



THE GLOBAL COLLEGE

IMMIGRATION PROCEDURES GUIDE

Student Visa, Student Residence Permit and
Guardianship Requirement

2024-2025

WELCOME FROM THE IMMIGRATION / VISA SUPPORT TEAM

We welcome boarding students from across the globe to The Global College, creating a rich and diverse student community. Our staff, across various teams, is here to support the journey of our international boarding students and families, from application to enrollment, and ensure that our boarders arrive safely in Madrid and make the most of their experience at The Global College.

Arriving in a new country can be an exciting time, but it can also be a little daunting, especially if your child needs to obtain a student visa before commencing studies in Spain and, once here, replace his/her visa for a student residence permit. Additionally, if your child is under the age of 18 and you will not be residing in Spain throughout his/her IBDP, you will need to appoint a guardian in Spain for him/her.

This guide is designed to provide parents and legal guardians of our Non-UE/EEA/Swiss pupils with detailed information on the necessary immigration procedures to be followed before commencing studies at The Global College and once in Spain, so your child will hold lawful status for the whole duration of the IBDP.

Please take the time to read through this guide: we believe parents and legal guardians must have clarity over requirements to be fulfilled and procedures to be followed throughout the two years of studies before stepping into handling on their own the necessary immigration procedures. These procedures can be complex or confusing if you are not familiar with immigration law, time-consuming and lengthy, and that is why our school strongly recommends our families to seek support from an immigration expert for peace of mind that their child's compliance with immigration law throughout their whole studies in Spain is taken care of.

Please note: our team are responsible to issue all school's documentation necessary for your child's student visa and student residence permit procedures, in compliance with appropriate requirements, and we are happy to provide general information and guidance or to answer immigration queries where possible; but we cannot provide legal or professional advice relevant to your immigration circumstances.

We can't wait to meet you in September 2024!

The Immigration / Visa Support Team

We remind you that the parents/legal guardians are ultimately responsible for their child's appropriate immigration status in Spain for the whole duration of the studies at The Global College. The school requires parents/legal guardians to provide evidence of their child's correct immigration status in Spain. Failure to present the appropriate student visa upon arrival, if necessary, and/or to maintain legal residency as a student may lead to the impossibility of continuing the studies and result in enrollment termination from the school and withdrawal from the Boarding House. Refunds will be issued according to the school's Financial Policy. In no case will the support, guidance and advice provided by The Global College through their Immigration/Visa Support Team imply any responsibility from the school for a student's full compliance with immigration laws and regulations in force.

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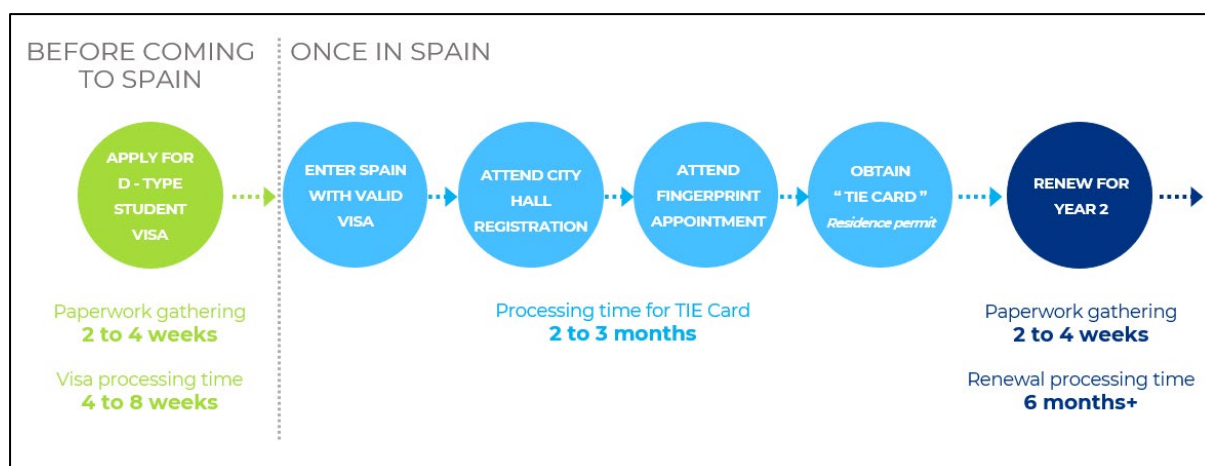
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OVERVIEW

ALL NON-UE/EEA/Swiss nationals -including those currently residing in a European country other than Spain- moving to our country to take up the IBDP at The Global College are required to follow **SEVERAL IMMIGRATION PROCEDURES** to obtain and maintain legal status in Spain for the whole duration of their studies, **both BEFORE ENTERING SPAIN** (student visa) **and ONCE IN SPAIN** (initial student residence permit for year 1 of the IBDP, and renewed student residence permit for year 2 of the program).

Additionally, all international students who are **under the age of 18 and whose parents do not reside in Spain**, are **REQUIRED BY LAW to have a designated GUARDIAN in Spain**, including those attending a Boarding School.

Here below is an **Overview** of the necessary immigration procedures and basic timelines.



This Guide is designed to walk you through each of these procedures, as well as to provide you with detailed information and guidance for a better understanding of all requirements that apply.

WHO NEEDS A CHILD STUDENT VISA/STUDENT VISA?

Students who are not citizens of the UE/EEA or Switzerland, or do not otherwise have a valid residence permit in Spain, will need to apply for a long-stay Child Student visa/Student visa for Spain before they commence their studies at The Global College.

This also applies to non-EU citizens who have residence permits in EU countries (either temporary or permanent residence permits).

The European Union (**EU**) consists of: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, and Sweden.

The European Economic Area (**EEA**) consists of the **27 EU countries, and Iceland, Liechtenstein, and Norway.**

The required visa is a national long-term visa called **Student Visa Type D**, that will be valid for 90 days. The student will need to enter Spain within the entry clearance window of the visa (those 90 days).

Following entrance in Spain, the visa must be replaced by a residence permit for studies (also known as **TIE or Foreigner Identity Card**) that needs to be applied for within 1 month from the entry in Spain. The TIE Card will be valid for up to 1 year and renewable for the second year of studies at The Global College.

CHILD STUDENT VISA OR STUDENT VISA?

The **difference** between a **Child Student visa** and a **Student visa** is whether the applicant student is under the age of 18 and therefore legally classed as “child” or “minor” under Spanish law and is unaccompanied (whose parents/legal guardians will not reside in Spain). A Child Student visa meets the same requirements as those of a Student visa, plus some additional ones associated with the student being an unaccompanied minor-aged applicant.

GENERAL REQUIREMENTS

In order to apply for a Child Student visa/Student visa, the student must:

- Have an acceptance from an authorized school onto a full-time course of study in Spain longer than 6 months, that will lead to the obtainment of a degree or certificate of studies.

- Prove that the parents/legal guardians will have sufficient financial means to meet the costs of the studies/stay and return to the country of origin or legal residence.
- Provide proof of accommodation.
- Have an adequate health insurance cover for the whole duration of the studies in Spain that complies with specific requirements set forth in the Spanish immigration law.
- Provide criminal records check (not required for minor-aged applicants).
- Have the legal consent of the parents/legal guardians to apply for the visa and temporarily relocate to Spain for studies and have an appointed guardian in Spain (required for unaccompanied minor-aged students under a Child Student visa).

VISA PROCESSING TIMES

Child Student visas/Student visas for Spain take about **4 to 8 weeks to process from the time an applicant submits a complete application.**

Please note that collecting the documentation that needs to be submitted as part of the application can take time.

Spanish Consulates/Embassies Consular Sections do not offer priority visa services, allowing you to receive a faster decision for an additional fee, so you must start the process sufficiently in advance of the beginning of the study program.

THE GLOBAL COLLEGE: KEY START DATES FOR 2024-2025

- **New Boarders Orientation Program start date: Saturday, August 31st, 2024**
- School start date: Tuesday, September 3rd, 2024

New Boarding students are expected to attend the Orientation Program. The Program is designed to help boarders settle into residential life, meet fellow boarders, and get comfortable with their new surroundings before starting the academic year.

For visa purposes, the start date of the IBDP that will appear in the documentation issued by our school is August 31st, 2024.

WHERE TO APPLY?

A Child Student visa/Student visa can only be applied for outside of Spain, **at the competent Spanish Consulate (or Spanish Embassy Consular Section) in the applicant's country of origin and/or country of legal residence.**

NOTE: If an application is to be submitted at a Consulate in the country of legal residence and not country of origin, it is important to consider that you may be asked to prove the immigration status held within that country of residence.

Verify which Consulate you should apply to by visiting the Spanish Ministry of Foreign Affairs and Cooperation website [here](#), noting that physical proximity to a Consulate does not mean you are within that Consulate's jurisdiction (e.g. Spanish Consulates in the United States or in UK).

WHEN TO APPLY?

For most Spanish Consulates, the **earliest time the student visa application can be submitted is 90 days (3 months) before the start of the studies.** Some Consulates –though few– may allow applications within 180 days (6 months) prior to the start date.

Important: Please note that this 90-days period refers to the time when the application should be submitted; not to **when you should make an appointment** (if a personal appointment is required for visa application). **Appointments may need to be booked weeks in advance of the application date, depending on the Consulate!**

Each Consulate has its own system for appointments. For the most up-to-date information, contact the Consulate and/or refer to the Consulate's web page (most of the frequently asked questions regarding application procedures and materials are answered on each Consulate's web page).

Considering that Child Student visas/Student visas for Spain take about 4 to 8 weeks to process from the time an applicant submits a complete application, you should always try to leave 8 weeks between the time of the appointment and the start of the program.

TIPS

Many Consulates require that you secure an **appointment online**. If having trouble procuring an appointment, you must try checking the appointment calendar at different times during the day and check for new appointment availability daily. Often it just takes a lot of diligence before you successfully schedule one. If you still have difficulties, your immigration advisor will be able to help.

HOW TO SUBMIT THE VISA APPLICATION AND ACCOMPANYING DOCUMENTATION?

While some Consulates only allow mail-in applications, most student visa applications are by personal appointment.

If by personal appointment, in the **case of a minor student**, the Consulate will usually request that the student apply in person **accompanied by both their parents/legal guardians**. If only one parent is present, the Consulate may require that the absent parent gives notarized authorization to the present parent to give consent for visa application on his/her behalf with a copy of his/her ID or passport. If both parents/legal guardians are absent, a duly accredited representative might accompany the student.

Make sure to check with the Consulate their requirements and instructions regarding who needs to personally attend the student visa appointment in case of unaccompanied minor-aged applicants.

STANDARD LIST OF DOCUMENTS

While the documentation you will need to provide **may vary depending on what your designated Spanish Consulate may require**, [generally you will need to ensure you have the following in place](#):

1. Student visa Type D form duly completed (in all sections) and signed
2. Your child's recent photo(s)
3. Your child's passport
4. Proof of your child's acceptance from an authorized school onto a full-time course of study in Spain longer than 6 months, that will lead to the obtainment of a degree or certificate of studies *(to be provided by us as part of The student visa Application Pack)*
5. Proof that parents/legal guardians have sufficient financial means to meet the costs of the studies and stay for the intended duration of the study program
6. Proof of full health insurance cover by an insurer authorized for Spain for the whole duration of the studies, fully compliant with all areas of coverage required by the Spanish authorities
7. Proof of accommodation *(to be provided by us as part of The student visa Application Pack)*
8. Criminal Background check(s), **only if** student applicant is of legal age (18 and over)
9. Your child's medical certificate
10. Payment of the student visa fee

[Additional specific documentation in case of a minor-aged applicant:](#)

11. Proof of the applicant's representative's identity and capacity (the parents/legal guardians)

12. Notarized Guardianship document (a special Power of Attorney in which parents/legal guardians temporarily delegate the exercise of parental authority on their child in favor of a designated guardian in Spain)
13. Parental consent/authorization regarding your child's student visa application, travel abroad unaccompanied (if applicable), and temporary relocation to Spain for studies; could also include a section for the parents/legal guardians to give authorization for the named guardian in Spain

Important:

1. The **requirements may vary among Spanish Consulates. It is imperative that you refer to your designated Spanish Consulate for the most accurate list of requirements, procedures and documentation that need to be submitted for a Child Student visa, or Student visa if applicable.**
2. ***The Student visa Application Pack to be provided by The Global College is in digital format*** (with electronic signatures duly certified). It will be sent to you by email following completion of the Survey form. You will need to print it for the visa appointment or the mail-in application.

LET'S TAKE A CLOSER LOOK AT EACH OF THE GENERAL REQUIREMENTS!

(1) STUDENT VISA TYPE D FORM, DULY FILLED IN AND SIGNED BY THE APPLICANT(S)

Please ensure that you complete all sections of the form, fully and accurately, and have it signed adequately.

In case of unaccompanied minor-aged applicants, the visa application form must be signed by both parents (or legal guardians) or by just one parent if that parent has sole legal responsibility for the child and can accredit this circumstance. It is important that the correct people sign the form.

if your child is an **unaccompanied minor**, you will also need to **indicate the guardian's personal data** on form, under the corresponding section.

Attached to this Guide you can find a visa application form (in Spanish and English) in which we have already completed some of the school data you will need to indicate.

(2) YOUR CHILD'S RECENT PHOTO(S)

Please follow requirements and specifications from the Consulate.

(3) YOUR CHILD'S PASSPORT

*Must be **in good condition**, valid until the end of the stay in Spain [**at the very least valid until September 2025**], with at least two blank visa pages.*

If your child's passport is **damaged** (not in good condition) **or will not have the minimum validity required by the Consulate** by the time of visa application, **it is imperative to renew it at the soonest since you will need to wait until the new passport is issued to submit the student visa application.**

If the new passport will have a new number, please note that you should not complete our Survey form until you can provide us with the number, since the documentation that must be issued must include your child's correct passport number.

Important

Normally your child's original passport will need to be rendered to the Spanish Consulate at the time of the visa application and kept while being processed. Please be aware of that so you do not plan and secure international travel during the period in which you plan to submit the application (unless your child has dual nationality and

holds a passport from another country; or unless you have consulted in advance the need to travel while visa is being processed and the Consulate has agreed that you provide a notarized copy of the passport instead of rendering the original one).

(4) PROOF OF ACCEPTANCE FROM THE SCHOOL (TO BE PROVIDED BY THE SCHOOL)

This must be an acceptance from an authorized school onto full-time course of study in Spain longer than 6 months, that will lead to the obtainment of a degree or certificate of studies.

To meet this requirement, we will prepare and send you the following documentation:

- Certificate of acceptance and enrollment of your child as a full-time student onto the IBDP at The Global College, stating the Program length, start and end dates for the first year, specifying the amounts paid for the Place Reservation and Boarding Deposit, and the total tuition and boarding fees.
If your child is a beneficiary of an award and/or grant from The Global College, we will specify the amount granted towards the school's fees.
- Academic Certificate with detailed information on the IBDP.
- Evidence of the school's official authorization by corresponding Spanish Authorities, with the school's registration number.

(5) PROOF OF FINANCIAL MEANS

This is evidence that parents/legal guardians will have sufficient financial means to meet the costs of the studies and stay for the intended duration of the program.

If your child is a beneficiary of an award and/or grant from The Global College, we will include this in the documents provided (see previous comment under "Proof of acceptance from the school"). If granted by any other institution, organization, or government, please provide adequate evidence. In those cases, you will **only need to show the Consulate sufficient funding for outstanding fees not covered by the award and/or grant.**

Important

Although unusual, it must be noted that there are a few Consulates that may require accreditation that the fees for one academic year have been paid in full. Please contact us should that be the case.

WHAT IS REQUIRED AS PROOF OF FUNDING IF YOUR CHILD IS AN UNACCOMPANIED MINOR? It is highly recommended that you submit a **NOTARIZED STATEMENT OF SUPPORT WITH KINSHIP EVIDENCE AND PROOF OF FINANCIAL MEANS.**

The document should be issued by a Notary Public or other kind of official with certifying authority in your country of origin or residence.

Important: You will need to attach all of the following documentation to this notarized statement:

- Passport(s) of the parent(s) or legal guardian(s) filing the affidavit for support. Only page(s) with personal data and passport validity date.
- Child's passport. Only page(s) with personal data and passport validity date.
- Legal document confirming the relationship between you and the student: birth certificate/a certificate of adoption/ or the ruling or decision by which a legal guardian was established. **This document must be legalized beforehand.**
- Recently issued bank certification(s), duly signed, and stamped by the bank, certifying that parent(s)/legal guardian(s) assuming financial responsibility for the child has/have **adequate funds to cover the student's tuition and boarding fees** (minus any awards) **for at least the first academic year**. If applicable, **translated into Spanish by a sworn translator.**

Once issued by the Notary Public (or other kind of official with certifying authority in your country), this notarized statement of financial support (with accompanied documentation) will **need to be legalized and, if applicable, translated into Spanish by a sworn translator.**

Legalization can only be done through (1) the Hague Apostille or (2) Diplomatic legalization. The type of required legalization depends on the country in which the statement is granted.

(6) PROOF OF ADEQUATE HEALTH INSURANCE

This relates to the need to prove full health insurance cover by an insurer authorized for Spain for the whole duration of the studies, fully compliant with all areas of coverage required by the Spanish authorities.

Students applying for a student visa must have adequate health insurance coverage for the entire period of stay in Spain.

Spanish Authorities—including Consulates— are very strict in terms of what they consider "adequate":

- Fully comprehensive with no co-payment.
- No waiting period, so the policy offers full cover from the date of your arrival in Spain.
- From an authorized insurance company in Spain.
- There are no excluded pre-existing conditions.

- Repatriation cover included.
- No deductible (no minimum to pay prior to coverage).

At the time of the student visa application, you will need to submit:

- **Proof of insurance**
- **Proof of payment**

Important

- It must be **valid for the entire stay in Spain, or at least one full year** from when student enters the country.
- it must be **valid and effective by the time the student enters Spain**. Make sure your policy validity period is compliant. Make sure your policy validity period is compliant.
- **Travel insurance is not accepted.**

The Global College has **agreements with SANITAS and ADESLAS**, both leading Spanish private healthcare providers, offering a healthcare coverage for international students that complies with all legal requirements and can be contracted from your country of residence, prior to your child's arrival in Spain. Both companies are aware of what Spanish Authorities request as "proof" and will be able to issue the documents required for visa purposes on request (certificate of proof of insurance and receipt of payment).

Please note that if you contract either SANITAS or ADESLAS and your child plans to arrive in August, **you need the policy to be valid and effective from 01 August 2024!**

SANITAS and ADESLAS policies can be subscribed advance of submitting the student visa application, prior to your child's arrival in Spain. It is strongly recommended that you **contract the insurance at least two (2) weeks in advance of submitting your child's student visa application** to avoid complications and **make sure that the company sends you the necessary proofs of insurance (certificate) and of payment.**

Important

We **strongly recommend** contracting a health insurance policy specially designed for international students in Spain (such as the one provided by SANITAS or ADESLAS).

Why?

- (1) Compliance with immigration legal requirements.
- (2) Peace of mind that your child will have his/her medical needs adequately covered;
- (3) Extremely helpful when your child will need to process his/her Spanish student residence permit renewal in year 2 (Spanish Authorities require proof of health insurance coverage during the previous year and for the year 2 under strict terms that Spanish

companies such as SANITAS and ADESLAS are used to and there is no need for legalization and translation of the insurance policy documents).

YOU CAN ACCESS DETAILED INFORMATION REGARDING THE INSURANCES OFFERED TO OUR STUDENTS BY SANITAS AND ADESLAS, HERE:

- **FOR SANITAS offering, please click [HERE](#).**

Important: Please note that SANITAS offering for pupils of The Global College falls within the same agreement they have with our partner IE University (also known as Instituto de Empresa)

- **FOR ADESLAS offering, please click [HERE](#).**

(7) PROOF OF ACCOMMODATION (TO BE PROVIDED BY THE SCHOOL)

Proof of accommodation is made through a **letter** (in Spanish only) addressed to the Consulate and included in the Pack.

This letter does also refer **to the Proof of Spanish Language Ability**. Why? Considering that an application is being filled for a student visa for Spain, some Consulates may require showing evidence of the child's qualifications demonstrating his/her Spanish language ability. Just in case evidence of this kind is expected from the Consulate, our letter also clarifies that the IBDP is fully instructed in English and therefore a Spanish language requirement shouldn't need to be fulfilled as a condition for the visa.

(8) MEDICAL CERTIFICATE

This certificate must accredit that the applicant does not suffer from any diseases that could have serious repercussions for public health, in accordance with the International Health Regulations of 2005.

Please check specifications/wording required by the Consulate. **Most Consulates will have a template or recommended model available.** A number of Consulates may even establish conditions on who is eligible to issue the certificate.

The certificate cannot be more than 3 months old at the time of application.

(9) CRIMINAL BACKGROUND CHECK(S)

We acknowledge that it is very unlikely to be required as it only applies to applicants that are 18 years old or over at the time of application. However, would that be the case, the student must submit his/her criminal background check(s) issued by his/her country or

countries of residence in the past five years, dully legalized and, where applicable, submitted together with an official translation into Spanish.

(10) PAYMENT OF THE STUDENT VISA FEE

Check with the Consulate beforehand to know the accepted form of payment and the amount. Some Consulates may only accept payment in cash.

ADDITIONAL SPECIFIC DOCUMENTATION IN CASE OF A MINOR-AGED APPLICANT

(11) PROOF OF THE APPLICANT'S REPRESENTATIVE'S IDENTITY AND CAPACITY (parents/legal guardians' identity documents or passports; and documental evidence of filiation/adoption/legal custodianship, dully legalized and, where applicable, submitted together with an official translation into Spanish).

(12) NOTARIZED GUARDIANSHIP DOCUMENT, dully legalized and, where applicable, submitted together with an official translation into Spanish.

A Child Student visa application is dependent on the nomination of a guardian in Spain.

Parents/legal guardians will need to sign a written agreement in front of a Notary Public temporarily giving authority to a guardian in Spain to care for their underaged child (technically called a "power of attorney", to be notarized).

Even though it might look simple, there are quite a few technical requirements for completing a valid power of attorney. Furthermore, the agreement will need to outline the extent of authority granted to the guardian over the child's care in terms that will be compliant to expectations from the Spanish Authorities. That is why it is highly recommended to consult an expert (immigration lawyer/attorney) when establishing this kind of temporary guardianship. A lawyer/attorney can help you understand any legal implications of the agreement and ensure that all required paperwork is completed correctly.

The guardian you designate should be a capable adult who you trust completely to care for your child. It is important to understand the legal considerations of becoming a temporary guardian, as well as any financial implications and social obligations that accompany this responsibility. That is why, if parents/legal guardians do not have in Spain a family relative or friend that might act as guardian, it is highly advisable to name a trusted professional that might act as such.

This power of attorney will need to be legalized and, where applicable, translated into Spanish by an authorized translator.

Important

Your child will need to **bring to Spain the original of the power of attorney** naming the guardian in Spain, duly legalized and translated into Spanish if applicable.

This document will be **required in every legal procedure affecting the child in Spain.**

(13) PARENTAL CONSENT/AUTHORIZATION

Required so the child can apply for the student visa application, travel abroad unaccompanied if applicable, and temporarily relocate to Spain for studies; may also include specific authorization/consent to named guardian in Spain.

The Consulate might have a **template or recommended model available** and could request that this consent/authorization is legalized or notarized and translated into Spanish if applicable.

The **consent/authorization required by the Consulate may also include the need for the parents/legal guardians to give their consent to their child's named guardian in Spain.** Parents/legal guardians might be required to indicate several personal data from the guardian such as Full names/Date of Birth/Spanish ID number/Address/Contact Phone number/Email/Organization.

Important

if your child is an unaccompanied minor, you will also need to indicate the guardian's personal data on the Student Visa Type D form, under the corresponding section.

SUBMITTING THE STUDENT VISA APPLICATION

Important

Do always submit notarized copies of original document(s) your child will need to bring to Spain such as the Notarized Guardianship agreement and/or the Notarized Statement of Financial Support. Originals submitted at the time of the visa application might not be returned by the Consulate.

Before submitting the visa application and supporting documentation, it is highly advisable to make a digital copy and keep it stored.

REQUESTING YOUR STUDENT VISA APPLICATION PACK

In mid-May, just after our Immigration Informative Session, you will receive by email a Survey Form to be completed.

You will need to complete it and send it to visas@theglobalcollege.com along with a copy of your child's passport(s) -only main data page(s)-.

We remind you that completion of this survey is required for The Global College to issue and provide you with several supporting documents needed for the Child Student visa/Student visa application process.

Upon receiving the digital Pack by email, please check immediately all documents carefully to ensure that all the personal data information is correct and matches your child's passport. Contact us with any needed corrections at the earliest.

HOW LONG WILL IT TAKE UNTIL YOU RECEIVE THE PACK?

Once we receive the form and passport(s) copy, **we will work to send you the Pack as quickly as possible.** As an estimate: within maximum 5 days.

DECISION ON THE VISA

When submitting the visa, make sure to ask how you will know when the visa is ready and how to collect it. You will usually receive a notification from the Consulate (normally by email) confirming the outcome of the visa application. **Please, kindly inform us on the outcome of your child's visa application!**

RECEIVING OR COLLECTING THE VISA

In most cases your child will need to go to the Consulate **to pick up the visa in person, accompanied by both parents/legal guardians.**

The **visa is a sticker affixed on the student's passport.**



It is extremely important you immediately check that all the data are correct on the visa as soon as you receive it.

While errors are rare, any mistake on the visa (holder's name, passport number, visa duration) should be reported to the Consulate as soon as you receive it or collect it, so the visa can be fixed before entering Spain. Arriving at the school without the correct visa should be avoided, as the process for fixing it once here is much more complicated.

As soon as you receive the visa, we advise that parents/legal guardians and the child keep a copy of his/her passport information page(s) and visa page on a device/flash drive/memory stick.

ENTERING IN SPAIN WITH THE VISA

Students should **enter Spain** with their 90-days student visa **following its start date** (“valid from”).

Important: When traveling to Spain – apart from the passport with the visa– your child should bring with him/her a copy of ALL documentation presented for the visa application and original documents. Why? Although highly unlikely, immigration/border control officers are permitted by law to request visa holders said documentation before allowing entry.

Proof of arrival date is imperative for visa holders so your child’s passport/visa must be stamped! As your child **passes through border/immigration control** upon (1) **entering Spain** (direct flight to Spain) or (2) **the Schengen Area** (when the entering country is a Schengen country other than Spain, but Spain is the final destination), a **border police officer will need to stamp the passport/visa.**

The Schengen Area (not be not to be confused with the EU or EEA, although most EU/EEA countries are signatories of the Schengen agreement) consists of the following 27 countries: Austria, Belgium, Czech Republic, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, and Switzerland. There are four more EU members that have not joined the Schengen zone: Ireland – which still maintains opt-outs, and Romania, Bulgaria, and Cyprus – which are seeking to join soon.

If the passport/visa is not stamped on entry (in Spain or other Schengen country), a **Declaration of Entry** at a Spanish Police station must be filed **within maximum three (3) days from the date of entry.** Police will require flight booking confirmation and boarding pass(es).

To avoid complications **PLEASE ADVISE your child TO RETAIN the boarding pass(es) just in case!**

ONCE IN SPAIN, REPLACING THE VISA WITH THE TIE CARD

Once here, **within 1 month from the entry into Spain, the student must apply for the student residence permit or Foreigner Identity Card (TIE Card)**, at Madrid's Immigration Authorities.

Your child's appointed guardian (and/or Immigration lawyer) in Spain will need to take care of all steps and paperwork required so your child applies in good time and obtains his/her TIE Card:

- 1.** Book and attend appointment with your child at the corresponding City hall of Madrid for your child's registration and to obtain proof of residence in Madrid (document called "*Certificado de Empadronamiento*"). Booking an appointment well in advance is required.
- 2.** Book and attend appointment with your child at Police Authorities for your child's fingerprinting for the TIE Card. Booking an appointment well in advance is required.
- 3.** Collect with your child the TIE Card once ready at Police Authorities

Initial TIE Card processing fee is Euro 16.08 (in 2024). Registration at the City Hall is free of fees/charges.

YOUR CHILD'S FIRST TIE CARD AND TRAVELING ABROAD WHILE IT IS BEING PROCESSED

It will take approximately 2,5 to 3 months from the date of entry in Spain with the visa until your child will be issued his/her TIE Card.



The TIE Card is valid for up to 1 year, and yearly renewable for up to 5 years if the student continues to meet the student visa conditions. Your child's appointed guardian in Spain (and/or Immigration Lawyer) will also need to take care of the renewal/extension process on due time for the second year of studies at The Global College (*i.e.*, the application for renewal must be submitted within the 60 days prior to the TIE Card expiration).

As soon as your child receives the TIE Card, we advise that parents/legal guardians and the child keep a copy digitally stored (cloud storage providers, USB drives, memory card). Parents/legal guardians are required to send a copy of their child's TIE Card (both sides) to the school.

The TIE Card, just like the passport, is an important identification document for your child and must be kept safe.

WILL YOUR CHILD BE ABLE TO TRAVEL OUT OF SPAIN AND COMING BACK WHILE THE TIE CARD IS BEING PROCESSED?

The answer to such question **depends on** several factors such as your **child's nationality** (*i.e.*, if he/she is from a country whose nationals always require a visa to enter or even cross borders of EU/EEA/Schengen countries), the **country of destination**, the **number of entries granted on the student visa** (would the visa be still valid), whether your child has **already attended his/her fingerprints appointment for the TIE Card**; even on the **flight itinerary when coming back** to Spain.

That is why, and **as a general rule**, it is always **recommended that your child remains in Spain until after obtaining his/her first TIE Card** and that you do not plan and commit to trips outside of Spain for him/her during this period, **unless** the trip has been consulted with your immigration advisor and/or corresponding authorities in advance.

TRAVELING WITH THE TIE CARD TO OTHER COUNTRIES

The TIE Card is a permit from Spain and for Spain and does not substitute or replace the need to always travel with one's valid passport. If your child travels to his/her country of origin and/or any country, and then back to Spain, he/she will **always** need to do so with **both the passport and the TIE Card**.

Holding the Spanish TIE Card does however grant **"visa free" access to all 27 Schengen countries** (for short stays not longer than 90 days). **For entering/traveling/crossing any other non-Schengen country**, you will need to make sure that your child complies with all requirements of such third country by contacting their corresponding authorities/Consulate and/or consulting with your immigration advisor.

YOUR CHILD'S RESIDENCE PERMIT AND TIE CARD RENEWAL

RESIDENCE PERMIT EXTENSION/RENEWAL APPLICATION WINDOW: WITHIN THE 60 DAYS PRIOR TO THE EXPIRY DATE OF THE TIE CARD


Here below are the requirements /supportive documentation that must be provided when filling in your child's Residence extension/renewal (as a student):


1. **Application form "Ex-00".** *To be provided by guardian (and/or Immigration Lawyer)*
2. Valid **passport:** original and copy of all pages, including pages with (already expired) student visa and initial entry stamp in Spain (start date of the IBDP, in the previous year)
3. Valid **TIE Card:** original and copy of both sides
4. **Academic & Enrollment Certificates.** *To be provided by school*
5. **Proof of suitable and continued health insurance cover.** *To be provided by parent(s)*
6. **Proof of financial means.** *To be provided by parent(s)*
7. Payment of the extension/renewal of the student residence permit tax fee (Euro 17.49 in 2024) and of the TIE Card renewal tax fee (Euro 19.30 in 2024). *To be arranged through guardian (and/or Immigration Lawyer)*

Residence Extension/Renewal (as a student) processing fee is Euro 17.49 (in 2024).

Important: Immigration Authorities in Madrid give [high importance to requirements 5 and 6](#). They are very strict with the proving evidence and to avoid any complication or excessive delay in the TIE Card renewal, it is extremely important that you have support from an immigration advisor regarding the documentation that you will need to provide before your child's TIE Card extension/renewal application can be filed.

REQUIREMENT 5. PROOF THAT THE MEDICAL INSURANCE CONTRACTED AND PRESENTED AT THE TIME OF THE VISA APPLICATION IS STILL VALID, IN FORCE AND WILL COVER YOUR CHILD FOR THE REMAINING PERIOD OF STUDIES AT THE GLOBAL COLLEGE

 **For those of you with an insurance policy from SANITAS or ADESLAS** you only to request the provider a certificate of insurance cover, in Spanish, to be submitted along with your child's student residence permit extension/renewal. SANITAS and ADESLAS certificates comply in full with all statements/items required by Immigration Authorities, which makes the proof easy. Those providers will send you the **Certificate by email** and there is **no need to file an original in hard copy** with the Immigration Authorities.

 **If your child's insurance has been issued in another country (not Spain) by a non-Spanish insurance company**, the certificate will need to contain very specific information and be **legalized (through Apostille or through diplomatic legalization by the Spanish Consulate in your country)**. If the health insurance certificate is not issued in

Spanish, a **sworn translation into Spanish is required, by a certified and approved translator**. Make sure you have a immigration advisor who can ensure the certificate is issued in compliance with all requirements set forth by Spanish Immigration Authorities.

REQUIREMENT 6. PROOF OF SUFFICIENT FINANCIAL MEANS TO COVER FOR ALL EXPENSES OF YOUR CHILD'S STUDIES AND STAY IN SPAIN UNTIL THE END OF THE IBDP AND RETURN TO HIS/HER COUNTRY OF ORIGIN OR RESIDENCE.

Please note that if your child holds a scholarship, award and/or financial grant from The Global College, we will provide your child with a specific certificate stating such, with amount(s) granted, for its submission along with the rest of required documentation. In such cases, you will only need to prove that you have sufficient funding for outstanding tuition and boarding fees not covered by the award and/or grant.

WHAT IS REQUIRED AS PROOF IF YOUR CHILD IS A MINOR?

NOTARIZED STATEMENT OF SUPPORT WITH KINSHIP EVIDENCE AND PROOF OF FINANCIAL MEANS, legalized (through Apostille or through diplomatic legalization by the Spanish Consulate in your country of origin/residence) and translated into Spanish by a certified and approved translator, if applicable.

PROCESSING TIME FOR RESIDENCE PERMIT EXTENSION/RENEWAL (AS A STUDENT)

Currently, processing times **exceeds 6 months** from the time the application is submitted.

TRAVELING WHEN YOUR CHILD'S TIE CARD IS EXPIRED AND NEW CARD STILL BEING PROCESSED

SITUATION 1:

The TIE Card is **about to expire when your child intends to come back to Spain**, but it is still valid: your child does not need to make any specific procedure. But if he/she comes back to Spain in the 2-3 days prior to the expiry date, Police authorities in Spanish airport could ask to accredit that he/she has already started the TIE Card renewal procedure.

SITUATION 2:

Your child will come **back to Spain after the expiry date**: in such case, and before leaving Spain, your child will need to apply for and obtain a special permit called "authorization of return" ("*autorización de regreso*"). Your child will need his/her guardian (or immigration advisor) to book an appointment in advance to apply for the Authorization of Return.

Very important: The **authorization of return is a special permit only valid and accepted by Spain to let you in again;** but it does not substitute the TIE Card and might not be valid and accepted in the rest of countries. If your child intends to travel to one or more countries from the European Union, **even if they are Schengen ones**, once the TIE Card is expired and the new one is being processed, holding a valid authorization of return does not mean that he/she will be allowed entry into these countries (not even for airport transit!). To avoid any trouble, before buying any tickets you should contact the Consulate of the country(ies) where your child would like to travel/transit through and check if he/she will be authorized or not to enter.

Authorization of return processing fee is Euro 10.72 (in 2024).

[**PLEASE BE ESPECIALLY CAREFUL WITH YOUR CHILD'S SUMMER TRAVEL PLANS!**](#)

Because a TIE Card is issued with the maximum validity of one (1) year, it is very likely that the TIE Card renewal window will coincide around the months just before or just after the summer period (i.e. when your child is most likely to travel out of Spain), so you should not confirm travel plans and buy tickets before ensuring what needs to be done and best (or required) dates to travel. It is important that you consult all travel arrangements well in advance with your immigration advisor.

TIE CARD RENEWAL


Once the extension/renewal is granted, it is required to apply for a new TIE Card. The new Card will be valid for one (1) year.

Your child's guardian (and/or immigration lawyer) will need to arrange for the issue of the renewed Card:

1. Attend appointment with your child at Police Authorities for your child's fingerprinting for the renewed TIE Card. Booking of an appointment in advance is required.
2. Collect with your child the renewed TIE Card once ready at Police Authorities.

Renewed TIE Card processing fee is Euro 19.30 (in 2024).

WE HOPE THIS COMPREHENSIVE GUIDE HAS PROVED HELPFUL!

	<p>Solicitud de visado nacional</p> <p>Application for long-term visa</p> <p>Impreso gratuito This application form is free</p>		<p>FOTO PHOTO</p>
1. Apellido(s)/Surname(s) ¹ :			<p>PARTE RESERVADA A LA ADMINISTRACIÓN FOR OFFICIAL USE ONLY</p> <p>Fecha de la solicitud:</p> <p>Número de la solicitud de visado:</p> <p>Expediente gestionado por:</p> <p>Documentos presentados:</p> <p><input type="checkbox"/> Documento de viaje</p> <p><input type="checkbox"/> Autorización gubernativa</p> <p><input type="checkbox"/> Solicitud de autorización gubernativa</p> <p><input type="checkbox"/> Medios de subsistencia</p> <p><input type="checkbox"/> Prueba de alojamiento</p> <p><input type="checkbox"/> Certificado médico</p> <p><input type="checkbox"/> Certificado de antecedentes penales</p> <p><input type="checkbox"/> Seguro médico de viaje</p> <p><input type="checkbox"/> Nota Verbal</p> <p><input type="checkbox"/> Otros:</p> <p>Decisión sobre el visado:</p> <p><input type="checkbox"/> Denegado</p> <p><input type="checkbox"/> Expedido: Válido desde hasta</p> <p>Número de entradas: <input type="checkbox"/> Una <input type="checkbox"/> dos <input type="checkbox"/> múltiples</p> <p>Número de días:</p>
2. Apellido(s) de nacimiento [apellido(s) anterior(es)]/Surname at birth [Former family name(s)] ² :			
3. Nombre(s)/ Given name(s) ³ :			
4. Fecha de nacimiento (día-mes-año)/ Date of birth (day-month-year):	5. Lugar de nacimiento/Place of birth:	7. Nacionalidad actual/Current nationality:	
6. País de nacimiento/Country of birth:		<p>Nacionalidad de nacimiento, si difiere de la actual/ Nationality at birth, if different:</p> <p>Otras nacionalidades/Other nationalities:</p>	
8. Sexo/Sex: <input type="checkbox"/> Varón/Male <input type="checkbox"/> Mujer/Female	9. Estado civil/Marital status: <input type="checkbox"/> Soltero-a/Single <input type="checkbox"/> Casado-a/Married <input type="checkbox"/> Unión registrada/ Registered union <input type="checkbox"/> Separado-a/Separated <input type="checkbox"/> Divorciado-a/Divorced <input type="checkbox"/> Viudo-a/Widow-er <input type="checkbox"/> Otros/Other (especifíquese/please specify)		
10. En caso de menores de edad: persona que ejerce la patria potestad o tutor legal (apellidos, nombre, dirección -si difiere de la del solicitante-, número de teléfono, dirección de correo electrónico y nacionalidad)/ In the case of minors: parental authority/legal guardian (surname, first name, address, if different from applicant's, telephone number, e-mail address and nationality):			
11. Número de Documento Nacional de Identidad, si procede/National identity number, where applicable:			

¹ Debe rellenarse con arreglo a los datos que figuren en el documento de viaje. / To be completed according to data which appears in travel document.

² Debe rellenarse con arreglo a los datos que figuren en el documento de viaje. / To be completed according to data which appears in travel document.

³ Debe rellenarse con arreglo a los datos que figuren en el documento de viaje. / To be completed according to data which appears in travel document.

12. Tipo de documento de viaje/Type of travel document: <input type="checkbox"/> Pasaporte ordinario/Ordinary Passport <input type="checkbox"/> Pasaporte diplomático/Diplomatic Passport <input type="checkbox"/> Pasaporte de servicio/Service Passport <input type="checkbox"/> Pasaporte oficial/Official Passport <input type="checkbox"/> Pasaporte especial/Special Passport <input type="checkbox"/> Otro documento de viaje/Other travel document (especifíquese/please specify)			
13. Número del documento de viaje/ Number of travel document:	14. Fecha de expedición/ Date of issue:	15. Válido hasta/Valid until:	16. Expedido por (país)/Issued by (country):
17. Domicilio postal y dirección de correo electrónico del solicitante/ Applicant's home address and e-mail address:			Número(s) de teléfono/Telephone number(s):
18. Residente en un país distinto del país de nacionalidad actual/ Residence in a country other than the country of current nationality: <input type="checkbox"/> No/No <input type="checkbox"/> Si/Yes Permiso de residencia o documento equivalente/ Residence permit or equivalent..... nº/number válido hasta el/ valid until.....			
19. Profesión actual/ Current occupation:			
20. Motivo(s) del viaje/ Main purpose(s) of the journey: <input type="checkbox"/> Residencia sin finalidad laboral (no habilita para trabajar)/ Non-lucrative residence or Residence without a labour purpose (it does not entitle the holder to perform any professional activity) <input type="checkbox"/> Inversor – Emprendedor /Investor - Entrepreneur <input checked="" type="checkbox"/> Estudios/Studies <input type="checkbox"/> Residencia para reagrupación familiar/ Family reunification <input type="checkbox"/> Prácticas/Internship Program <input type="checkbox"/> Residencia y trabajo por cuenta ajena/ Employed work <input type="checkbox"/> Investigación (en el marco de un convenio de acogida firmado por un organismo de investigación) / Research (under a hosting agreement signed by a research organisation) <input type="checkbox"/> Residencia y trabajo por cuenta propia/ Self-employed work <input type="checkbox"/> Acreditación / Accreditation <input type="checkbox"/> Residencia y trabajo de temporada por cuenta ajena (nueve meses al año) / Residence - Temporary work (9 months in 1 year) <input type="checkbox"/> Otros / Other			
21. Fecha prevista de entrada en España/ Intended date of entry into Spain:		22. Número de entradas que solicita/ Number of entries requested: 23. Una/One entry <input type="checkbox"/> Dos/Two entries <input checked="" type="checkbox"/> Múltiples/Multiple entries	
23. Domicilio postal del solicitante en España/ Applicant's address in Spain: Calle Darro 21. 28006 Madrid			
24. Número de Identificación de Extranjero/Foreign National Identification Number (NIE) ⁴ :		25. Fecha de notificación de la resolución dictada por el órgano de extranjería competente/ Date of notification of the resolution delivered by the competent body ⁵ :	
26. Datos del reagrupante en caso de solicitar un visado de residencia para reagrupación familiar/Data of the individual resident in Spain (sponsor) in case of applying for a residence visa for family reunion			
Apellidos y nombre del reagrupante/ Surname and first name of the sponsor:			

⁴ Datos imprescindibles cuando exista una resolución previa dictada por el órgano de extranjería competente en la que se autorice a residir o trabajar al solicitante. / Mandatory when a decision has been previously issued by the competent migration authority in which applicant has received authorisation to reside or work.

⁵ Datos imprescindibles cuando exista una resolución previa dictada por el órgano de extranjería competente en la que se autorice a residir o trabajar al solicitante. / Mandatory when a decision has been previously issued by the competent migration authority in which applicant has received authorisation to reside or work.

Parentesco (relación del solicitante con el reagrupante)/ Family relationship (of the applicant with the sponsor): <input type="checkbox"/> Cónyuge/spouse <input type="checkbox"/> Pareja de hecho/ unmarried partner <input type="checkbox"/> Hijo/a (del reagrupante o cónyuge)/ child (of the sponsor or the spouse) <input type="checkbox"/> Ascendiente de primer grado (del reagrupante o cónyuge) a su cargo/ first-degree relatives in the direct ascending line (of the sponsor or the spouse) <input type="checkbox"/> Persona dependiente sujeta a representación legal del reagrupante/ dependent person under the legal Representation of the sponsor <input type="checkbox"/> Otro/Other (especifíquese/please specify)		
Fecha de nacimiento (día-mes-año)/ Date of birth (day-month-year) :	Nacionalidad/Nationality:	Número de documento de viaje o del documento de identidad/ Number of travel documents or ID card:
Dirección postal del reagrupante/ Sponsor's home address:	Número(s) de teléfono del reagrupante / Sponsor's telephone number(s):	
	Dirección de correo electrónico del reagrupante Sponsor's e-mail address:	
27. Datos del empleador o de la empresa en caso de solicitar un visado de residencia y trabajo o prácticas/ Data of the employer or the company in case of applying for a work and residence visa or internship		
Apellidos y nombre del empleador o nombre de la empresa y apellidos y nombre de la persona de contacto de la empresa/ Surname and first name of the employer and name the company; and surname and first name of the contact person in that company:		
Dirección postal del empleador o de la empresa/ Address of the employer or the company:	Número de teléfono del empleador o de la empresa/ Telephone number of the employer or the company:	
	Correo electrónico del empresario o de la empresa/E-mail address of the employer or the company:	
Número de Identidad de Extranjero o Documento Nacional de Identidad del empleador o de la persona de contacto de la empresa/ Foreign National Identification Number or National identity number of the employer or the contact person in the company:		
Código de Identificación Fiscal de la empresa/ Tax Identification Number of the Company:		
28. Datos del centro de estudios o investigación en caso de solicitar un visado de estudios o de investigación / Data of educational establishment or research centre in case of applying for student or research visa		
Nombre del centro de estudios o investigación/ Name of the the study or research center: The Global College		
Dirección postal del centro de estudios o investigación/Address of the study or research center: Calle Castellón de la Plana 8. 28006 Madrid	Número de teléfono del centro de estudios o investigación/ Telephone number of the study or research center: +34 91 568 99 37	
	Correo electrónico del centro de estudios o investigación/ E-mail address of the study or research center: visas@theglobalcollege.com	
Fecha prevista de inicio de los estudios o investigación/ Expected start date of the studies or research activity: 31 agosto 2024	Fecha prevista de finalización de los estudios o investigación/ Expected completion date of the studies or research activity: julio 2026	
29. En caso de desplazamiento temporal de menores con fines educativos en programas promovidos y financiados por las Administraciones públicas, asociaciones sin ánimo de lucro o fundaciones u otras entidades o personas ajenas a quienes ejercen su patria potestad o tutela/ In case of temporary movement of minors for educational purposes in programmes promoted or supported by public administrations, non-profit-making associations, foundations or other entities or persons not related to those exercising parental authority or guardianship		

<p>Apellidos y nombre de la persona que vaya a acoger al menor o nombre de la entidad de acogida y apellidos y nombre de la persona de contacto de la entidad / Surname and first name of the person who is going to host the minor or name of the host entity; and surname and first name of the contact person in that entity:</p> <p>Guardian personal data to be completed Complete name -as it appears in his/her Spanish ID card-</p>	
<p>Dirección postal de la persona que vaya a acoger al menor o de la entidad de acogida/ Address of the person who is going to host the minor or of the host entity:</p> <p>Guardian's address</p>	<p>Número de teléfono de la persona que vaya a acoger al menor de la entidad de acogida/ Telephone number of the person who is going to host the minor or of the host entity:</p> <p>Guardian's telephone number in Spain</p>
	<p>Correo electrónico de la persona que vaya a acoger al menor o de la entidad de acogida/ E-mail address of the person who is going to host the minor or of the host entity:</p> <p>Guardian's email</p>
<p>Número de Identidad de Extranjero o Documento Nacional de Identidad de la persona que vaya a acoger al menor o de la persona de contacto de la Entidad/ Foreign National Identification Number or National identity number of the of the person who is going to host the minor or the contact person of the host entity:</p> <p>Guardian's Spanish ID Card number: must be either DNI number or NIE number</p>	
<p>Tengo conocimiento de lo siguiente y consiento en ello: la recogida de los datos que se exigen en el presente impreso y la toma de mi fotografía son obligatorias para el examen de la solicitud de visado. Los datos personales que figuran en el impreso de solicitud de visado, así como mi fotografía, se suministrarán a las autoridades competentes y serán tratados por dichas autoridades a efectos de la decisión sobre mi solicitud de visado.</p> <p><i>I am aware of and consent to the following: the collection of the data required by this application form and the taking of my photograph are mandatory for the examination of the visa application. Any personal data on the visa application form, as well as my photograph, will be supplied to the competent authorities and processed by those authorities, for the purposes of a decision on my visa application.</i></p> <p>Estos datos, así como la decisión que se adopte sobre mi solicitud o una decisión de anulación o revocación de un visado expedido, se introducirán y almacenarán en la base de datos VIS-Nacional durante un periodo de cinco años. La autoridad responsable de su tratamiento será la Oficina Consular en la que ha sido presentada la solicitud de visado. Estos datos podrán estar accesibles a las autoridades competentes para realizar controles de los visados en las fronteras exteriores y en España; a las autoridades de inmigración y asilo a efectos de verificar si se cumplen las condiciones para la entrada, estancia y residencia legales en el territorio de España; para identificar a las personas que no cumplen o han dejado de cumplir estas condiciones; para examinar peticiones de asilo y para determinar la responsabilidad de tal examen. En determinadas condiciones, también podrán consultar los datos las autoridades responsables de los Estados miembros y Europol con el fin de evitar, descubrir e investigar delitos de terrorismo y otros delitos graves.</p> <p><i>Such data, as well as data concerning the decision taken on my application or a decision whether to annul, revoke or extend a visa issued, will be entered into, and stored in the VIS-National data base for a period of five years. In Spain, the authority responsible for processing the data is the consular post at which the visa is applied for. Such data will be accessible to authorities competent for carrying out checks on visas at external borders and in Spain; to immigration and asylum authorities for the purposes of verifying whether the conditions for the legal entry into, stay and residence in Spain are fulfilled; for identifying persons who do not or who no longer fulfil these conditions; for examining an asylum application and for determining responsibility for such examination. Under certain conditions, the responsible authorities of the Member States and Europol may also consult the data in order to prevent, discover and investigate terrorist offenses and other serious crimes.</i></p> <p>Me consta que puedo ejercer mis derechos de acceso, rectificación, supresión, portabilidad, limitación u oposición del tratamiento de mis datos personales, de conformidad con lo dispuesto en la Ley Orgánica 3/2018, de 5 de diciembre de Protección de Datos Personales y garantía de los derechos digitales y el Reglamento (UE) 2016/679 del Parlamento Europeo y del Consejo de 27 de abril de 2016, dirigiéndome por escrito a la dirección dpd@maec.es o a la Agencia Española de Protección de Datos (https://www.aepd.es/es/internacional/supervision-de-grandes-sistemas/sistema-de-informacion-de-visados).</p> <p><i>I am aware that I can exercise my rights of access, rectification, deletion, portability, limitation and opposition to the treatment of my personal data, in accordance with the provisions of Organic Law 3/2018, of December 5th, on the Protection of Personal Data and guarantee of digital rights and of Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27th, 2016, by writing to the address dpd@maec.es or to the Spanish Data Protection Agency (https://www.aepd.es/es/internacional/supervision-de-grandes-sistemas/sistema-de-informacion-de-visados).</i></p> <p>Declaro que a mi leal entender todos los datos por mí presentados son correctos y completos. Tengo conocimiento de que toda declaración falsa podrá ser motivo de denegación de mi solicitud o de anulación del visado concedido.</p> <p><i>I declare that to the best of my knowledge all particulars supplied by me are correct and complete. I am aware that any false statements will lead to the rejection of my application or to the annulment of a visa already granted.</i></p>	

Me consta que una vez presentada la solicitud de visado, se devolverá al solicitante un resguardo de presentación con indicación de la fecha y el lugar de recepción y que se podrá acordar con el solicitante el medio para efectuar los requerimientos de subsanación o aportación de documentos o certificaciones exigidos, así como para efectuar las citaciones de comparecencia y las notificaciones de resolución.

I am aware that once the visa application has been submitted, a receipt will be returned with indication of the date and place of receipt; I am also aware that it is possible to agree with the applicant the means of communication to receive requirements for submission of additional documents or certifications, as well as to receive the summons to appear and the notifications of resolutions

Las citaciones y requerimientos se realizarán a través del teléfono o correo electrónico de contacto proporcionado por el interesado o su representante legal. Si resultan desatendidos se cursarán por escrito al domicilio fijado en la solicitud, el cual deberá estar situado en la demarcación consular. Agotadas todas las posibilidades de notificación, se efectuará mediante anuncio publicado durante diez días en el correspondiente tablón de la Oficina Consular.

The summons and requirements will be made through the telephone or e-mail provided by the applicant or his/her legal representative. If the applicant is not reachable by these means, the summons and requirement will be sent to the postal address provided in the application, which must be located in the consular district. Once all the previous means have been exhausted, notifications will be published on the notice board of the corresponding Consular Office for ten days.

Las citaciones o requerimientos cursados deberán atenderse en un plazo máximo de diez días, salvo si se requiere la comparecencia personal, en cuyo caso, el plazo es de quince días. De resultar desatendidos en su plazo los requerimientos o citaciones, se tendrá al solicitante por desistido, y se le notificará la resolución por la que se declara el desistimiento.

The summons and requirements must be attended within a maximum period of ten days, this period will be fifteen days in case of summons. If the summons or requirements are unattended within their corresponding period, the application will be considered desisted, and the corresponding resolution will be notified.

El plazo máximo, y no prorrogable, para notificar las resoluciones sobre las solicitudes de visado nacional será, con carácter general, de un mes, contado a partir del día siguiente al de la fecha en que la solicitud haya sido presentada en forma en la Oficina Consular competente para su tramitación, salvo en los siguientes supuestos:

- En el caso de visados de residencia no lucrativa, el plazo máximo será de tres meses. En este caso, la solicitud de la pertinente autorización de residencia que tiene que ser dictada por parte de la Delegación o Subdelegación del Gobierno que corresponda interrumpirá el cómputo del plazo, hasta que se comuniquen la resolución a la Oficina Consular.
- En el caso de visado para reagrupación familiar, el plazo máximo será de dos meses.
- En el caso de visados de larga duración en el ámbito de la Ley 14/2013 de apoyo a las personas emprendedoras y su internacionalización, en los que el plazo máximo será de 10 días hábiles.

The maximum and non-extendable period to notify the resolutions on applications for national visas will be one month, starting the day following the date of the proper submission of the application at the competent Consular Office for its processing, with the following exceptions:

- *In the case of non-lucrative residence visa applications, the maximum period will be three months. In this case, the application for the authorization of residence, which must be issued by the corresponding Government Delegation or Subdelegation, will interrupt the calculation of the period until the resolution is reported to the Consular Office.*
- *In the case of residence for family reunification, the maximum period will be two months.*
- *In the case of residence visas under Law 14/2013, of September 27th, on support to entrepreneurs and their internationalization, the maximum period will be ten business days.*

El visado concedido deberá ser recogido en el plazo de un mes, salvo si se trata de un visado para reagrupación familiar o para estudios, en cuyo caso el plazo de recogida será de dos meses. De no efectuarse la recogida en los plazos mencionados, se entenderá que el interesado ha renunciado al visado concedido y se archivará el expediente.

The visa granted must be collected within a month, except in the case of a visa for family reunification or a student visa, in these cases the collection period will be two months. If the visa is not collected within the aforementioned periods, the applicant will be considered to have renounced the visa granted and the application will be filed.

Tengo conocimiento de que la denegación del visado no da lugar al reembolso de la tasa de visado.

I am aware that the visa fee is not refundable in case of refusal.

30. Lugar y fecha/Place and date

31. Firma del solicitante (en su caso, de la persona que ejerce la patria potestad o tutor legal)/ Signature of the applicant (of the parental authority or legal guardian, when applicable):