

# Spanish Student Visa Application and Courier Service Information Fall 2023

A.B. Freeman School of Business  
Study Abroad & Exchange

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# Presenters



- **Panelists**

- *Lauren Bix, Senior Program Coordinator, Freeman Abroad*
- *Aaron Forbes, Senior Program Coordinator, Freeman Abroad*
- *Mary Hicks, Associate Director, Freeman Abroad*

- **Moderator**

- *Penny Wyatt, Director of Family Programs*

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# Agenda

- ❑ Overview & Second Passport
- ❑ Requirements
  - ❑ List
  - ❑ Key Document Review
- ❑ Notes & Recap
- ❑ Q & A







# Overview

Today's information is intended to assist you (our families) with supporting your students with THEIR visa application process. Please be sure to encourage your student to take ownership of this process and to do the majority of this work themselves.

# Overview

- Freeman Study Abroad & Exchange has arranged with the Spanish Consulate in Houston to submit our students' visa applications as a batch. This helps our students as well as the Consulate and usually results in quicker processing of the applications than if each student applied independently.
- Today's presentation will elaborate upon the instructions already provided to students via their Freeman Abroad portal (<https://freemanabroad.tulane.edu> – student portal is password protected).
- This service is provided for students participating in Freeman Abroad programs and select non-Freeman programs. Students attending programs offering their own batch visa processing services are required to utilize those program services (such as CIEE and CEA programs).
- Deadline: **April 19, 2023.**
- Materials to download: <https://tulane.box.com/s/c3l66r6huo76betqr71ujxi8rqntsni7>.
- We advise students to come in person prior to April 19 when they are ready to turn in their completed application.
  - They can make an appointment via the [SARS appointment system](#) or come for walk-in hours:
  - We will have open office hours for walk-ins on April 17, 18, and 19 from 9:00 am to 4:00 pm in GWBC Suite 220 [GWBC = Goldring/Woldenberg Business Complex].
  - We review the materials with each student to do our best to make sure it meets the Spanish consulate's requirements.



# Overview

- **Students applying independently:**
  - Please indicate this using the questionnaire titled “Spanish Student Visa Courier Service” within the Freeman Abroad portal (password protected).
  - We recommend that these students also submit their application to the Houston Consulate.
  - We also recommend that they follow the same basic instructions and make an appointment to obtain the necessary materials such as acceptance and insurance letters from our office.
- **Physical passport must be submitted, and the passport will remain at the Consulate during the processing of the visa.**

**Be advised that additional requirements might be requested. The Spanish government reserves the right to change its requirements without notice. The consulate recommends students not purchase travel tickets until the visa has been approved and the passport has been returned.**

# Second Passport

The Spanish student visa processing time may take up to 8 weeks.

Therefore, some students will want to apply for a second passport if they are traveling internationally during the time period when their passport will be surrendered to the Spanish Consulate.

Instructions for how to complete this process can be found online here:

<https://travel.state.gov/content/travel/en/passports/have-passport/second-passport-book.html>.

We recommend that students request a letter from us supporting the documentation of their situation by using the questionnaire found in their Freeman Abroad portal.

Passport processing times have become problematic recently, so we encourage families to research their best options with regards to this process. Tulane cannot intervene on behalf of any student with a foreign government nor with the U.S. Department of State.



# Requirements



# Materials Provided by Student

- ❑ **Tulane University Courier Service Terms and Conditions form**
- ❑ POSTAL DELIVERY AUTHORIZATION FORM
- ❑ **Original notarized letter authorizing Mary Hicks to present application on student's behalf**
- ❑ **Notarized copy of Tulane student ID "Splash Card" (original + 1 copy)**
- ❑ **Spanish visa application form (original + 1 copy)**
- ❑ 2 passport-sized photos
- ❑ **Visa application fee paid for with a MONEY ORDER ONLY**
- ❑ **Evidence of funds (original + 1 copy of all documents)**
- ❑ Original Passport (and photocopy)
- ❑ **Pre-paid, self-addressed USPS envelope**
- ❑ NON-U.S. CITIZENS ONLY: evidence of legal status in U.S. (original + 1 copy)

# Materials Provided by Freeman Abroad

- ❑ Official acceptance letter from Host University (original + 1 copy)
- ❑ Original acceptance letter from Tulane (original + 1 copy)
- ❑ Health insurance visa letter in COLOR (original + 1 copy)



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# General Notes

- ❑ All documents should be one-sided and not stapled.
- ❑ Notarizations may be done outside of Louisiana.
- ❑ Notaries local to Tulane that we are aware of:
  - ❑ ABC Title
  - ❑ UPS Store on Claiborne
  - ❑ Tulane's Office of General Counsel (by appointment only)
- ❑ FedEx office in LBC can provide passport-sized photos and digital copy (students will need a digital photo for their ICADE secondary application).
- ❑ We recommend that student NOT affix their photos to the application form until our staff has had a chance to review the form with the student. We have glue in our office.
- ❑ Processing time is up to 8 weeks from submission of application (early May), so plan accordingly.



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# Key Documents: Terms & Conditions

- ❑ It is important to understand the terms and conditions, as well as the limitations of what we provide in offering this service to our students.
- ❑ Let's review the document:
  - ❑ <https://tulane.box.com/s/b4blvv7rri24wvo882mptnnrthocckf>





# Key Documents: notarized items

- ❑ Copy of splash ID card (front and back)
- ❑ Letter authorizing Mary Hicks to submit application on student's behalf
  - ❑ Sample provided in Box folder
  - ❑ <https://tulane.box.com/s/1de5yzj44ndu6dmc22qff5l9mpby30bv>
- ❑ If sponsor is providing financial documents, sponsor letter must be notarized
  - ❑ <https://tulane.box.com/s/8kyjpi2ribt8wc217il1d49mhte0bjul>
- ❑ May be notarized outside of Louisiana

# Key Documents: Visa Application Form

- ☐ Use CHEAT SHEET

- ☐ <https://tulane.box.com/s/5lti22fd8co9zknvuele38t3v3ui3jwb>

- ☐ MUST be typed (may not be handwritten)

- ☐ Use New Orleans address in box #17 to establish residency

- ☐ Should be a mailing address (P.O. Box is sufficient)

- ☐ Does not have to be where student will live after Spring semester

- ☐ Be careful to write dates correctly (European format: DD/MM/YYYY)

- ☐ Follow the cheat sheet instructions for each box

- ☐ Signature cannot be in pencil

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# Key Documents: Proof of Financial Means

- ❑ If student is providing their own personal financial information:
  - ❑ Personal bank account (checking or savings ONLY – no investment or money market accounts, future income, or other non-liquid funds)
  - ❑ The name of the student must show on the bank statements
  - ❑ Must be the statements for the most recent 3 months available (depends upon when bank issues statements – to be discussed in subsequent slide)
  - ❑ Summary page only
  - ❑ Must show an end balance each month of at least \$2,784 for Fall semester
  - ❑ Account number may be obscured for privacy, but leave last 4 digits so that the consulate can confirm the statements are from the same account.

# Key Documents: Proof of Financial Means

- ❑ If student is providing sponsor's financial information:
  - ❑ Notarized letter of support (template in Box: <https://tulane.box.com/s/8kyjpi2ribt8wc217il1d49mhte0bjul>) [\$696/month]
  - ❑ Copy of ID (notarization not required)
  - ❑ Same bank statement requirements as previously discussed
- ❑ Copies of all financial documents must be provided
- ❑ Letters from banks are not accepted (only statements)



# Key Documents: Proof of Financial Means

## ❑ Account Statement dates:

- ❑ If account statements are issued mid-month (i.e. April 15), then student should submit three latest statements by April 19th deadline.
- ❑ If account statements are issued on the last day of the month (ie April 30), then student should submit TWO latest statements by April 19th deadline. Then they must submit 2 copies of April statement by May 5th.
- ❑ If account statements are only issued quarterly (in three-month periods) and there is a long period of time between the end of the statement and the visa application submission, the quarterly statement PLUS a letter from the bank indicating the current balance is acceptable. For example, if submitting an application in May, but the bank statement is only from Jan-Mar, then the student should submit the Jan-Mar bank statement PLUS a letter from the bank indicating the current balance of the same account.

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**Sample Bank Statement:** <https://tulane.box.com/s/2pjuelu5igcbfptbs74wlvm68bdof2zz>



# Key Documents: Money Order

- ❑ Many students have never heard of a money order before and are not familiar with checks.
- ❑ Obtainable from locations such as bank, post office, or some grocery stores.
- ❑ If required, the consulate's address is 1800 Bering Dr, Suite 750 Houston, TX 77057.
- ❑ **PERSONAL CHECKS WILL NOT BE ACCEPTED.**
- ❑ **U.S. citizens:** \$160 payable to "Consulate General of Spain."
- ❑ **Non-U.S. citizens:** amount depends upon student's country of citizenship. Also payable to "Consulate General of Spain."
- ❑ Must be completed in full and signed if required (on the front).
- ❑ Student's name should be written on the front to ensure it stays matched to application.
- ❑ Back of the money order **MUST NOT BE SIGNED**. That invalidates it.

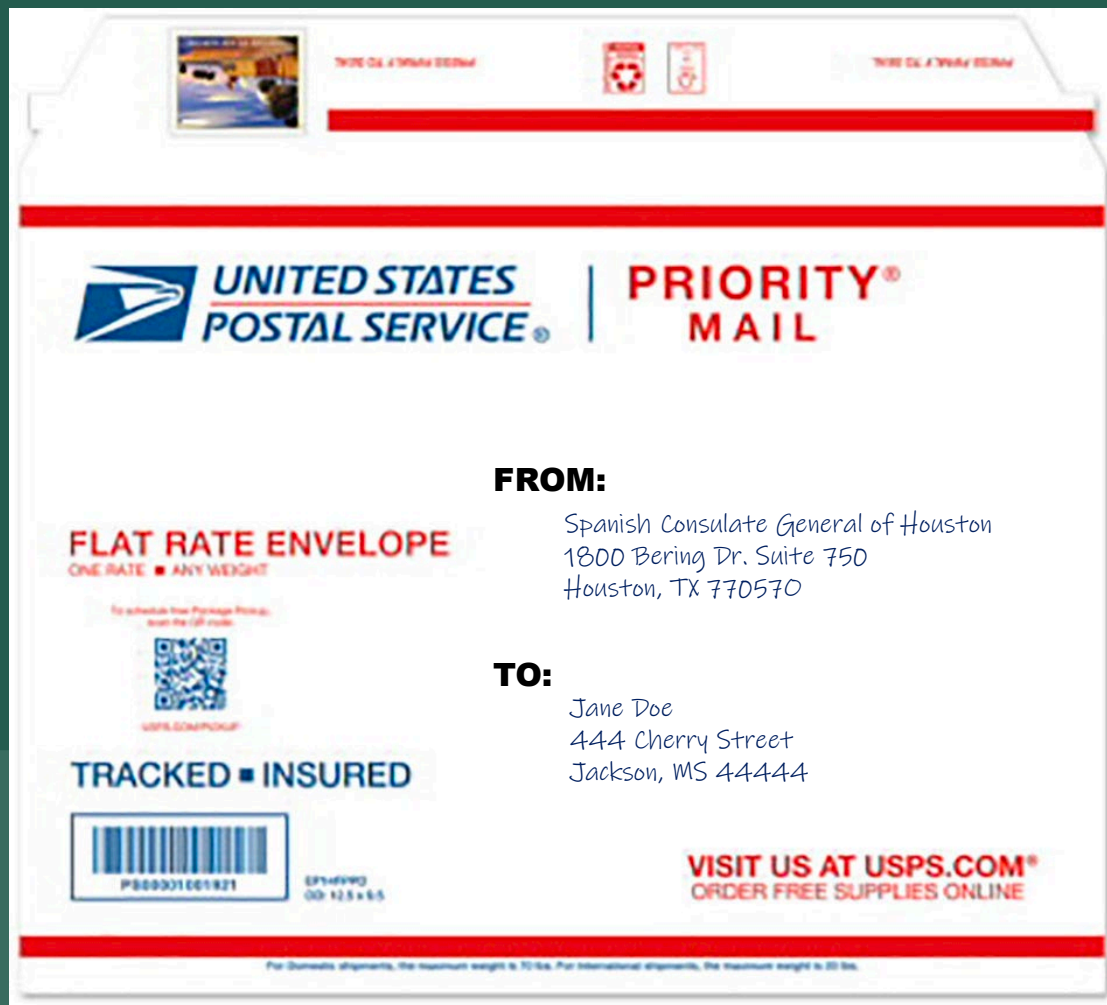
# Key Documents: USPS Envelope

- ❑ Pre-paid, self-addressed USPS (priority mail or express mail) envelope with tracking number (12 ½ x 9 ½; flat rate).
- ❑ Postage and tracking must be affixed to the envelope.
- ❑ "TO" address must be address where passport is to be mailed. Use the address where the student will be during the summer, or where the passport can be received (domestically) on behalf of the student.
- ❑ "FROM" address must be the Spanish Consulate in Houston address (1800 Bering Dr. Suite 750, Houston, TX 77057)
- ❑ Student is advised to keep a photo of the tracking information for their records.

# Key Documents: USPS Envelope

- ❑ Local post offices we recommend:
  - ❑ Loyola campus in Dana Center (only accepts cash and does not always have adequate supplies)
  - ❑ USPS at 2000 Louisiana Avenue
  - ❑ Main USPS office at 701 Loyola Avenue (downtown near the Superdome) – there is also a passport acceptance facility at this USPS location
  - ❑ Other USPS locations listed on USPS.com
- ❑ Note: we do NOT recommend the post office at 3400 S. Carrollton Avenue.





**FROM:**

Spanish Consulate General of Houston  
1800 Bering Dr. Suite 750  
Houston, TX 770570

**TO:**

Jane Doe  
444 Cherry Street  
Jackson, MS 44444



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# Notes and Recap

# Notes

- ❑ Our office cannot intervene with Spanish government processes.
- ❑ Our office cannot give updates on processing status.
- ❑ The consulate will email students directly if there is an issue with an individual application.
- ❑ Students are ultimately responsible for the content of their application. Although we do advise students and try to catch all possible mistakes, we cannot guarantee that there will not be issues when the consulate is processing the applications.
- ❑ Students should also remember the terms and conditions outlined in the signed document.
- ❑ Use the instructions, cheat sheet, and quick checklist provided in Box (<https://tulane.box.com/s/c3l66r6huo76betqr71ujxi8rqntsni7>).



# Recap

- ❑ Please encourage your student to take ownership of this process and to do the majority of the work in obtaining and assembling these materials. This is an important learning process.
- ❑ Notarized documents require planning and preparation.
- ❑ Passports will be surrendered to the consulate on students' behalf. Once those are submitted, students must wait until the visas are issued and passports mailed back to them.
- ❑ Some bank statements may need to be submitted later than April 19<sup>th</sup>. Students should submit all other materials and then plan to bring 2 copies of the final statement to our office (in person) by May 5, 2023.
- ❑ We will be available for walk-in service on April 17, 18, and 19 from 9:00 am to 4:00 pm. The office closes at 5:00 pm.

# Thank you!

## Q & A



### **Freeman Study Abroad & Exchange**

[freemanabroad@Tulane.edu](mailto:freemanabroad@Tulane.edu)

<https://freemanabroad.Tulane.edu>

504.865.5438

### **Office of Family Programs**

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