

The University of Alcalá has prepared this guide to the procedures for obtaining Student Visas for its students and researchers. However, due to the frequent changes in the orders and regulations governing these procedures, we advise everyone interested in undertaking any procedure involving immigration regulations to regularly consult the website provided to that end by the Ministry of Foreign Affairs. The contents of this document are for information only and do not constitute any rights or entitlements. For more information, please see:

www.becasmae.es/Normativa_Visados.pdf

1. Student Visa Application Process.

Foreigners from countries outside the EU or the European Economic Area wishing to pursue or extend their studies or undertake unpaid research or training at the University of Alcalá must have the appropriate student visa to enter Spain. This must be requested by the applicant in person at the Spanish Consulate in the foreign territory where they live. The addresses of Spain's Embassies and Consulates abroad and the information they provide are available at <http://www.maec.es/es/EYC/Paginas/embajadas-consulados.aspx>

The student visa allows a foreigner to remain in Spain as a resident and it remains valid for a period equal to the duration of the course for which he/she is registered or if appropriate, the research work that he/she is carrying out. The end of the work for which it was granted will be grounds for its cancellation.

A requirement for obtaining a visa to enter Spain is access to the financial resources necessary to cover the cost of their studies and living expenses and the return travel to their home country and those of their family members, where appropriate. Except for calls that exclude students or researchers with a residence permit as beneficiaries, they will be deemed to be entitled to access to the public system of scholarships and grants under the same conditions as Spanish citizens.

Applicants must submit the original and a photocopy of the following documents at the Spanish diplomatic mission or consulate in their territory of residence abroad:

- A Student Visa Application on the official form, duly completed and signed.
- A passport valid for the entire duration of their stay.
- A document certifying their acceptance on the study or research programme for which they have been admitted to the University of Alcalá, listing the contents of the curriculum, training or research to be conducted.
- Health insurance covering medical and repatriation costs in case of an accident or sudden illness during the entire period of residence.
- A document certifying that he/she has sufficient financial means to meet the cost of their studies and living expenses and the return travel to their home country and those of their family members, where appropriate.
- An accommodation address in Spain (not required in all cases).
- 2 passport size (32 x 26 mm) colour photographs, with a white background.
- Payment of the appropriate fees.

If the studies or research lasts longer than six months, the applicant may also be required to provide:

- A medical certificate certifying that he/she does not suffer from any diseases subject to quarantine.
- A criminal record certificate issued by the authorities in the country of origin or the country where he/she has lived for the past five years.

The Consulate may require the applicant to attend for an interview in person.

The approval of the visa is a lengthy process, which may take up to 3 or 4 months, and as such students/researchers are advised to begin the procedure with sufficient time in order to be able to begin their study/research period on its start date.

2. Procedure for Renewal of the Student Visa.

The student residence permit may be renewed annually when the applicant provides proof:

- That he/she still satisfies the requirements for obtaining a student visa.
- That he/she has passed the tests or requirements for continuing his/her studies or where appropriate, appropriate progress is being made in the research done. This requirement may also be accredited by means of undertaking studies or research in the territory of another European Union member state within the temporary programmes organized by the Union.

The renewal of the authorization must be applied for within sixty days prior to its expiry. The application may be submitted in the registry of the competent body for its processing or any other official registry. If necessary, the authority competent to decide on the renewal application may require the applicant to appear in person. Failure to appear within the prescribed period may lead to the applicant being deemed to have cancelled his/her application and the subsequent cancellation of the procedure.

3. Foreign family members of students and researchers

Before travelling to Spain, foreign family members of students or researchers (spouse and dependent offspring) should consult the consulate in the territory in which they reside abroad as to whether they need to apply for a visa to be able to enter Spain. The answer will depend on the country of origin of the student and family member, as well as the intended length of stay in Spain. The addresses of Spanish Embassies and Consulates abroad and the information they provide are available at <http://www.maec.es/es/EYC/Paginas/embajadas-consulados.aspx>

If a visa to enter Spain is required, applicants must present the original and a photocopy of the following documents to the Spanish diplomatic mission or consulate in the territory abroad in which he/she lives:

- A visa application on the official form, duly completed and signed.
- A passport valid for the entire duration of their stay.
- A translated and apostilled or attested original document and copy proving family ties and legal and financial dependence.

- If the event that the student or researcher is already living in Spain, a declaration of cohabitation and legal and financial dependence, together with a certified or attested copy of the Spanish student card and census registration certificate.
- Health insurance covering medical and repatriation costs in case of an accident or sudden illness during the entire period of residence.
- A document certifying that he/she has sufficient financial means to meet the cost of their studies and living expenses and the return travel to their home country.
- A medical certificate certifying that he/she does not suffer from any diseases subject to quarantine.
- A criminal record certificate issued by the authorities in the country of origin or the country where he/she has lived for the past five years.
- 2 passport size (32 x 26 mm) colour photographs, with a white background.
- Payment of the appropriate fees.