

Before travelling to Spain, we recommend that you contact the Spanish Embassy or Consulate in your country. Conditions vary from country to country, so you will have listen to good advice to avoid difficulties.

## WHO DOES NOT NEED A VISA?

You do not need a visa if you are a citizen of a member state of the European Union, Switzerland, Norway, Iceland and Liechtenstein. You can travel to Spain with your national identity card or valid passport. The document must be valid for up to three months after the planned date of departure from your country and must have been issued within the previous ten years.

## WHO NEEDS A VISA?

You need a visa if you are a citizen of a country that does NOT belong to the European Union, Switzerland, Norway, Iceland and Liechtenstein.

## WHERE DO I APPLY FOR A VISA?

You can apply for a visa at the Spanish Embassy or Consulate closest to your city. Both the application and the collection of the Visa will be issued either personally, by presenting all the required documentation, or through a legal representative.

We have attached the following link so that you can locate the centre nearest to your city:

<https://www.exteriores.gob.es/es/EmbajadasConsulados/Paginas/index.aspx>

## MOST USED TYPES OF VISAS AMONG THE STUDENTS

### TOURIST VISA

You can apply for this if your stay is going to be less than 3 months. This is a visa that cannot be extended.

### STUDENT VISA

A minimum of 3 months and one day is required. If requested for less time, it WILL NEVER BE GRANTED. There are two types:

**Visa less than 180 days (<6 months): THIS CANNOT BE EXTENDED.**

If you come to Spain with this visa and after 6 months you want to extend your stay you will not be able to do so, with this type of visa)

**Visa over 180 days (>6 months): ALLOWS RENEWAL**

If you come to Spain with this visa and after 6 months you want to extend your stay to continue at the university you will be able to do so. **ATTENTION.** You must have already stated your intention in the first letter of application for a visa made to the embassy. If you do not do so, this could be a reason for refusal when you apply for an extension.

**EXAMPLE:** You must write in the application letter. I intend to take a Spanish course and then register at the university to study when I know te Spanish language.

## DOCUMENTATION TO BE PROVIDED IN THE EMBASSY OF THE CONSULATE

- 1. Application form for study stays** on the official model (EX-00), in duplicate, duly completed and signed by the student or his/her legal representative in case of being a minor. This form can be accessed at: <http://extranjeros.inclusion.gob.es/es/informacionintereses/informacionprocedimientos/Ciudadanosnocomunitarios/hoja003/index.html>
- 2. Full, valid passport or travel document**, recognised as valid in Spain, with a minimum validity period of the time of the stay.
- 3. Documentation accrediting the availability of the economic means necessary** for the period requested and for the return to the country of origin.
- 4. In the case of underage students, authorisation from parents or guardians** stating the centre or organisation, entity and body responsible for the activity and the period of stay envisaged
- 5. Documentation accrediting the availability of health insurance.**
- 6. Documentation accrediting admission to a teaching centre on a full-time programme leading to a degree.** This document is the "Letter of acceptance", which Taronja school will send you once you have paid the total amount of your course.
- 7. Documentation accrediting the availability of accommodation in Valencia.** If the accommodation is contracted with Taronja School, this information will be included in the Letter of Acceptance from the Taronja course.
- 8. If the duration of the stay exceeds six months (180 days):**
  - a. Medical certificate.**
  - b. If you are of legal age, certificate of any criminal records** issued by the authorities of the country of origin or of the country in which you have resided during the last five years.

## INFORMATION ON THE PROCEDURE

If you are a student of legal age you will have to apply in person. If you are a minor student, your parents, guardians or representative must be accredited and apply for you.

### Place of presentation:

- If you are still in your country, you can go to the nearest Spanish consulate or embassy.
- If you are already in Valencia, you can go to the Foreigners Office at Calle Diputada Clara Campoamor, esquina Motilla del Palancar, 23 Valencia, from 9.00 am to 2.00 pm.

### More info:

[https://www.mptfp.gob.es/portal/delegaciones\\_gobierno/delegaciones/comunidad\\_valenciana/servicios/extranjeria.html#Valencia.Sede1](https://www.mptfp.gob.es/portal/delegaciones_gobierno/delegaciones/comunidad_valenciana/servicios/extranjeria.html#Valencia.Sede1)

### Deadline for resolution and issuance of the visa:

The maximum period for notifying the resolution is one month from the day following the date of presentation of the application.

Once this period has elapsed without an express response from the Administration, it may be understood that the application has been rejected due to administrative silence.

Once the visa has been granted, you must enter within a maximum period of three months from the date of grant.

## STAYS LONGER THAN 6 MONTHS

Once in Spain, you must apply in person for a foreigner's identity card (NIE) within one month of entering Spain, at the corresponding police station.

### POLICE STATIONS IN VALENCIA:

EUROPEAN CITIZENS\_ Certificate of Resident Registration, \_\_ COMISARIA DE BAILEN (C/ Bailen, 9 - Valencia)

NON-EUROPEAN CITIZENS\_ Certificate of Resident Registration\_\_ COMISARIA DE PATRAIX (C/ Dels Gremis, 6 - Valencia)

### To apply for the NIE:

- Appointment request.
- Fill in the corresponding form.
- Proof of payment of fees.
- Original and copy of passport or identity card.
- Communication of the reasons justifying the application.

## TARONJA SCHOOL

To register for one of our courses and request the documents 6 and 7 that you have seen in the "DOCUMENTATION TO BE PROVIDED AT THE EMBASSY OR CONSULATE" you must:

1. Complete the registration form on the website:

[https://docs.google.com/forms/d/e/1FAIpQLSdnSx\\_kprDdqdCkPOB0nKdPHScXqm4iTwHlcMjzsHgJxyENHw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdnSx_kprDdqdCkPOB0nKdPHScXqm4iTwHlcMjzsHgJxyENHw/viewform)

2. Once we have received your registration we will send you confirmation of your reservation with all the details about the type of course, accommodation (if needed), the dates of your stay as well as the total cost, which is the document 6 required by the embassy to process your visa.

## WHAT HAPPENS IF YOUR VISA IS REFUSED?

If your visa is rejected by the Spanish Embassy or Consulate, or you decide not to come for any reason, **TARONJA will refund your money except for 400€ for administration fees.**

In order to apply for a refund you must send us a copy of the refusal letter. Taronja has the obligation to communicate to the Spanish authorities that your visa has been refused and that you can no longer travel to Spain.

More info on: <https://fedele.org/visados/>

We hope that this information has been helpful to you.

