

## **Spanish Student Visa: Applying on Your Own**

BLS is a processing agency that Spanish consulates across the U.S. use to outsource their student visa applications. The consulate will still process the visa, but they will not meet with you. When applying on your own for the Spanish student visa, you will need to go in person to the BLS office (not to the consulate). You will apply, and, in many cases, return to BLS to pick it up. A few offer a courier service for the return of the visa, which you may elect if your timeline allows.

### **Before scheduling your appointment, have the following things ready:**

#### **1. Your passport:**

- It must be valid for at least one year after the start of your studies and at least three months after the end of your studies
- It must have at least two blank facing visa pages (the ones that say “visa” on them) and be in good condition.

If you need to apply for a new US passport, do so immediately:

<http://travel.state.gov/passport/> and consider paying for expedited processing.

#### **2. Photo**

- A recent photo no larger than 200kb to populate your appointment letter. Any headshot will suffice for this step, but keep in mind you will need an official passport photo for the application appointment.
- If your photo file size is too big, Google how to shrink it.

#### **3. A credit card to pay for the appointment fee (currently ~\$20)**

4. Call your doctor to find out how soon they could prepare the [medical certificate](#) for you, and you will need the original with original (wet) signature.

5. Call your school registrar to find out how long you will need to wait for the notarized enrollment letter (if using the jurisdiction of your home school).

#4-5 above could be limiting factors on how quickly you can assemble your materials in time for an appointment, so do not schedule the appointment before knowing you can get those two documents (originals will need to be mailed or picked up) before making your appointment.

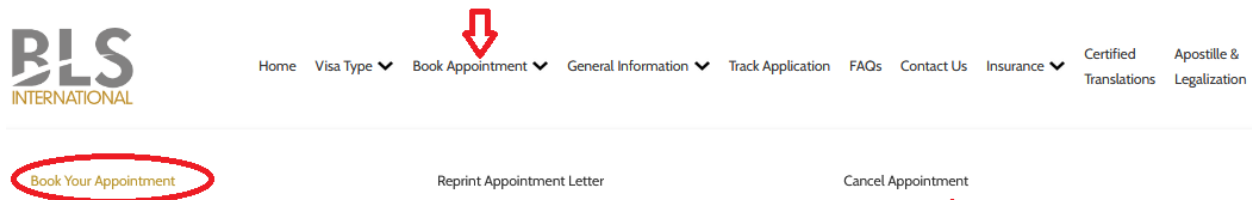
### **BLS Locations:**

- Boston (MA, ME, NH, RI, VT): <https://usa.blsspainvisa.com/boston/>

- Chicago (IL, IN, IO, KS, ND, SD, OH, KY, MI, MN, MO, WI):  
<https://usa.blsspainvisa.com/chicago/>
- Houston (AL, AR, LO, MS, NM, OK, TN, TX): <https://usa.blsspainvisa.com/houston/>
- Los Angeles (AZ, CO, UT, and the following counties in CA: Imperial, Kern, Los Angeles, Orange, Riverside, Bernardino, San Diego, San Luis Obispo, Barbara, and Ventura): <https://usa.blsspainvisa.com/losangeles/>
- Miami (FL, GA, SC): <https://usa.blsspainvisa.com/miami/>
- New York: (NY, CT, DE, PA, NJ): <https://usa.blsspainvisa.com/nyc/>
- San Francisco (AK, HI, ID, MT, NV, OR, WA, WY, US Pacific Islands, and the following CA counties: Alameda, Alpine, Amador, Buttle, Calaveras, Colusa, Contracosta, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Inyo, Kings, Lake, Lassen, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehema, Trinity, Tulare, Toulumne, Yolo, and Yuba):  
<https://usa.blsspainvisa.com/sanfrancisco/>
- Washington DC (DC, MD, VA, WV, NC): <https://usa.blsspainvisa.com/washington/>

### **Schedule your appointment**

- Start with a **regular appointment for a National, Student Visa** (you will pay extra for “prime time” appointments, where available, and even when listed, aren’t usually available).
- Do not book your appointment earlier than July 17 (Madrid) or August 9, 2025 (Córdoba) for the spring 2026 program.
- You may not apply later than two months prior to the start of your program: Madrid students must apply before November 14 and Córdoba students must apply before December 4, 2025. Apply as soon as possible.



To book your appointment, many of you will need the information below to complete the questionnaire (the BLS office then generates your student visa application form, pre-populated with your answers).

**Complete the questionnaire (the on-line form is in a different order than this list—scroll for a screen shot of the on-line version of question 11 AND when it asks for your intended length of stay, it's 179 days)**

1. Last name as it appears in your passport
2. Leave blank if your name has not changed since birth (married women use your maiden name, if different)
3. First, middle names as they appear in your passport
4. Date of birth: written two-digit day, two-digit month, four-digit year (ex. 15-03-1985)
5. Place of birth means city and state
6. Country of birth
7. Current nationality, then list your nationality at birth, if different, then list any other nationalities you hold
8. Gender—male or female as stated in your passport. There is currently no “X” marker on the visa application form, despite “X” markers in valid passports. If that doesn’t change and is your situation, inquire directly with your BLS office how to answer.
9. Marital Status
10. None of you are minors, leave blank
11. Unless you are a grad student who has been recently living in Spain, you do not have one—leave blank
12. Type of passport is “ordinary passport” (unless your parents are diplomats or you’re in the military, in which case, you might have a “diplomatic” or a “service” passport)
13. Your “travel document” is your passport and your passport number is the nine-digit number in the upper right corner of the ID page (of a US passport).
14. Date of issue (use same format as for date of birth throughout this form).
15. Valid until—give the expiration date.
16. Issued by: whatever country issued your passport
17. Use your home address, even if outside the consulate’s jurisdiction AND email address
18. US citizens should check “no.” Otherwise, check yes and list your current residency status and validity.
19. Current profession: “student.”
20. Principal purpose of journey: “studies.”
21. Date you plan to enter Spain. Use the actual date you plan to travel, even if you haven’t bought your ticket—it must be at least one day prior to the program start date, which we list on your calendar as your arrival date. If you will be going a week early to look for an apartment, include this additional week.
22. Number of entries: “multiple” or “more than two”
23. Applicant’s address in Spain, including phone and email for the following questions:

**Madrid: Grads and Undergrads taking courses anywhere in Madrid**

Middlebury College School in Spain

Calle Prim, 19 Primera Planta

28004 Madrid SPAIN

Tel: +34 91 319 8188 Fax: +34 91 310 0036

Contact: Patrícia Rodriguez

Email address: [prodriguez@middlebury.edu](mailto:prodriguez@middlebury.edu)

**Córdoba**

Universidad de Córdoba

Facultad de Filosofía y Letras

Plza. Cardenal Salazar, s/n

14071 Córdoba, SPAIN

Tel: +34 629 838 979

Contact: Kim Griffin

Email address: [kgriffin@middlebury.edu](mailto:kgriffin@middlebury.edu)

24-25. Leave blank (unless you're a grad student who does have an NIE—this is like your social security number, so if you already have one, write it here)

26. The “Data of individual resident...” section does not apply to you. Leave all questions blank.

27. The “Data of employer or company...” section does not apply to you. Leave all questions blank.

28. This “Data of educational establishment” section is the one you need to complete.

Name of educational institution in Spain:

Middlebury College in Spain: Madrid/Córdoba (indicate YOUR site, Madrid or Córdoba)

Address:

Middlebury College School in Spain: Madrid/Córdoba (indicate YOUR site, Madrid or Córdoba)

Calle Prim, 19 Primera Planta; 28004 Madrid SPAIN (regardless of site—this is our official program address)

Telephone: 011.34.91.319.8188

Email address: [prodriguez@middlebury.edu](mailto:prodriguez@middlebury.edu)

ManageApplicant

Date of birth  Nationality  Number of travel documents or ID card

Address  Telephone number  Email

10. Data of the employer or the company in case of applying for a work and residence visa or internship

Name  Address  Telephone Number

Email  Current Occupation  National Identity Number

Tax Identification Number

11. Data of educational establishment or research centre in case of applying for student or research visa

Name  Address  Telephone Number

11. Data of educational establishment or research centre in case of applying for student or research visa

Name  Address  Telephone Number

E-mail  Expected Start date  Expected completion date

**Official 2025-26 dates are available [here](#).** If your consulate/BLS office allows applications 180 days in advance, you may go ahead and book any time after July 17 (Madrid) or August 9 (Córdoba). **Please use the following PROGRAM DATES on your application, regardless of your individual travel plans.**

### SPRING 2026

- Undergraduates in **Madrid** (UAM, UC3M or Sede Prim): January 13-May 26, 2026.
- Undergraduates in **Córdoba**: February 4-June 6, 2026

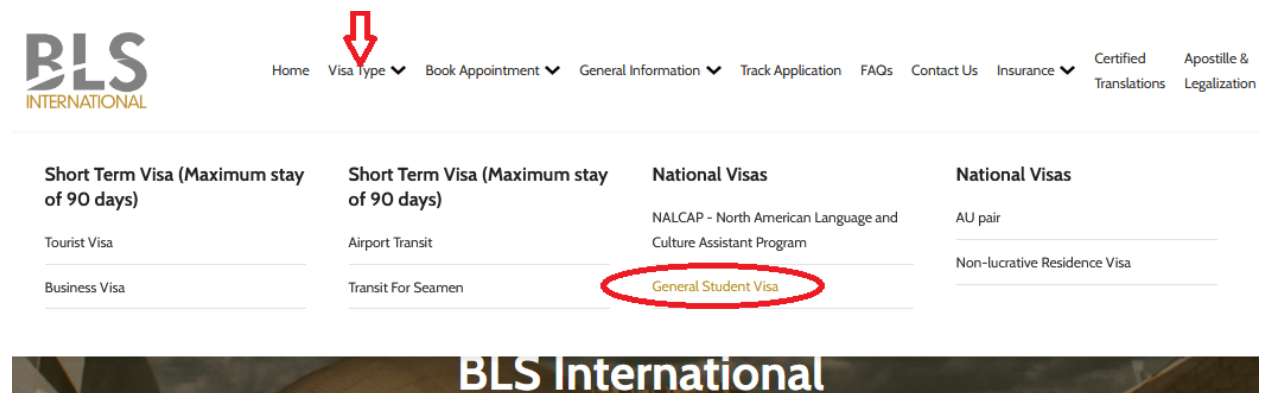
30. The place (city and state) you are when signing the form—use a city within the consulate's jurisdiction.

**Print the visa application** that populates when you answer the questions to get your appointment ([sign](#), [place](#), and [date it in blue ink](#)) **and your appointment letter** to take to your appointment.

## **Assemble all requirements well in advance of your appointment**

Once you have your appointment, you need to assemble the requirements, in duplicate (original + copy of everything).

Each BLS office has slight differences in forms and requirements, so once you decide on your BLS office, *download the forms from their BLS page*. Not all of them, however, have a [template for the medical certificate](#), so use this one if none is provided.



## **Explanation of the Requirements**

**Passport + [notarized] copy:** Your passport must be valid at least one year after the start of your studies and at least three months after the end of your studies, have at least two blank facing visa pages (the ones that say “visa” on them), and be in good condition. You will need to leave your actual passport at the BLS office the entire time your visa is processing. You may not leave the country while they have your passport, so do not plan international travel during processing. Every consulate requires a photocopy of your passport as well. Be sure all edges of the passport are visible (center the passport face down where the 8 ½ x 11” paper would fit on a photocopier, put a blank sheet of paper on top, then ensure all four edges are visible). *Some consulates require a notarized copy of the passport*, so read closely or notarize it regardless to be sure.

**National visa application form:** Each applicant will complete all sections and sign one application form.

**Recent color photograph:** A recent (taken within six months) passport-sized photo (on photo paper from a place like the UPS store or Walgreens—do not try to print these yourself), in color, with a light background, taken from the front, without dark glasses, reflections, or clothing that hides the face. Use a paperclip to affix to the application form unless otherwise instructed.

**Payment of the visa fee:** US citizens must pay \$160; other nationalities should consult the "Visa Fees" tab. Most BLS offices will accept a debit (not credit) card, but double check in the fees tab, as some require the consulate fee in the form of a money order (you can purchase a money order at the post office).

**NOTARIZED COPY of proof of residence in your BLS office's jurisdiction.** You must legally reside or go to school in the consulate's jurisdiction. As proof, different offices have different requirements, so check your own. Some will accept your state ID/driver's license, but others require a bill or credit card statement featuring your name and address. For some, both student ID card and letter of enrollment from the college are needed to show residency if using the BLS office with jurisdiction over your school. If using the enrollment letter, ask your registrar or dean (whoever prepares these at your school) for the letter in enough time to get the notarized original document from them. If you both live and go to school in the consulate's jurisdiction, you may produce either type of document. **Nicole will request enrollment letters for all Middlebury students**, so ask her for yours if applying on your own. Boston BLS requires both the notarized enrollment letter and the student ID.

**U.S. immigration status (not applicable for U.S. citizens):** Notarized copy of your green card OR valid U.S. student visa and I-20.

**Certificate of admission issued in Spain by any authorized university or school:** This verifies enrollment as a full-time student. (Middlebury will provide this—we need know which consulate you'll use and when your appointment is.)

**Proof of the availability of financial means:** Original and copy, to cover the expenses of stay and return to your country, and, where appropriate, those of your relatives. For the applicant's support, a minimum amount of \$700 per month, to include 30 days prior to the start and 15 days after the program dates. Spring students should be able to show \$5,000. Please provide at least one of the following:

- Personal bank account statements showing at least \$700 per month of stay (\$5,000).
- Proof of financial aid or scholarship for at least \$700 per month for room and board. (Ask your financial aid office to prepare this letter for you, if applicable. Nicole will procure these for Middlebury students on financial aid sufficient to cover their living expenses in Spain, so let her know if you need this to apply on your own.)
- Notarized letter from one parent or legal guardian assuming full financial responsibility for at least \$700 per month for room and board, along with their bank statements (past three months), and applicant's birth certificate. Template for letter

from parent—use *both* the English and Spanish to avoid having to pay for an official translation:

*I [name of parent or guardian] hereby take responsibility for air tickets between the United States and Spain and for all monthly accommodation and living expenses of my son/daughter [full name of the child] during their stay in Spain, as well as any emergency that may arise during it.*

- *Yo [nombre del padre o tutor] por la presente asumo la responsabilidad de los boletos aéreos entre los Estados Unidos y España y de todos los gastos mensuales de alojamiento y manutención de mi hijo/hija [nombre completo del niño] durante su estancia en España, así como cualquier urgencia que pueda surgir durante la misma.*

**Health Insurance:** Nicole will purchase insurance for everyone studying in Spain and will send you the letter in advance of your appointment.

**Medical Form:** You won't all see this, but you should all have one completed. If you don't see a form on your own BLS site, use this [medical certificate](#) template and have it signed by a medical doctor (no other type of provider). Ask your doctor to complete as below:

**BILINGUAL MEDICAL CERTIFICATE  
CERTIFICADO MÉDICO BILINGÜE**

(The content of this certificate is an exact copy in English and in Spanish)  
(El contenido de este certificado es exactamente igual en inglés como en español)

**Medical Certificate of Good Health**

This certificate verifies that Mr. /Ms. Alicia Gomez  
does not suffer from any disease that could cause serious repercussions for public health pursuant to the specifications of the 2005 International Health Regulations.

**Certificado Médico de Buena Salud**

Por el presente se certifica que el Sr. /Sra. Alicia Gomez  
No padece alguna de las enfermedades que suponen riesgo para la salud pública de conformidad con lo dispuesto en el Reglamento Sanitario Internacional de 2005.

Must have  
name in  
both places

Must be an M.D. who signs form

Must be a stamp  
w/ practice name  
& address OR  
paste this form  
onto practice letterhead

Doctor  
Feelgood

AE0783621

Medical Center Stamp  
(Sello del centro médico)  
(Mandatory/Mandatorio)

Doctor's Signature  
(Firma del médico)

Doctor's License Number  
(Número de Registro)

In City Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_  
(En) (Día) (Mes) (Año)

(This is often left  
blank - be sure it's  
included)

No more than 3 months  
before your appointment.

Consulate of Spain  
Visa Department

**Disclaimer form, signed:** Be sure to print the disclaimer from your own BLS site.

**Appointment form:** If your BLS office generates an appointment form once you've scheduled your appointment, print a copy of that to take with you to your appointment as well.

**Getting Your Passport Back After the Visa has been Issued**

The longer you wait to apply, the longer the processing generally takes.

Each BLS office is different, but the general rule seems to be that you either pay them for "courier service" (they don't want your pre-paid envelope anymore—they want your money so they can return it to you using the same system for everyone) OR you pick it up yourself in their pick-up window. Some will allow you to authorize a representative to pick it up for you. This works well if you have a relative who lives/works close to the BLS office you're using.

IF your consulate allows you to send a representative to collect your passport, you'll need a notarized letter grant them permission to do that on your behalf.

[Date]

To the BLS Spain Visa Office in [City]

I, [your name], grant permission to [person picking it up for you when it's ready] pick up my passport when my visa is ready.

[Leave space to sign your name, but wait to do that until you're getting it notarized]

Your typed name

[Space for the notary to notarize the document]

\*\*I advise you to get *two of these letters*—leave one at the BLS office, but give the other copy to the person picking it up, just to be sure.\*\*

Last Updated 8/18/25 NC