

## **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 most 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 enrollment letter (if using the jurisdiction of your home school).

6. YEARLONG APPLICANTS ONLY: Apply for your FBI background check. It doesn't take long if you submit fingerprints electronically, but the apostille can take upwards of two months. Do the math after you've gotten the results of your background check and sent those for the apostille to ensure you'll have the apostilled results back in time for your appointment before making one.

#4-6 above could be limiting factors in 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. If you'll only be abroad for one semester, you do not need to get the background check nor the apostille.

### **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 February 22 (Madrid) or March 9, 2026 (Córdoba) for the fall 2026 program.
- You may not apply later than two months prior to the start of your program: Madrid students must apply before June 20 and Córdoba students must apply before July 9, 2026. In all cases, 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 134 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 should be at least one day prior to the program start date, as stated in your acceptance letter.
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
<input type="text"/>	--Select--	<input type="text"/>
Address	Telephone number	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>
10. Data of the employer or the company in case of applying for a work and residence visa or internship		
Name	Address	Telephone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Current Occupation *	National Identity Number
<input type="text"/>	--Select--	<input type="text"/>
Tax Identification Number		
<input type="text"/>		
11. Data of educational establishment or research centre in case of applying for student or research visa		
Name	Address	Telephone Number
MIDDLEBURY COLLEGE IN SPAIN: MADRID	CALLE PRIM, 19 PRIMERA PLANTA; 28004 M/	011.34.91.319.8188
E-mail	Expected Start date	Expected completion date
PRODRIGUEZ@MIDDLEBURY.EDU	2026-01-13	2026-05-26

**Official 2026-27 dates will be available here. DO NOT USE THE DATES HERE TO PURCHASE YOUR FLIGHT; however, please use the following PROGRAM DATES on your application, regardless of your individual travel plans.**

#### **FALL 2026**

- Undergraduates in Madrid (UAM, UC3M or Sede Prim): August 28, 2026-January 8, 2027 (134 days) \*\*UAM students will have exams into January; Sede Prim and Carlos III will finish in December
- Undergraduates in Córdoba: September 7, 2026-January 18, 2027 (134 days)

## ACADEMIC YEAR 2026-27

- Undergraduates in Madrid (UAM, UC3M or Sede Prim): August 28, 2026-June 4, 2027 (281 days)
- Undergraduates in Córdoba: September 7, 2026-June 18, 2027 (285 days)
- Graduates in Madrid: August 28, 2026-June 4, 2027 (281 days)

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 also print 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.

The screenshot shows the BLS International website navigation bar with a red arrow pointing to the 'Visa Type' dropdown menu. Below the navigation bar, there are four columns of visa categories. The 'General Student Visa' option is circled in red.

Short Term Visa (Maximum stay of 90 days)	Short Term Visa (Maximum stay of 90 days)	National Visas	National Visas
Tourist Visa	Airport Transit	NALCAP - North American Language and Culture Assistant Program	AU pair
Business Visa	Transit For Seamen	<b>General Student Visa</b>	Non-lucrative Residence Visa

### **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 on-line and sign one printed copy of the application form.

**Recent color photograph:** A recent (taken within six months—you may not use the second photo you received when you renewed your passport unless it has been less than six months since it was issued) 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 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 (they will not accept a money order from the post office—must be bank or Western Union).

**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, notarized 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 required. 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 notarized student ID *and* the notarization must be on the same page as the letter/ID (you cannot have a notary complete a second piece of paper and staple them together). This is true of all notarized documents for the Boston BLS office.

**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. (Nicole will provide this—she needs 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 (checking or savings) statements showing at least \$700 per month of stay (\$5,000). You'll need to show statements for three months before your appointment, so if you can transfer money into your personal account in February, say, from a parent, then you would be able to print statements from Feb., March, and April with a balance high enough that you wouldn't need your birth certificate, parent's statements, nor notarized letter—this is the easiest way to meet this requirement if you're able to secure these funds in advance. If you cannot get this money in advance or if you're reading this less than three bank cycles before your appointment, keep reading.
- 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. West coast consulates have been questioning the letter, so if asked, please reiterate that it is full medical insurance, not travel insurance, that covers you in Spain and anywhere outside the US for 100% of costs, no waiting period, no deductible.

**Medical Form:** You won't all see this, but you should all have one completed (even if your consulate page says it's only needed for stays of over 180 days—they could change their minds at any moment). 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 ALL blanks, including your name in the English and Spanish sections, their information, and then the place "In" as well as date at the bottom. This does not need to be notarized; provide the original (faxes/scans are not acceptable) and a copy.

**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

**Apostilled, Translated FBI Background check (For students studying abroad more than one semester only):**

I highly recommend getting **digital fingerprints**. While more expensive, the chance of them not being accepted (for smudging, etc.) are much lower and the processing time is much faster. The apostille takes so long to process that you need to save the time while you can, else you risk spending any money you might have saved on fingerprinting for an apostille service agency—though if you end up needing one of those, previous students have used this one: <https://www.sespanish.com/>.

Step 1: Start here to apply for the FBI background check (which they refer to as an Identity History Summary Check) on-line: <https://www.edo.cjis.gov/#/do-info> You start by inputting your email address and then you complete the request--be sure to select the option to send fingerprints digitally--and pay your fee (\$18). Once you do, you'll receive a barcode by email.

Step 2: Call a US post office near you that offers digital fingerprinting services and book an appointment to get fingerprinted. Take with you a copy of the email you received from the FBI. Fees for digital fingerprinting vary, but should be ~\$50 at a USPS location. The post office in Middlebury provides digital fingerprinting by appointment only—call 802.388.2681.

Step 3: Receive the results of the FBI check by email in 2-4 business days. Be on the lookout for this email because you need to start the apostille process as soon as possible.

Step 4: Print the results of the FBI background check (all pages, even that first one that has very little information on it) and follow these instructions to apply for the apostille: <https://travel.state.gov/content/travel/en/replace-certify-docs/authenticate-your-document/requesting-authentication-services.html>

Step 5: Contact a professional translation service (like [www.rushtranslate.com](http://www.rushtranslate.com)) to get a certified translation of the background check itself. You do not need the translation to be notarized nor apostilled, and the apostille itself doesn't need to be translated (so you can be getting the translation and the apostille of the FBI background check results at the same time).

**Disclaimer form, signed:** Be sure to print the disclaimer from your own BLS site, if available. It will be in the Downloads tab.

**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 during their pick-up window. Very few will allow you to authorize a representative to pick it up for you.

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 3/5/2026 NC