type="checkbox"/> spouse  <input type="checkbox"/> registered partner  <input type="checkbox"/> son/daughter(of the individual resident or spouse) </div> <div> <input type="checkbox"/> dependent direct relative (of spouse or partner )in the ascending line of the individual resident  <input type="checkbox"/> dependent person subject to legal representation of individual resident </div> </div>		
Date of birth	Nationality	Spanish Foreign National Identity Number or Spanish National Identity Number
Postal address of individual resident in Spain		Telephone number of individual resident
		E-mail address of individual resident
<b>27. Data of employer or company in the case of application for residence and employment visa</b>		
Surname(s) and forename(s) of employer or company name and surname(s) and forename(s) of contact person within company <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <b>Leave all of #27 blank</b> </div>		
Postal address of employer or company		Telephone number of employer or company
		E-mail address of employer or company
Spanish Foreign National Identity Number or Spanish National Identity Number of employer or contact person within company		
Spanish Company Tax Identification Code		

<b>28. Data of educational establishment or research centre in case of applying for student or research visa</b>	
Name of educational establishment or research centre <b>Boston University in Madrid, Director – Amalia Perez-Juez</b>	
Postal address of educational establishment or research centre <b>c/ Miguel Angel 8, 28010, Madrid</b>	Telephone number of educational establishment or research centre <b>34-91-319-1458</b>
	E-mail of educational establishment or research centre <b>amaliapj@bu.edu</b>
Intended starting date for study or research <b>Program start date</b>	Intended finishing date for study or research <b>Program end date</b>
In the case of temporary stay of minors for educational reasons in programmes promoted and funded by Public Administrations, non-profit associations or foundations or other bodies or persons who do not exercise parental responsibility or who are not legal guardians:	
Surname(s) and forename(s) of person providing minor with accommodation or name of accommodating organisation and surname(s) and forename(s) of contact person within organisation <b>Leave this section blank</b>	
Postal address of person providing minor with accommodation or accommodating organisation	Telephone number of person providing minor with accommodation or accommodating organisation
	E-mail of person providing minor with accommodation or accommodating organisation
Spanish Foreign National Identity Number or National Identity Number of person providing minor with accommodation or contact person of organisation	
<p>I am aware of and consent to the following: the collection of the data required by this application form and the taking of my photograph are obligatory for the visa application to be examined. Any personal data concerning me which appears on the visa application form, as well as my photograph, will be supplied to the relevant authorities and processed by those authorities for the purposes of deciding on my visa application. Such data as well as the decision taken on my application will be entered into and stored in a database. The authority responsible for its processing is the Consular Post at which the visa application was submitted. Data shall be accessible to those authorities competent to carry out checks on visas at external borders and in Spain, immigration and asylum authorities for the purposes of verifying whether the conditions for the legal entry, stay and residence in the territory of Spain are fulfilled, for identifying persons who do not or who no longer fulfil these conditions, for examining asylum applications and for determining responsibility for such examination.</p> <p>I am aware that I may exercise my rights of access, rectification, opposition and deletion of my personal data, pursuant to the provisions of Organic Law 15/1999, of 13 December, on Protection of Personal Data, by writing to: Dirección General de Asuntos y Asistencia Consulares del Ministerio de Asunto Exteriores y de Cooperación; calle Ruiz de Alarcón 5, 28071 Madrid.</p> <p>I declare that to the best of my knowledge and belief all particulars supplied by me are correct and complete. I am aware that any false statements shall lead to my application being refused or to the annulment of a visa already granted.</p> <p>I am aware that once the visa request has been submitted, a copy of this form, stamped to indicate the date and place of reception, shall be returned to the applicant and that arrangements may be made with the applicant as to the channel for requesting corrections or the supply of documents or certificates required, as well as for serving notice of summons and for notifying him/her of the decision adopted.</p>	

Notices and requests shall be made by telephone or fax to the contact number provided by the interested party or his legal representative. If these go unanswered, they shall be served in writing to the domicile set out in the application, which must be located within the consular district.

Summons and requests served must be complied with within a period not exceeding ten days, unless personal attendance is required, in which case the deadline is fifteen days.

Once all the possibilities of serving a notice have been exhausted, it shall be carried out by means of an announcement posted on the relevant notice board of the Consular Post for ten days.

If no reply is received to a request or summons within the time period, the applicant shall be deemed to have withdrawn his/her request and he/she shall be notified of the decision establishing this to be the case.

Decisions on a visa application shall be notified within a maximum period of one month, which cannot be extended, counting from the day following the date the application was submitted at the competent Consular Post for processing, except in the case of residence visas without work permit in which case the maximum period shall be three months. In this latter case, the application for the relevant residence authorisation which must be issued by the corresponding Government Department Office or Provincial Government Office shall put a hold on this time period until this authorisation is notified to the Consular Post.

Once the visa is granted it must be collected within a month, unless it is a visa for a family reunion or a visa for study purposes; in these cases, the period for collection is two months. If a visa is not collected within the aforesaid periods, the applicant shall be deemed to have renounced the visa granted and the application and accompanying documentation will be archived.

**I am aware that the visa fee is not refundable if the visa is refused**

27. Place and date

Once you have printed your completed National Visa Form (double-sided), write by hand the place & date of when you sign your form. For example:

15 September 2023  
Boston, MA

28. Signature (for minors, signature of person exercising parent responsibility or legal guardian)

Once you have printed your completed National Visa Form (double-sided), sign here by hand (in blue or black ink)

**Boston University** Study Abroad

888 Commonwealth Avenue 2nd Floor  
Boston, Massachusetts 02215  
T 617-353-9888 F 617-353-5402  
bu.edu/abroad



To Whom It May Concern:

I, \_\_\_\_\_, authorize Elizabeth McBean to submit my student visa application materials to the Consulate of Spain in Boston and to pick up my passport and student visa once my application has been processed and approved.

Sincerely,

\_\_\_\_\_

State of: \_\_\_\_\_

County of: \_\_\_\_\_

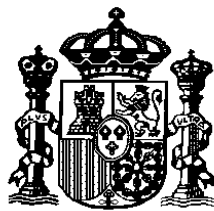
This instrument was acknowledged before me on \_\_\_\_\_ (date) by

\_\_\_\_\_ (name/s of person/s).

\_\_\_\_\_

(Signature of the Notary Public & Seal)





## **CONSULATE GENERAL OF SPAIN IN BOSTON**

31 St. James Ave. Suite 905  
Boston, MA 02116  
cog.boston@maec.es  
<http://www.exteriores.gob.es/consulados/boston>

### **DECLARACION DE DESCARGO DE RESPONSABILIDAD**

*Autorizo al Consulado al envío postal de mi pasaporte. Descargo de responsabilidad al Consulado de España en Boston y a sus empleados así como al Ministerio de Asuntos Exteriores, Unión Europea y Cooperación por el extravío o cualquier daño de mis documentos durante su custodia o transporte.*

### **DISCLAIMER**

*By allowing the passport to be mailed to me on my request, I release and hold the Consulate of Spain in Boston and its employees, as well as the Spanish Foreign Ministry, harmless from any and all damage claims resulting from a possible loss or damage of my documents while in custody or during transport.*

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Lugar, fecha y firma / Place, date and signature