

Applying Independently for your Spanish Visa

What does it mean to apply for my visa independently?

If you are unable to participate in the BU Batch Visa Process, this means you will need to apply for your visa independently. Each consulate operates differently. Depending on the consulate under whose jurisdiction you belong, you might need to schedule an own appointment and go in person to the Spanish consulate or BLS visa center. Some consulates allow study visa applicants to mail their application materials rather than appear in person. Application materials vary depending on the consulate, so it is extremely important to read the specific consulate's website *VERY* closely.

The Consulate I am applying to uses a company called BLS. What is that?

BLS International is the third-party company that is servicing visa processing for Spain at some consulates (currently at the Boston, Chicago, DC, Los Angeles, and Miami Consulates, and likely transitioning to process the remaining Spanish consulates' visa applications in the near future). Most BLS centers require students to submit their materials via an in-person appointment at their office. There are some additional fees associated with using BLS. Depending on appointment type, and if applicants select the optional return courier service, and other add-on services, BLS can cost an additional \$20-135.

When do I need to submit my visa application by?

You absolutely must have had your consulate appointment and submitted your Spanish visa application before: **NOV 15 (and preferably earlier)!** There is no expedited visa processing, and in some consulates, the visa processing time can take up to 9 weeks.

Please note that your passport will be held at the Spanish Consulate or BLS processing center throughout the duration of processing, and you will not be able to have access to your passport during this time. Depending on the consulate, you might have to return to the consulate or BLS center to pick up your passport with the visa inside, or you might have the option to have your passport mailed back to you. You will need to check the specific consulate's website to see if you can provide a pre-paid envelope to have your passport mailed back to you once your application has been reviewed. This courier service is available at BLS centers for an additional \$35. Typically, it can take a minimum of 4-6 weeks for the visas to be issued, and at some consulates it can take up to 9 weeks.

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

Yes, you will be without your passport for about 4-6 weeks after your application date, so plan accordingly! We cannot guarantee an exact date that you will have your passport back, and you should keep a copy of your passport while you are without it.

How do I schedule my visa appointment?

Since you are applying independently, it is your responsibility to review the instructions for the consulate under whose jurisdiction you belong and secure a visa appointment, if applicable. Please visit the local consulate's website that you are planning to submit your visa application to learn how to schedule your appointment. Some consulates will require you to email or call the consulate; others might have a scheduling assistant system. **It is extremely important to get your appointment on the calendar and take whatever appointment is available. It can be *extremely* difficult to find an available appointment at the**

Spanish consulate or BLS processing center, so make sure to prioritize booking an appointment well in advance, and taking into consideration your consulate's estimated processing time. Please remember there is no expedited option for processing, and there is nothing BU can do to assist in this situation.



If the consulate you belong to uses BLS to process student visa, you will need to book a visa appointment on the [official BLS website](#), and use their [Appointment Booking Form](#). You can typically book an appointment 9 weeks in advance. These appointments book quickly, so make sure to secure your appointment immediately. To reserve an appointment, you will need to complete a few steps to verify your email address and receive a OTP (one-time password) in order to receive a Spain Visa Appointment Booking link via email. Follow the unique Spain Visa Appointment Booking link provided you to reserve an appointment. You will see a few Appointment options:

- a. **National Visa:** These visa appointments are scheduled during regular business hours from 9:30am to 1:30pm Monday through Friday and are included in the BLS processing fee.
- b. **National Visa – Prime Time:** These visa appointments are scheduled outside of regular business hours from 8:30am to 9:30am Monday through Friday and carry an additional fee of \$70.

How do I know which consulate to go to?

You are eligible to submit your visa application at the Spanish consulate that has jurisdiction over your permanent home address OR your school address.* For some of you, this might mean that you have two options for which consulate to submit your application to, or you might have one, depending on where you are located in the United States. For example, if you live permanently in Texas, but you go to school in Massachusetts, you have the option to go to the Houston Consulate or the Boston Consulate.

***Please note the New York Consulate** only accepts applications from students who attend university in their jurisdiction (CT, DE, NJ, NY, PA). If you attend school in Boston, but live permanently in Pennsylvania, you are only eligible to apply for your visa at the Boston Consulate.

If you are an international student and wish to apply to the local consulate in your home country, please contact the local consulate to confirm the application requirements.

Please see the list of Spanish consulates in the United States and their jurisdictions:

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| Consulate General in Boston 31 St. James Avenue, Suite 905 Boston, MA. 02116 Tel: (617) 536-2506/2527 Fax: (617) 536-8512 cog.boston@maec.es Jurisdiction: ME, MA, NH, RI, VT | Consulate General in Chicago 180 N. Michigan Ave., Suite 1500 Chicago, IL 60601 Tel: (312) 782-4588/4589 Fax: (312) 782-1635 cog.chicago@maec.es Jurisdiction: IL, IN, IO, KS, NE, ND, SD, OH, KY, MI, MN, MO, WI | Consulate General in Houston 1800 Bering Dr., Suite 660 Houston, TX 77057 Tel: (713) 783-6200/05/14 Fax: (713) 783-6166 cog.houston@maec.es Jurisdiction: AL, AR, LA, MI, NM, OK, TX |
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| <p>Consulate General in Los Angeles 5055 Wilshire Blvd., Suite 860 Los Angeles, CA 90036 Tel: (323) 938-0158/0166 Fax: (323) 938-2502 cog.losangeles@maec.es</p> <p>Jurisdiction: CA (counties: Imperial, Kern, Los Angeles, Orange, Riverside, Bernardino, San Diego, San Luis Obispo, Barbara y Ventura), AZ, CO, UT</p> | <p>Consulate General in San Francisco 1405 Sutter St. San Francisco, CA 94109 Tel: (415) 922-2995/96 Fax: (415) 931-9706 cog.sanfrancisco@maec.es</p> <p>Jurisdiction: AK, Northern California, HI, ID, MT, NV, OR, WA, WY, US Pacific</p> | <p>Consulate General in New York 150 East 58th Street, 30th & 31st Floors New York, NY 10155 Tef. (212) 355-4080/81/82/85/90 Fax: (212) 644-3751 cog.nuevayork@maec.es</p> <p>Jurisdiction: NY, CT, DE, PA, NJ</p> <p><i>NOTE:</i> NY requires an additional health insurance. Contact your Program Manager if you plan to apply at the NY Consulate.</p> |
| <p>Consulate General in Washington, D.C. 2375 Pennsylvania Ave., N.W. Washington D.C. 20037 Tel: (202) 728-2330 Fax: (202) 728-2302 cog.washington@maec.es Visa Information</p> <p>Jurisdiction: MD, VA, WV, District of Columbia, NC</p> | <p>Consulate General in Miami 2655 Le Jeune Rd., Suite 203 Coral Gables, FL 33134 Tel: (305) 446-5511/12/13 Fax: (305) 446-0585 cog.miami@maec.es Visa Information</p> <p>Jurisdiction: FL, SC, GA</p> | <p>Consulate General in San Juan, Puerto Rico Edificio Mercantil Plaza, Piso 11 Oficina 1101 Av.Ponce de León s/n Hato Rey - Puerto Rico 00918 Tel: (787) 758-6090/6142/6279 Fax: (787) 763 01 90 Cog.SanJuandePuertoRico@maec.es</p> <p>Jurisdiction: PR, Islas de Culebra y Vieques, Virgin Islands</p> |

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

The instructions vary per Consulate, so you should refer to the Spanish Consulate's website under whose jurisdiction you belong for exact details. However, you can find general tips for *some of the items* below:

1. **National Visa Application Form (found on your pre-departure page):** Complete the form online (or you can complete by hand using black or blue pen) 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 signed where indicated. Please refer to our sample application form on your pre-departure page while completing the form.
 - a. ***NOTE: Please write your date of birth as DAY/MONTH/YEAR (Spanish manner) and do not forget to write your email address and sign the form.**
2. **Physical passport & one photocopy of the ID and 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 the consulate, **make a scanned copy for your records and upload a scan to the google form & your [study abroad portal](#)**; you almost certainly will need your passport information while your passport is at the consulate, and the Madrid staff need a scan of your passport over the summer so that they can apply for your transportation card in advance.
 - b. If you need your passport for any reason during the next few months, please email your Program Manager immediately.
3. **One color passport photograph with white background:** This must be an official passport-style photo on photo paper that you can get at a CVS, Walgreens, Fedex, or UPS store. Make sure your

full head is showing, from the top of your head to the bottom of your chin. Some consulates require two photos. Refer to your Consulate's instructions.

4. **Visa processing fee:** The Spanish Consulate's processing fee is \$160 for U.S. citizens and varies for other nationalities. **Most BLS centers only accept cash or debit card**, while most consulates only accept money orders. Please refer to the relevant instructions of the consulate you belong to.
5. **Letters of acceptance as a full-time student from Spain's University/School or US program:** You will be receiving a letter of acceptance in Spanish and a letter of acceptance in English from our office once you have completed the visa form (found on your BU Study Abroad Application portal). **You will be sent these letters via email, but please allow 2 business days for us to generate the letter.** If you have secured a visa appointment for earlier, contact your Program Manager immediately so that your letters can be prepared in advance. Note, this does take some time, so you must give advance notice.
 - a. ***NOTE:** This typically meets the **"Proof of residence in this jurisdiction"** requirement; however, **if you are NOT applying to the Boston consulate**, you should bring a photocopy of your license that reflects your permanent address.
6. **Proof of international health insurance:** All students are automatically enrolled in international health insurance, which meets the Spanish consulate's requirements. This letter will be included with your acceptance letters that will be sent via email.
7. **Disclaimer form (Boston consulate ONLY):** Print off and bring signed [disclaimer form](#) if you are applying individually at the Boston consulate.
8. **Notarized immigration documents (for non-US citizens only):** If you are not a citizen of the United States and are applying for your student visa in the US, you must submit a notarized copy of your immigration status. Additionally, you must have a valid U.S. visa to return to the United States following the conclusion of your program. Examples of required immigration documents:
 - a. Notarized copy of your green card, or
 - b. Notarized copy of your student visa and I-20 form, F-1, H-1, etc.

****There might be additional documents or forms required, depending on which consulate under whose jurisdiction you belong. Please make sure to check the local consulate website for official and most up-to-date instructions.***

Note: Although BU Study Abroad will support you during the visa application process, we are 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, and to secure their student visa prior to their departure. 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.