

### **Spanish Student Visa: Applying through the Middlebury Group Process**

When applying through the group process for the Spanish student visa, you must submit all application materials to Middlebury by September 8, 2025 in person or by mail. If you are mailing to Middlebury, this means sending everything in a trackable package no later than September 2.

Send to:

Nicole Chance

356 College Street

Sunderland Language Center

Middlebury, VT 05753

#### **Complete the visa application form (hard copy)**

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, leave the question blank.
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)

Address:

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

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)

**Official 2025-26 dates are available [here](#). 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.

31. Original signature required—**print the form before signing/dating in blue ink.**

**Assemble all additional requirements. START NOW--the letter of enrollment, proof of finances (if you need a parent’s statements, birth certificate, and notarized letter), and the medical certificate can take weeks to procure.**

### **Explanation of the Requirements**

**\*\*DO NOT STAPLE ANYTHING\*\*** Use paperclips if needed, or just make a stack.

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

**Passport + 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. Your passport will remain at the BLS office/consulate 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).

**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. Write your name on the back of the photo and use a paperclip to affix to the application form.

**Visa fee (HOLD off on this for now):** US citizens must pay \$160; other nationalities should consult the "[Visa Fees](#)" tab. Group applicants do not need to pay the \$24 in service fees UNLESS I do not have 40 students applying through the group process (I'll let you know, so do not complete this requirement yet).

If I need individual money orders, leave the receipt attached to the money order, which you should complete like this:

Payable to: Consulate General of Spain

Lower right section: Your name and local address (school or home—whichever is in the Boston consulate's jurisdiction—14 Old Chapel Rd; Middlebury, VT 05753 works for Middlebury students)

If I need to apply for the group through BLS (if I have fewer than 40 of you), I'll need a personal check payable to me for \$184 (\$160 + \$24 processing). Again, I'll let you know once I know who is applying through the group process.

**NOTARIZED COPY of proof of residence in the Boston consulate's/BLS jurisdiction:** You need to show proof that you live or go to school in MA, ME, NH, RI, or VT. If you both live and go to school in Boston's jurisdiction, either one is fine. If you only go to school in their jurisdiction (one of the states above), you need a notarized copy of your student ID AND a notarized letter of enrollment from your college. *These cannot be the national clearing house letter that many schools use, as it does not show your address in the jurisdiction.* Ask your registrar or dean (whoever prepares these at your school) for the letter in enough time to get the original signed and notarized document from them. Nicole will request these for all Middlebury students, so **Middlebury students do not need to ask for this yourselves.** Boston requires a credit card statement or bill in your name in lieu of your driver's license, so if you're applying with the group, but your school isn't located in this jurisdiction, send Nicole a notarized bill or credit card statement with your address in one of the states above.

**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 in Spain. Middlebury will provide this and match it with the other materials you turn in.

**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.)
- 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 child [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 have this letter to match with your other application materials.

**Medical form.** 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.

Must have name in both places

**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 be an M.D. who signs form

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

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

Doctor  
Feelgood

Doctor's Signature  
(Firma del médico)

AE0783621

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:** I'll have copies of the two disclaimer forms in my office for those of you dropping off your materials in person on September 8. Those of you mailing your forms should get both of these notarized (one is for BLS and the other for the consulate, and I won't know where I'm going until I know who is applying where):

[BLS Disclaimer](#) to sign before a notary

[Consulate disclaimer](#) to sign before a notary

**Return mailing envelope:** If you will not be on the Middlebury campus in December (I hope to pick these up in mid-December), please include a USPS pre-paid Priority Mail envelope with a STAMP (not a pre-paid label), addressed to you wherever you will be just prior to leaving the U.S. UPS and FedEx pre-paid mailing envelopes are also fine, but you cannot get them this early—I don't need these until later. Keep your tracking information in a safe place so you'll be able to track your passport when I send it back to you.

[Updated 8/18/2025 NC]