



TEFL IBERIA

# SPANISH VISA GUIDE

## USA

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USE THIS GUIDE TO DIRECT YOU THROUGH EACH AND EVERY STEP INVOLVED IN STARTING A NEW LIFE IN SPAIN



Let's get  
**STARTED**

# WELCOME TO TEFL IBERIA

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If you are reading this, it is because you are thinking of embarking on a journey to Barcelona! We couldn't be more excited for you and we hope you are feeling the same!

Before you embark on this amazing experience there are a few important administrative tasks to take care of. But fear not! We are here to help you. We have provided you with this guide to walk you through step by step the "student visa" process, which is essential for your legal status in Spain.

If at any point in the process you have a question you can contact our expert student visa coordinators:

**Jayde Lee** -  
[coordination@tefl-iberia.com](mailto:coordination@tefl-iberia.com)

**Juliana De Diego** -  
[coordination2@tefl-iberia.com](mailto:coordination2@tefl-iberia.com)

And we will do our best to make the process as stress free as possible.

¡Hasta pronto!

**tefliberia**



## Why a student visa?

All European countries require non-EU citizens to obtain a visa in order to gain paid employment and stay in the country long term, though the process may vary slightly from country to country.

The main obstacle to obtaining a work visa is that employers must show that the post could not be filled by someone already in the country and this can be both difficult and time consuming to do.

A far easier option is to apply for a student visa. In Spain, a student visa allows for up to 20 hours work as a paid intern. Of course, you must be signed up to a programme of study to obtain a student visa, so you may wish to have lessons in the local language or take part in a career development course such as our [\*\*Developing Teacher programme\*\*](#).

These next steps will guide you through how to apply for a Spanish student visa and the documents required.



# STEP 1

Choose your visa type:

There are 2 types of visa you can choose for your trip to Spain. It will depend on how long you plan to stay in Spain and if you plan to work.

## Short term (3-6 months)

→ Less documents and paperwork.

→ You are not allowed to work.

## Long Term (7 +months)

→ You can work up to 20 hours per week.

→ Additional documentation required.

We strongly recommend applying for a 12 month long term visa, even if you are unsure if you want to stay a full 12 months. Most students we work with end up wanting to stay at least 12 months, and while it is possible to renew from Spain if you have a long-term visa, it is not always guaranteed. The extension application is a hassle, involving lots of paperwork and trips to the Spanish Foreign Office!

Documents Required	Short-Term Visa	Long - Term Visa
Passport	✓	✓
Visa application form	✓	✓
Visa fee to be paid	✓	✓
Enrolment letter	✓	✓
2 x passport photos	✓	✓
Proof of funds	✓	✓
Health Insurance	✓	✓
Medical Certificate		✓
Criminal background check		✓

Got questions about your documents?

CONTACT US: [COORDINATION@TEFL-IBERIA.COM](mailto:COORDINATION@TEFL-IBERIA.COM)



# STEP 2

## Gather your documents

### *For a short-term visa (under 6 months)*

- **Visa application form** ([download here](#)), and 2 recent passport photos. [Here](#) is an example copy of the application form
- **Your passport**, which must be valid for the whole duration of your stay. With photo copies of your details page.
- **Letter of acceptance** from a recognised course provider for full time study (20 hours per week). [Our Developing Teacher course is valid for student visas.](#)
- **A non-refundable VISA FEE** of US\$160.
- **Evidence of funds:** you must be able to prove you have enough money to cover your living costs for the duration of your stay. Living costs are calculated using a measure called the IPREM, which for 2022 works out as €564.90 per month. (you will need 3 months worth of printed bank statements)
- **Health insurance:** You must purchase health insurance from a provider recognised in Spain and include evidence of this in your application. *See our useful links at the end of the guide for health insurance provider recommendations.*

### *For a long-term visa (over 6 months)*

- **All of the above**
- **Medical certificate** stating that you have no serious illnesses (according to The International Health Regulations (2005). The certificate must be accompanied by a sworn translation into Spanish. Unless you use an [approved template](#) provided the consulate
- **FBI Criminal Check** for the USA and anywhere else you have lived over the last 5 years. This document should be accompanied by a sworn translation into Spanish and hold the Hague Apostille.

***Keep in mind, even if you are applying for a visa for over 180 days, you will initially be issued a visa for 90 days. Once you have arrived in Spain you will need to obtain your foreigner which will replace your visa for the duration of your stay.***

# STEP 3

## Submit your application

Once you have gathered all the required documents, the next step is submitting your application. This process will be different depending on where you live.

It's easier to have your visa before you arrive in Spain, so to submit your documents in the USA follow these steps according to your state.

**New York:** (New York, New Jersey, Connecticut, Pennsylvania or Delaware) If you reside in the New York jurisdiction you need to submit your application in person via appointment. To request an appointment send an e-mail to the following address: visadoscngny@gmail.com. (Review the consular page for the details needed to be included in the email).

**Miami:** (Florida, Georgia and South Carolina) If you reside in the Miami jurisdiction you must submit your application by mail to 2655 Le Jeune Road, Suite 203, Coral Gables, Florida 33134.

**Chicago:** (Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South) If you reside in the Chicago jurisdiction you need to submit your application in person visa appointment. You can request an appointment [here](#).

**Houston:** (Alabama, Arkansas, Louisiana, Mississippi, New Mexico, Oklahoma, Tennessee and Texas) If you reside in the Houston jurisdiction you need to submit your application via mail to:

CONSULATE OF SPAIN IN HOUSTON  
STUDENT VISA/ LANGUAGE ASSISTANT VISA  
1800 BERING DR STE 660  
HOUSTON TX 77057

**Los Angeles:** (Southern California, Imperial, Inyo, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara and Ventura counties, Arizona, Colorado and Utah) If you reside in the Los Angeles jurisdiction you need to submit your application in person visa appointment. You can request an appointment [here](#)

## What happens next?

Now it's a waiting game and your application is in the hands of the officials. If you have submitted all the correct documents, you should have your passport with the visa attached to it sent back to you within 4 weeks. You will then be ready to travel to Spain!



Next stop:  
**BARCELONA!**



# Frequently asked questions

## **Do you have to go to the embassy in person or can you mail all your documents?**

This will depend on your consulate.

## **How long does it take to get an appointment?**

It varies from month to month. It is good to actively be checking if you can book an online appointment. New appointments are released at random times.

## **What is the appointment like? Does it take long? Do they speak to you in English? Are they helpful or difficult?**

The appointment is very short, you just leave your documents and that's it. Sometimes they'll check the documents with you. They all speak English.

## **What happens after your appointment?**

You will be notified within one month of your application, and you should go back to the consulate to collect your passport and visa. In some cases it might be possible for them to mail you the visa.

## **How long does it take to get your visa after the appointment?**

You will be notified within one month.

## **What documents need to be translated?**

If you are on a short term visa (under 180 days) you don't need any translations.

If you are on a long-term visa (over 180 days), your medical certificate should have a sworn translation, and your criminal background check should have a sworn translation and carry an Apostille. *See useful links below for translator recommendations.*



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# Frequently asked questions

## **How many hours can I work on a student visa?**

Up to 20 hours per week on an internship contract.

## **Do I need to sign up to 6-12 months?**

If you would like to work in Barcelona, yes. This is the minimum amount of time required by the Spanish government in order to qualify for a long-term student visa, which will allow you to work.

You can study for less time if you like and get a 3-6 month student visa, but you will not be allowed to work.

## **How long does it take to process a student visa?**

It varies from country to country but on average you should give yourself 3 months from start to finish.

## **Can I extend my student visa from within Spain?**

Yes, if you have a long-term visa (6 months or more) you can extend from within Spain by signing up to further courses.

## **Can I process a visa from within Spain?**

Yes, you can apply from within Spain, as long as you are still within your 90 day tourist visa.

## **I already have a student visa with a different school. Can I renew with TEFL Iberia?**

Yes, but your previous course must be related to teaching / language. You will need a letter from your previous school to prove that you attended the classes.

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## Frequently asked questions

### **Can I leave the EU to reset my tourist visa?**

Yes, but you would have to leave the EU for a minimum of 3 months to do so.

### **Can you also work as self-employed on a student visa?**

No.

### **Do I need a visa to do the Trinity CertTESOL course?**

No, if you intend to stay for less than 90 days.

If you have any further questions, contact our coordinators at - [\*\*coordination@tefl-iberia.com\*\*](mailto:coordination@tefl-iberia.com)



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## Useful Links

- [New York consulate visa page](#)
- [Los Angeles consulate visa page](#)
- [Chicago consulate visa page](#)
- [Miami consulate visa page](#)
- [Houston consulate visa page](#)
- [San Francisco consulate visa page](#)
- [Washington consulate visa page](#)
- [Spanish visa application form guide](#)
- [Background checks and apostille](#)
- [Medical check template](#)

### Health Insurance and Translations

We have extensively researched the market and found the best value health insurance providers and translators. The providers we recommend are based in Spain, therefore are cheaper compared to international providers, and are also approved by the Spanish Foreign Office.

- [Atlantida Health Insurance](#): Contact **Arturo Bellettati** directly at [abellettati@atlantida.net](mailto:abellettati@atlantida.net).
- [Sworn Spanish Translators](#): Contact **Susana Garcia** directly at [info@traductorjurado.org](mailto:info@traductorjurado.org) for a 10% discount for TEFL Iberia students.



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