

## STUDY VISA

The university of Alcalá has put together this guide for the purpose of providing information to students and researchers about the procedures for obtaining study visas. Due to frequent changes made to the rules and regulations of such procedures, we advise that anyone interested in applying for a study visa check the Ministerio de Asuntos Exteriores (ministry of foreign affairs) website. The information on these pages is merely informative and we do not accept liability for any claims which may be made against it. For more information, click on the following hyperlink:

[www.becas.es/Normativa](http://www.becas.es/Normativa) Visados.pdf

### **1. Application procedure for study visas**

Individuals from foreign countries which are not part of the EU or the European Economic Area who wish to study, carry out further studies, research, or undergo non-paid training at the University of Alcalá must obtain the corresponding study visa to enter Spain. Interested persons must apply at the Consulado de Espana (Spanish consulate) in their country of residence. Spanish embassies and consulates in foreign countries, and any information they offer, can be found via the following link:

<https://www.maec.es/es/EYC/Paginas/embajadas-consultados.aspx>

The study visa allows the foreign student or researcher to stay in Spain for the period in which they will be undertaking their relevant course/research. If the student/researcher resigns from activity which they had agreed to undertake, this will be cause for valid termination of their study visa.

To obtain the entrance visa for Spain, the individual must demonstrate that they themselves can guarantee that they have the economic means necessary to pay the study costs, expenses for accommodation and returning home, or where appropriate, that their family can guarantee these. Applicants will have the right to access the public grants and scholarships system under the same conditions as Spanish students/researchers (unless the travel opportunity excludes students or researchers who are already on a travel stay).

Those interested in applying must hand in an original and photocopy of the documents outlined below, to the Spanish diplomatic mission or consulate office in the country in which they reside.

- Study visa application duly completed and signed, in the official format.
- Passport which must be valid for the duration of their period of stay.
- Document which accredits their admission to their study or research programme at the University of Alcalá, with details of their plan of studies, training, or research.
- Medical insurance which covers medical costs and repatriation in case of an accident or sudden illness. This must be valid for their entire period of stay.
- Document which accredits that either they themselves have the economic means necessary to pay study costs, expenses for accommodation and returning home, or where appropriate, that their family has these.
- Address where they will be staying in Spain (this is not always required)

- 2 colour photographs, set on white background, drivers licence size (32x26mm).
- Payment of the corresponding fees.

If the duration of their studies or research is longer than 6 months, applicants may be asked to also provide the following:

- Medical certificate demonstrating that they do not suffer any illness which will require them to quarantine.
- Criminal Record Certificate, issued by the authorities of the country of origin or in the country which the applicant has resided throughout the last 5 years.

The consulate may require applicants to appear for personal interviews.

Visa authorisation is a long process which can take up to 3 or 4 months. We therefore recommend that students/researchers start this process sufficiently in advance to allow themselves time to start their period of study/research at the start date.

## **2. Procedure for study visa renewal**

The student/researcher's period of stay may be extended annually if the applicant demonstrates the following:

- That they have continued to meet the established requirements for obtaining the study visa.
- That they have passed the tests or met the requirements necessary for continuation of study/ or that they have made adequate progress in their research. This requirement may be sufficiently demonstrated by studying or undertaking research within another member State of the European Union, under the framework of temporary programmes promoted by the EU.

Anyone who wishes to gain authorisation for a study or research extension, must apply for this no less than seventy days prior to the expiration of their visa. The extension application should be handed into the registry of the body responsible for the processing of visa extensions, or to any other official registry. When necessary, the authority responsible for deciding on the application renewal may require the applicant to come into the relevant centre. Failure to attend will result in the applicant being withdrawn from the application and procedure file.

## **3. Foreign families of students and researchers**

Before travelling to Spain, the family members (partner or dependent offspring) of the foreign student/researcher must consult the consulate office in the country in which they reside, if the

relevant student/researcher needs to apply for a visa to enter Spain. Their acceptance for the visa will depend on which country the student and their family reside in and the duration of their planned stay in Spain. The website below contains Spanish embassies and consulates abroad as well as any other information that they may offer:

<https://www.maec.es/es/EYC/Paginas/embajadas-consultados.aspx>

If applicants need an entrance visa, they must hand in an original and photocopy of the documents outlined below, to the Spanish diplomatic mission or consulate office in the country in which they reside:

- Visa application duly completed and signed, in the correct format.
- Passport, which must be valid for their entire period of stay.
- Original and translated copy of documentation which evidences the applicant's family ties and their legal or economic dependence on that family. These documents must be apostilled and legalised.
- If the student or researcher already resides in Spain: Proof of residence, proof of legal and economic dependence, a legalised and certified copy of their Spanish student card, and a census certificate.
- Medical insurance, which must be valid for the student/researcher's period of stay, covering medical costs and repatriation costs (in case of an accident or sudden illness).
- Document which demonstrates the student/researcher's economic means for subsistence and accommodation throughout the duration of their agreed period of stay, as well as economic means to return to their country of origin.
- Medical certificate demonstrating that the student/researcher does not suffer a contagious illness which requires them to quarantine.
- Criminal Record Certificate, issued by the authorities of the country of origin or in the country which the applicant has resided throughout the last 5 years.
- 2 colour photographs, set on white background, drivers licence size (32x26mm).
- Payment of the corresponding fees.