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 at BLS, and, in most cases, return to BLS to pick up your passport with visa stamp inside. 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 (and if you get a digital one on-line now, you can use it for both purposes).
- 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) [visa fee is separate and comes later]

4. Call your doctor to find out how soon they could prepare the medical certificate (print the latest version from the downloads tab of your BLS office's student visa requirements) for you, and you will need the original with original (wet) signature—they cannot email or fax it to you.

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 get digital fingerprints, 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 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.

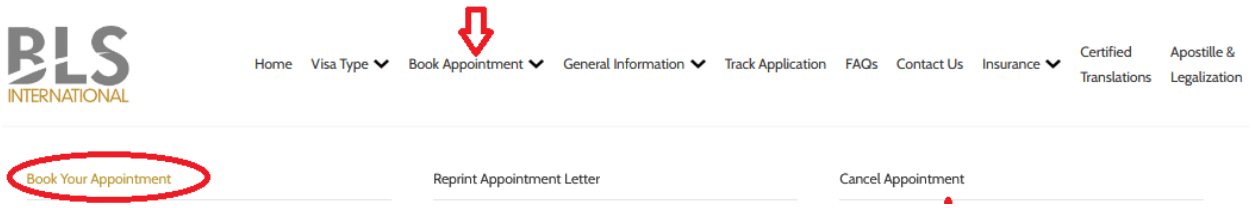
BLS Locations:

- 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, Humbboldt, 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 the consulate allows—many allow applications 180 days before the program start, but Miami and LA only allow applications 120 days in advance. Double check this requirement as it's been changing in recent semesters.

- You may not apply later than two months prior to the start of your program: Madrid students must apply before November 13 and Córdoba students must apply before December 1, 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:

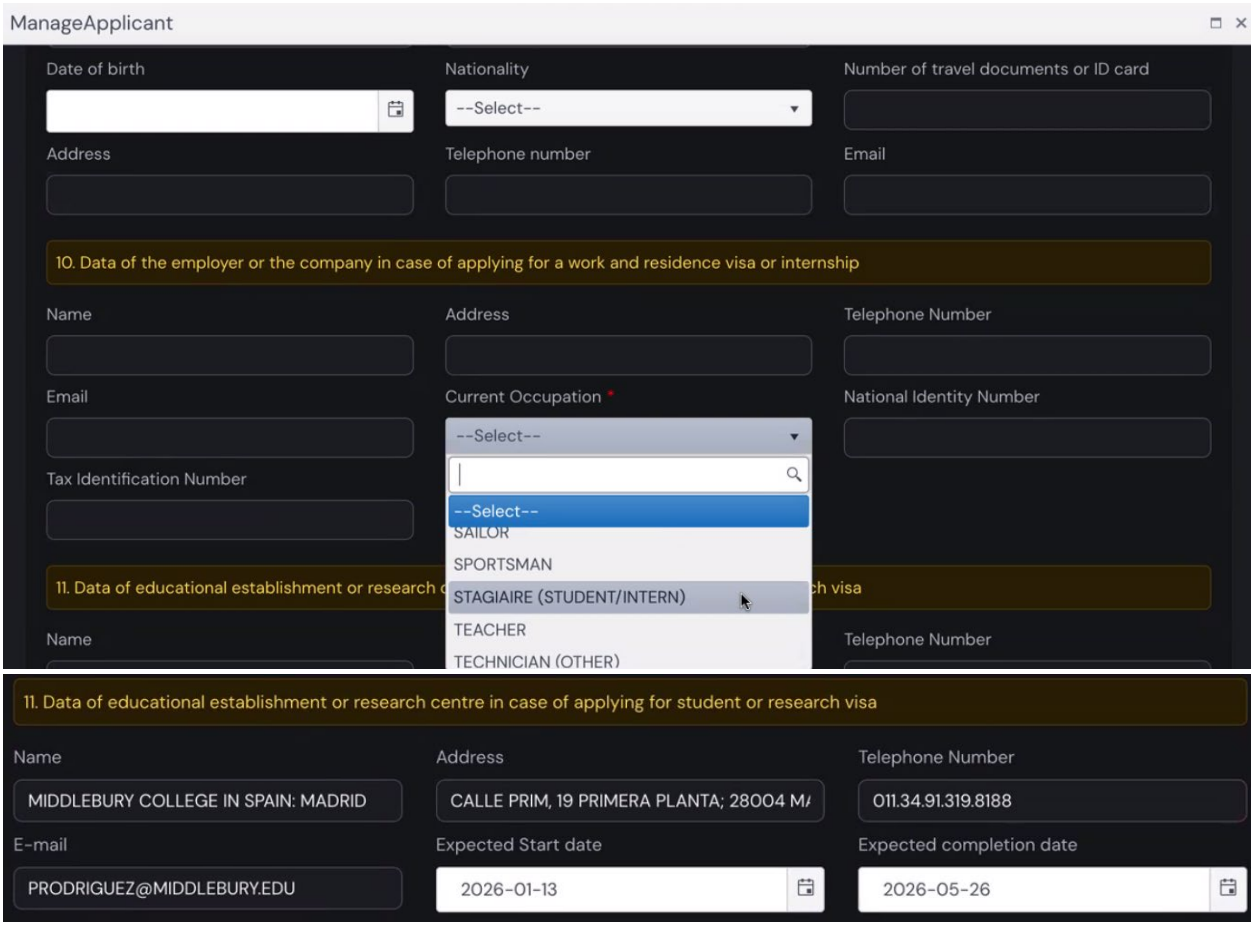
Madrid: Grads and Undergrads taking courses anywhere in Madrid
Middlebury College School in Spain
Calle Prim, 19 Primera Planta
28004 Madrid SPAIN

Córdoba
Universidad de Córdoba
Facultad de Filosofía y Letras
Plza. Cardenal Salazar, s/n
14071 Córdoba, SPAIN

24-25. Leave blank (unless you're a grad student who has already lived in Spain and 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



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—the form asks you to input the number of 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—the form asks you to input the number of days)

ACADEMIC YEAR 2026-27

- Undergraduates in Madrid (UAM, UC3M or Sede Prim): August 28, 2026-June 4, 2027 (281 days—the form asks you to input the number of days)
- Undergraduates in Córdoba: September 7, 2026-June 18, 2027 (285 days—the form asks you to input the number of days)
- Graduates in Madrid: August 28, 2026-June 4, 2027 (281 days—the form asks you to input the number of days)

SPRING 2027

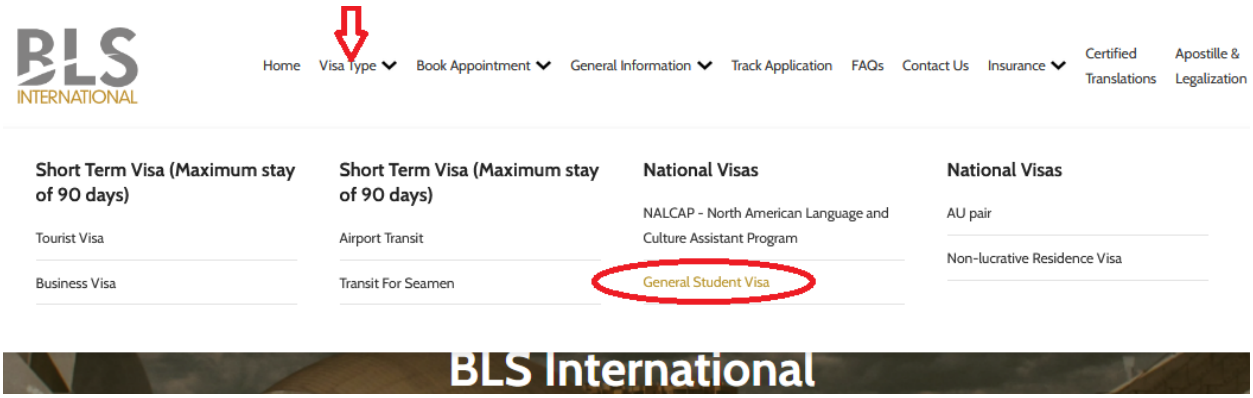
- Undergraduates in Madrid (UAM, UC3M or Sede Prim): January 14, 2027-May 27, 2027 (134 days—the form asks you to input the number of days)
- Undergraduates in Córdoba: TBD (this should be near the start of the second week in February)

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, insert the place where you are signing, 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.



Explanation of the Requirements

Your appointment letter: After scheduling, you'll receive your appointment letter—one page with your picture at the top. When you go to your appointment, it's the first thing they'll ask to see, so have it on the top of your stack.

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. [Talk to Nicole early about the possibility of applying for a second US passport if you must leave the country while the visa is 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/date/place one printed copy of the application form in blue ink.

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—do not try to print these yourself), in color, with a light (Boston requires WHITE) background, taken from the front, without dark glasses, reflections, toothy smiles, 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. Given the recent rejection of several photos, I.recommend.an.on_line.

service.such.as.this¿https¿~~ p~~passport_photo¡online¡ They will send you the digital proof, which is handy for your appointment photo, and you can have the printed hard copy sent to you to affix to the application form.

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 from a 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 a notarized 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, both notarized.

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 ($4,800 for one semester or $9,000 for the year). *$700 is the amount required in May 2026, so I'm advising you to show $800/mo.) in case they increase it, which is likely given the exchange rate trend. Please provide one of the following, in duplicate:

- Your own personal bank account statements showing at least $800 per month of stay ($4,600/$9,600). Transfer money into your account before the end of June if you

want to avoid having to show a parent's information. You must be able to show an ending balance for the three months prior to your visa appointment, so it's not enough to transfer the money in the final month before the appointment. Two printed copies of every page from each of the three required months.

- Proof of financial aid or scholarship showing at least $800 per month of stay ($4,600/$9,600). 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 and email those who qualify—these students do not need to provide any additional documentation. If you go to school elsewhere, be sure the template your financial aid office uses is in Spanish (English & Spanish is fine—but it cannot simply be in English).
- Proof of parental support for at least at least $800 per month of stay ($4,600/$9,600). If you cannot meet the requirement in one of the two ways above (easier), then you will need all four items here:

    - Your financially responsible (choose the one with the most bandwidth in their day to get these documents notarized) parent's passport copy (ID pages—the ones with photo and signature), notarized (If.Boston?.notarized.on.the.same. page). Include the original plus one photocopy.
    - That parent's (can be a joint account, so long as their name appears on the statement) bank statements (checking or savings, past three months, every page, nothing redacted except the account number—must show final four digits—these do not need to be notarized) showing an ending balance each month of the required amount. Two printed copies of each of the three months.
    - The applicant's (student's) ORIGINAL birth certificate. Include the original plus one photocopy.
    - Notarized letter from a parent assuming full financial responsibility. Use this template for letter from parent—use both the English and Spanish to avoid having to pay for an official translation:

      Date
      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¡

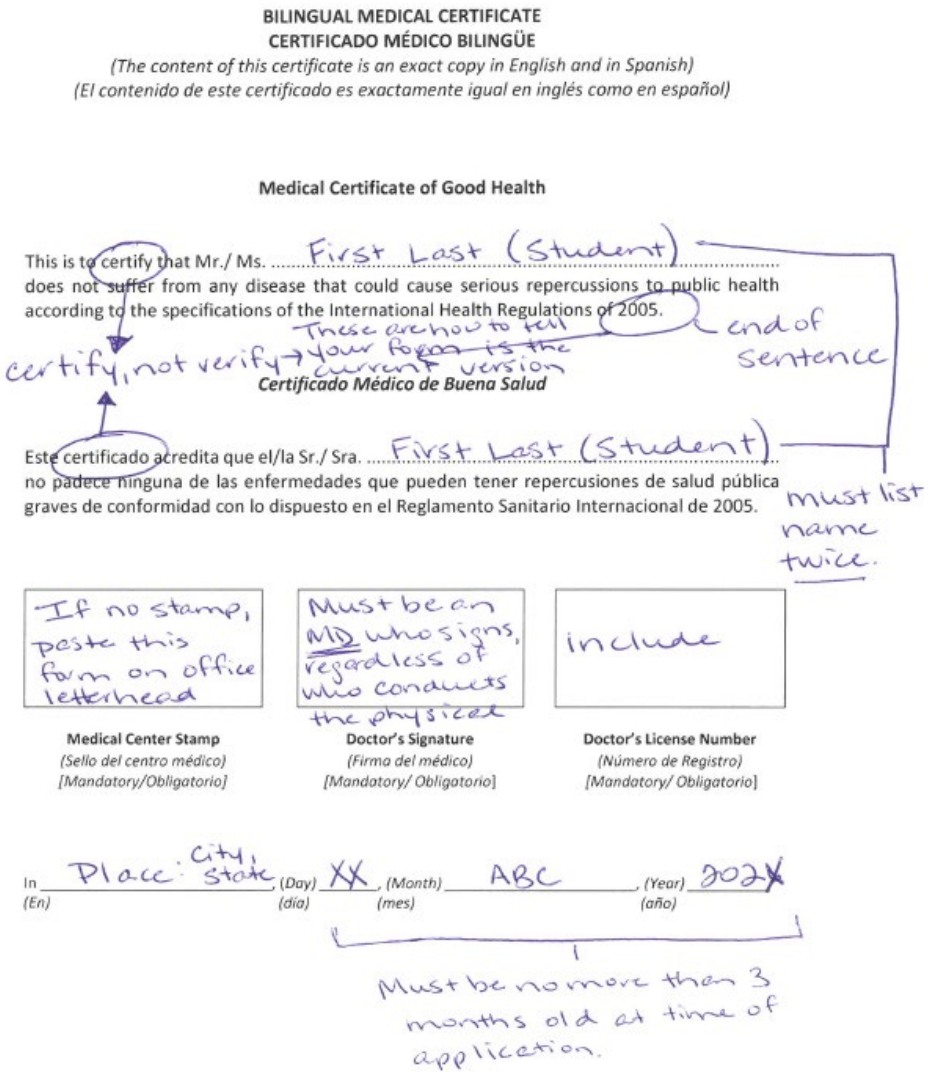
Parent's signature
Notary.signs.(must.be.on.the.same.page.if.Boston)

Original plus one photocopy.

You need all four of those things—many pieces of paper—and then a photocopy of each one of them.

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: This is now required by every consulate for every student, so do not overlook it. Once you're looking at the student visa requirements on your consulate's BLS site, open the downloads tab to find the medical certificate (the disclaimer will also be here, where applicable, so print that while you're at it) 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 the doctor is located in the "In" blank, 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 is to certify that Mr./ Ms. First Last (Student)
does not suffer from any disease that could cause serious repercussions to public health according to the specifications of the International Health Regulations of 2005.

These are how to tell your form is the current version

end of sentence

certify, not verify

Certificado Médico de Buena Salud

Este certificado acredita que el/la Sr./ Sra. First Last (Student)
no padece ninguna de las enfermedades que pueden tener repercusiones de salud pública graves de conformidad con lo dispuesto en el Reglamento Sanitario Internacional de 2005.

must list name twice.

If no stamp, peste this form on office letterhead

Must be an MD who signs, regardless of who conducts the physical

include

Medical Center Stamp *(Sello del centro médico)* *[Mandatory/Obligatorio]*	Doctor's Signature *(Firma del médico)* *[Mandatory/ Obligatorio]*	Doctor's License Number *(Número de Registro)* *[Mandatory/ Obligatorio]*

In (En) Place: City, State (Day) (día) XX (Month) (mes) ABC (Year) (año) 2024

Must be no more than 3 months old at time of application.

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 your 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.

You can also get fingerprinted abroad, though I highly recommend spending the extra money and getting digital fingerprints, though they'll cost much more in Europe (~$200) than in the US (~$50). Usually you simply do not have the time to waste sending the physical card through the mail, and dealing with US customs when they inevitably get hung up.

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) 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).

Those of you who have lived abroad in the past five years also need a background check from that country. To get a background check from Spain, start here: https://www.exteriores.gob.es/Embajadas/seul/ko/ServiciosConsulares/Paginas/Consular/Spanish-Criminal-Record-Checks.aspx

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 confirmation once you've scheduled your appointment, print one 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 (which most do not), 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 11/6/2026 NC