


Note: This is an example form. Every consulate's may be a bit different. Read carefully. **For the application of a visa**

		<h2>Application for National Visa</h2> <p>This application form is free</p>	<h2>PHOTO</h2>
1. Surname(s) ¹ <i>Your current last name</i>		FOR OFFICIAL USE ONLY	
2. Surname(s) at birth (previous surname(s)) ² <i>Same as above, unless you have officially changed your name - or see note (2) below</i>		Date of application:	
3. Forename(s) ³ <i>Your first/given name</i>		Visa application number:	
4. Date of birth (day-month-year) <i>Remember to start with day, month, then year (ie. 01-Mar-81)</i>	5. Place of birth <i>City of Birth</i>	7. Current nationality <i>Passport you are applying for <u>this application</u></i>	File processed by:
6. Country of birth <i>Country of Birth</i>		Nationality at birth, if different: <i>If you have one</i>	Documents presented:
8. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female <i>Choose</i>	9. Marital status <i>Choose</i> <input type="checkbox"/> Single/a <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/> Others (specify)		<input type="checkbox"/> Travel document <input type="checkbox"/> Government authorisation <input type="checkbox"/> Request for government authorisation <input type="checkbox"/> Means of livelihood <input type="checkbox"/> Proof of accommodation <input type="checkbox"/> Medical certificate <input type="checkbox"/> Criminal record certificate <input type="checkbox"/> Travel medical insurance <input type="checkbox"/> Note verbale <input type="checkbox"/> Others:
10. For minors: surname(s), forename(s), address (if different from that of applicant) and nationality of person who exercises parental responsibility or legal guardian <i>Only complete if you are applying (at your <u>appointment date</u>) as a minor under 18</i>			
11. Spanish National Identity Document Number, where applicable XXXXXXXXXX <i>to most students (N/A)</i>			
12. Type of travel document <input checked="" type="checkbox"/> Ordinary passport <input type="checkbox"/> Diplomatic passport <input type="checkbox"/> Service passport <input type="checkbox"/> Official passport <input type="checkbox"/> Special passport <input type="checkbox"/> Other travel document (please specify)		<i>99% of people have an "ordinary" passport</i>	
13. Number of travel document <i>Your passport number</i>		14. Date of Issue <i>(all of this is in your passport)</i>	16. Issued by
17. Postal and e-mail address of applicant <i>Your current address + email where you can be sent documents</i>		15. Valid until	Decision on visa:
18. Residence in country other than country of current nationality XXXXXX <i>Most likely "no" if you are a US citizen, may be "yes" if you are not a citizen</i> <input type="checkbox"/> Yes. Residence permit or equivalent document.....N°.....Valid until.....		Telephone number(s) <i>Your current phone number</i>	
19. Current Profession XXXXXXXXXX		Valid from until	
		Number of entries: <input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Over Two	
		Number of days:	

- 1 To be completed according to data which appears in travel document.
2 To be completed according to data which appears in travel document.
3 To be completed according to data which appears in travel document.

28. Data of educational establishment or research centre in case of applying for student or research visa	
Name of educational establishment or research centre [REDACTED]	
Postal address of educational establishment or research centre [REDACTED]	Telephone number of educational establishment or research centre [REDACTED]
	E-mail of educational establishment or research centre [REDACTED]
Intended starting date for study or research [REDACTED]	Intended finishing date for study or research [REDACTED]
In the case of temporary stay of minors for educational reasons in programmes promoted and funded by Public Administrations, non-profit associations or foundations or other bodies or persons who do not exercise parental responsibility or who are not legal guardians:	
<p><i>Ignore this unless you are <u>applying</u> as a minor (under 18)</i></p>	
<p>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 obligatory for the visa application to be examined. Any personal data concerning me which appears on the visa application form, as well as my photograph, will be supplied to the relevant authorities and processed by those authorities for the purposes of deciding on my visa application. Such data as well as the decision taken on my application will be entered into and stored in a database. The authority responsible for its processing is the Consular Post at which the visa application was submitted. Data shall be accessible to those authorities competent to carry out checks on visas at external borders and in Spain, immigration and asylum authorities for the purposes of verifying whether the conditions for the legal entry, stay and residence in the territory of Spain are fulfilled, for identifying persons who do not or who no longer fulfil these conditions, for examining asylum applications and for determining responsibility for such examination.</p> <p>I am aware that I may exercise my rights of access, rectification, opposition and deletion of my personal data, pursuant to the provisions of Organic Law 15/1999, of 13 December, on Protection of Personal Data, by writing to: Dirección General de Asuntos y Asistencia Consulares del Ministerio de Asunto Exteriores y de Cooperación; calle Ruiz de Alarcón 5, 28071 Madrid.</p>	

I declare that to the best of my knowledge and belief all particulars supplied by me are correct and complete. I am aware that any false statements shall lead to my application being refused or to the annulment of a visa already granted.

I am aware that once the visa request has been submitted, a copy of this form, stamped to indicate the date and place of reception, shall be returned to the applicant and that arrangements may be made with the applicant as to the channel for requesting corrections or the supply of documents or certificates required, as well as for serving notice of summons and for notifying him/her of the decision adopted.

Notices and requests shall be made by telephone or fax to the contact number provided by the interested party or his legal representative. If these go unanswered, they shall be served in writing to the domicile set out in the application, which must be located within the consular district.

Summons and requests served must be complied with within a period not exceeding ten days, unless personal attendance is required, in which case the deadline is fifteen days.

Once all the possibilities of serving a notice have been exhausted, it shall be carried out by means of an announcement posted on the relevant notice board of the Consular Post for ten days.

If no reply is received to a request or summons within the time period, the applicant shall be deemed to have withdrawn his/her request and he/she shall be notified of the decision establishing this to be the case.

Decisions on a visa application shall be notified within a maximum period of one month, which cannot be extended, counting from the day following the date the application was submitted at the competent Consular Post for processing, except in the case of residence visas without work permit in which case the maximum period shall be three months. In this latter case, the application for the relevant residence authorisation which must be issued by the corresponding Government Department Office or Provincial Government Office shall put a hold on this time period until this authorisation is notified to the Consular Post.

Once the visa is granted it must be collected within a month, unless it is a visa for a family reunion or a visa for study purposes; in these cases, the period for collection is two months. If a visa is not collected within the aforesaid periods, the applicant shall be deemed to have renounced the visa granted and the application and accompanying documentation will be archived.

I am aware that the visa fee is not refundable if the visa is refused

27. Place and date

Remember to start with day, month, then year (ie. 01-Mar-81)

28. Signature (for minors, signature of person exercising parent responsibility or legal guardian)

Don't forget that this must be signed by the student unless he/she is applying as a minor. In that case, both parents (or all legal guardians) must sign here