VISA CHECKLIST

All materials must be received by Willamette University on or BEFORE APRIL 21

NOTE: Visa processing takes at least 4-6 weeks after the applications are delivered to the Consulate. Do not expect to receive your passport back until mid-July.

All deadlines and requirements associated with this process are mandated by the Spanish Consulate of San Francisco. All requirements must be precisely met or your visa application may be rejected. Please allow yourself at least three weeks to compile the following items. Also allow mailing time for your materials to arrive at Willamette University by the deadline.

Before starting this process read the document COMMON VISA QUESTIONS – the document is included in this packet. Include these items:

1. Passport
Include your actual passport. The Spanish Consulate will put a visa stamp inside your actual passport. Make sure your passport is valid for at least 6 months after you will leave Spain. Also, make sure you have signed your passport on the signature page.

2. One (1) PHOTOCOPY of the identification page of your passport
Do not rely on your Study Abroad Office to make copies of your passport – find a student-use copy machine on your campus.

3. One ORIGINAL “Application for a National Visa”
A fillable PDF application is available on the San Francisco Consulate website: http://www.exteriores.gob.es/Consulados/SANFRANCISCO/en/ConsularServices/Documents/visas/SolicitudNacionalEN.pdf
Download the form and work from your locally saved file in order to be able to save and return to the form before printing. Before completing the Application see the application EXAMPLE, also included in this packet.
   - Fill out the application electronically. Then print an original. Sign and date the printout using BLUE INK.
   - The original application must be single sided.
   - Do not staple your original application.

4. Two (2) PHOTOCOPIES of “Application for a National Visa”
Do not rely on your Study Abroad Office to make copies of your visa application – find a student-use copy machine on your campus.
   - The copies can be black and white.
   - The copies can be double sided.
   - The copies (if single sided) can be stapled.

5. Seven (7) passport photos
   - Write your name on the back of each photo, be careful not to press too hard.
   - Place the seven (7) photos in the envelope included in this packet.
All photos must be actual passport photos, no copies of photos or “home” printed photos. You can get passport photos at most photo stores, Costco, Walgreens and stores with photo developing equipment. NOTE: The background in the photos must be white.

6. One (1) PHOTOCOPY of your Current Student ID Card

7. Two (2) ORIGINAL Notarized Appointments of Legal Representation forms
Two (2) Appointment of Legal Representation forms (#1 and #2) are included in this packet. Do not sign the forms until you are in the presence of the notary public. These must be original documents. Faxed versions cannot be accepted.

CONTINUED ON BACK
8. Payment for cost of visa issuance
The visa application cost is $160 for U.S. citizens. You will pay Willamette University for this fee and Willamette will pay the entire amount to the consulate on your behalf. Please include a check for $160 in this packet. The check must be made out to Willamette University. Money orders or cashiers checks are also acceptable – made out to Willamette University. Willamette cannot accept credit or debit card payments.

9. One (1) COPY of Airline Itinerary and Proof of Payment
The itinerary must show the PURCHASE of a round trip ticket. A reservation confirmation is not adequate. It must clearly be a purchased air ticket.

10. USPS Priority Express Flat Rate Mail ENVELOPE for the return of your passport to you from the consulate. Do not use the red (or red striped) priority mail envelope. Be sure to use the BLUE (or blue striped) Priority Express envelope! The Consulate will only accept the blue Priority Express envelopes. This envelope must be:
   - USPS Priority Express – no other courier service accepted [USPS = United States Postal Service]
   - Do not affix postage to the envelope (see #11).
   - Do not seal the envelope.
   - Write the Spanish Consulate’s address in the “FROM:” section (see included example):
     Consulate of Spain
     1405 Sutter Street
     San Francisco, CA 94109-5417
     Phone: 415-922-2995

11. Payment for cost of postage for the Flat Rate envelope.
   - Willamette will apply the postage needed to your Flat Rate Express envelope.
   - Include a separate check made out to “Willamette University” in the amount of $23.95 to cover the cost of the flat rate postage.

12. Self-addressed USPS Priority Express Flat Rate Mail LABEL for the return of your passport to you.
   - Self-address the label that accompanies the envelope (see #10) to an address where you will be during the weeks prior to your departure to Spain (only put your school address if you will have access to the mail box until the day of your departure).
   - See included example.
   - Do not remove any of the Mailing Label’s sheets or layers
   - Attach the label (using the adhesive that is on the label) to the Blue Priority Express Flat Rate envelope in the place indicated on the envelope.
   - Do not fold the mailing label before or after it is attached to the envelope.

Non-U.S. citizens only: Two (2) Notarized PHOTOCOPIES of your resident card OR valid U.S. student visa with an endorsed I-20. The cost of the visa for non-U.S. citizens varies depending on the exchange rate between the US dollar and Euro. Please contact us (gogranada@willamette.edu) for updated figures.

Final copy and send
Make at least one copy for your own records of all of the documents you are sending to Willamette University. Keep this copy in a safe, accessible place should the Consulate have questions and you need to refer to it.

MAIL your documents to Willamette University through a registered mail service that has a guaranteed package tracking feature. We suggest UPS or FedEx. (NOTE: Current Willamette students can deliver materials to the Global Learning Center in person).

Send to:
Willamette University
Office of International Education
c/o Amy Nelson Green
900 State Street
Salem, Oregon 97301
Common Visa Questions
Spanish Long Stay Visa
Granada, Spain Program - Willamette University

Why do I need to submit my actual passport to the consulate?
If approved, the consulate will put a visa sticker onto one of the pages of your passport. They will keep your passport until your visa application is approved, and then they will mail your passport back to you.

Can I have a one-way flight itinerary if I am unsure of my travel plans after the program?
Yes. Consular instructions indicate that applicants may submit one-way airline ticket itineraries.

How long does it take to get my student visa?
The Spanish Consulate in San Francisco takes at least four to six weeks to process a COMPLETE visa application from the time it was dropped off (not from the time you turn it in to WU.) The four to six week timeline is a general observation, it is not a timeline set by the consulate office – it is possible that the visa will take longer to process. The consulate does not guarantee to get your visa back to you before your departure date (although so far they always have for our program).

What happens if I don’t get my complete visa application to Willamette University by the deadline?
Willamette University has made an exclusive agreement with the Spanish Consulate in San Francisco which allows us to take the visa applications to San Francisco for you. The deadline is the day that the complete application must be physically in our office. If you do not meet the deadline you will have to personally travel to the Spanish Consulate in San Francisco covering all costs yourself. We recommend that you get all your materials to Willamette well before the deadline so we have time to review the application.

What if I haven’t received my passport two weeks prior to my departure?
Contact us at Willamette University right away (503-370-6951 or 503-375-5493). Do not inquire about the status of your visa application with the Spanish Consulate until your departure is two weeks away.

What do I do when my passport and visa are returned?
Look at your visa to make sure it has your name and information. Also make sure it is the correct type of visa with the correct dates.
To the Spanish Consulate General of San Francisco:

I, _______________________________, _____________________
(Full name as appears on passport) (passport number)

herby authorize **Amy Nelson Green**, International Programs Coordinator at Willamette University, Oregon Driver’s License #4272722, to serve as my legal representative for the purpose of dropping off my passport and student visa application materials to the Consulate General of Spain in San Francisco.

__________________________________________     _______________________________
Student Signature (to be signed in the presence of a notary)     Date

__________________________________________     _______________________________
Notary Signature           Date

(Notary Stamp Here)
To the Spanish Consulate General of San Francisco:

I, _______________________________, _____________________ (Full name as appears on passport)    (passport number) hereby authorize Kris H. Lou, Director of International Education at Willamette University, Oregon Driver’s License #3152806, to serve as my legal representative for the purpose of dropping off my passport and student visa application materials to the Consulate General of Spain in San Francisco.

__________________________________________     _______________________________
Student Signature (to be signed in the presence of a notary)     Date

__________________________________________     _______________________________
Notary Signature           Date

(Notary Stamp Here)