Spanish Visa Instructions:

Include in a large manila envelope to send/take to the Consulate:

1. Completed Spanish National visa application + photocopy of application
2. Passport valid for a minimum of 6 (six) months from your departure date. Be sure your Passport is signed.
3. 2 Photos, passport size and quality. (Print your name on back of photos.)
4. 2 photocopies of ONE of the following: U.S. Driver’s License, U.S, State ID card or Voter’s Registration Card
5. Photocopy of passport information page
6. Photocopy of TTU student ID card
7. Original acceptance letter + photocopy from U.S. institution (TTU) or Spanish academic center directed to the Consulate verifying enrollment as a full-time student, payment of tuition, living expenses and health insurance. (Donna provides this letter for The TTU Center in Seville students.)
8. Notarized statement signed by student authorizing TTU representative to submit the visa application on his/her behalf.
9. Processing fee: $160.00 Money Order payable to: CONSULATE GENERAL OF SPAIN
10. For Academic Year students ONLY:
   a. Medical Statement: written on physician letterhead, signed by a physician verifying that the student is in good health, free of contagious disease, drug addiction and mental illness.
   b. State of Texas security/police clearance and apostille

***Schedule an appointment (30 minutes) on www.strive.ttu.edu then bring all items to the study abroad advisor for review and photocopying. ***

Visas applications may be submitted in two ways:

1. Submit all documents in person to the Spanish Consulate in Houston yourself. (Have study abroad advisor review materials prior to taking them to the Consulate.) Schedule an appointment with the Consulate.
   https://consulategeneralofspaininhoustons.acuitiescheduling.com/
   Be sure to take a prepaid self-addressed FedEx envelope for the Consulate to use to return the passport to you.

   OR

2. Send documents by the designated TTU representative. The TTU Representative will make one trip to the Spanish Consulate in Houston. All visa packets must be submitted by the deadline to allow time to review, make copies, etc. Passports will be returned from the Spanish Consulate. The Seville coordinator will make arrangements for delivery/pick up as soon as passports arrive in the study abroad office.