

Applying for your Spanish Visa through BU Study Abroad: Batch Visa Process Guidelines

If you would like to participate in the BU Batch Visa Process, our Study Abroad office must *receive* your complete and correct application by **OCTOBER 13**.

You may submit your materials in-person or by mail to:

*Boston University Study Abroad
Attn: Liz McBean
888 Commonwealth Ave, 2nd floor
Boston, MA 02215*

In the Batch Visa Process Guidelines, you will find:

- Overview of the Batch Mailing Visa Process
- Checklist
- Detailed Instructions
- National visa application form
- National visa application (example)
- Authorization form
- Boston Consulate Disclaimer form

These guidelines and FAQs were updated September 2023 in accordance with the Spanish Consulate in Boston's website. Please refer to the [Spanish Consulate in Boston's website](#) for official and most up-to-date instructions.

Note: This information has been prepared by Boston University Study Abroad based on the most recent information provided by the relevant immigration agency (E.G., consulate, embassy, etc.). It is each student's responsibility to compile and apply for their visa based on their specific citizenship. Visas are granted by foreign governments only, Boston University does not play a role in visa issuance, nor can we influence immigration policy. While we do our best to keep instructions as up-to-date as possible, visa requirements are subject to change without our knowledge. Ultimately obtaining a visa in a timely manner, and related costs incurred, are a student's responsibility. Failure to acquire a visa will preclude participation in the program.

What does it mean to apply for my visa through BU Study Abroad?

Once a semester, the Spanish Consulate in Boston allows a representative from BU Study Abroad to submit visa applications on behalf of students who attend school or reside permanently in their jurisdiction. This is referred to as the “batch visa process” or the “group visa process”.

When do I need to submit my visa application by?

You need to submit your visa application with all of the necessary supplemental documentation to BU Study Abroad by **OCTOBER 13**. This means that your *complete* and *correct* visa application material must be physically be in our office by this date.

How can I submit my visa application?

You are encouraged to attend one of the two **Spanish Visa Drop-Off Sessions**, so that your submission is reviewed with you for accuracy and completion. These two sessions will take place at the BU Study Abroad Office at 888 Commonwealth Ave (Room 240) on:

Thursday, October 5 at 1:00-3:00pm

Friday, October 13 at 9:30am-12:30pm

If you are unable to attend one of these two sessions, you may drop off your materials at the BU Study Abroad front desk (Monday through Friday from 9am-5pm), or mail them to our office (refer to the mailing address on page 1). Our office will be in contact via email once your materials have been received and reviewed.

Does this mean I will not have my passport until my application has been processed?

Yes, you will be without your passport from the time you submit your materials in mid-October to mid-December. Your passport will be held at the Spanish Consulate in Boston until your application has been reviewed, and **you will not be able to have access to your passport during this time**. When BU is notified that the visas have been issued, the representative will pick up the passports and make arrangements to return them to you in a secure manner. The Boston Consulate has explicitly stated it will take a minimum of 8 weeks to process visa applications, which means you will receive your passport and visa **tentatively between December 13–20**.

We cannot guarantee an exact date that you will have your passport back as this process and timeline depend directly on the Spanish Consulate.

***If you need your passport during this time, please reach out to your Program Manager to confirm your travel dates and to confirm whether or not you will be able to participate in the batch mailing.**

Print this checklist and confirm all items are complete before submitting to BU Study Abroad:

- Passport (make sure it is signed!)
- National Visa Application Form (printed double-sided, completed electronically or by hand, hand signed and dated)
- Passport Photo (glued to the top right of the completed national visa application form)
- Photocopy of your Passport (the ID & signature page)
- Notarized Copy of Student ID (Proof of Residency)
- Notarized Authorization Letter
- Boston Consulate Disclaimer Form
- Money order for visa processing fee
- NON-US Citizens only:** Notarized copy of immigration documents

What do I need to submit for my Spanish visa application?

- Physical passport & one photocopy of the ID/signature page:** Your passport must be valid for **at least 3-6 months** following the end of the program. Make sure your passport is centered on the page when making the scan. It can be in color or black/white, but it cannot be blurry.
 - Before submitting your passport to BU Study Abroad, **make a scanned copy for your records**; you almost certainly will need your passport information while your passport is at the consulate.
 - If you need your passport for any reason during the next few months, please email your Program Manager immediately.
- National Visa Application Form (found on your pre-departure page, [here](#), and below):** **Complete the form electronically and then print double-sided. After printing, sign and date the form by hand on the last page.** The form should be completed in English and must be signed where indicated. Please refer to the national visa application form example (on your pre-departure page and at the end of these guidelines) for step-by-step instructions on how to fill out this form. Staple your application form once complete in the upper left-hand corner.
- One color passport photograph with white background:** This must be an official passport photo that you can get at a CVS, Walgreens, Fedex, or UPS store. It must be on photo paper or the consulate will not accept your application. Make sure your full head is showing, from the top of your head to the bottom of your chin.
 - Write your name and Boston University on the back side of the photo, and once you have double checked that your National Visa Application is filled out 100% correctly, please glue the photo to the first page of the application in the box that says “photo” (do not staple or tape the photo; you must glue it)
- Notarized copy of Student ID (Proof of Residency in the Region):** You must obtain a **notarized photocopy** of your student ID. This will serve as proof of residency in **Massachusetts, New Hampshire, Rhode Island, Vermont, or Maine**. If you are not a student at a university in one of these states, in addition to your student ID, please include a notarized photocopy of your U.S. Driver’s License or U.S. State ID Card which will serve as proof of residency in the Boston Consulate’s jurisdiction.
- Notarized Authorization letter (found on your pre-departure page):** This letter states that you are giving permission to the BU representative to apply submit your visa application on your behalf. Please find the template later in these instructions and sign the letter in front of a notary.

You can find a notary to get this letter notarized at:

- The Dean of Students Office – [Find more information here](#)
- Your local bank
- The UPS Store
- Citizens Bank at the GSU if you currently have an account with them

6. **Boston Consulate Disclaimer Form (found on your pre-departure page):** Please print [this form](#) and sign the form by signing with your signature and include the place and date of when you signed the form.

7. **Money order for visa processing fee:** The processing fee is \$160 for U.S. citizens and \$85 for other nationalities. Citizens of Canada, the United Kingdom, Mauritania, and Australia should refer to the [Consulate's instructions](#) for fee information. The Boston Consulate only accepts money orders (not personal checks or bank checks), payable to the **CONSULADO GENERAL DE ESPAÑA**.
 - a. Please print your name on your money order exactly how it is written on your passport on the signature line.
 - b. If there is a "memo" line, you can write "Student visa"
 - c. If there is an "address" line, please put your current address.
 - d. Do not endorse or write on the back of the money order!
 - e. You can purchase a money order at a bank, credit union, convenience store, US Postal service, grocery store or pharmacy.
 - f. Keep the receipt! (this is important in case you accidentally endorse the money order, or improperly address it, as you can only return the money order with a receipt!)

8. **Letters of acceptance as a full-time student from Spain's University/School or US program:** As a BU study abroad participant, we will include letters in Spanish and in English that supply proof of enrollment, program details, availability of financial means, and proof of international health insurance. You will not receive these letters as part of the batch visa application process. Instead, our office will add these letters directly to your application materials once we have received your visa application materials.

9. **Immigration documents (for non-US citizens only):** If you are not a citizen of the United States, you must submit a **notarized photocopy** of:
 - a. Your green card or
 - b. Your student visa and I-20 form, F-1, H-1, etc.

At the moment of the submission of your application, you must have a valid U.S. visa to return to the United States following the conclusion of your program. Please contact your Program Manager and your ISSO Officer immediately if you have concerns.

NOTE: Although BU Study Abroad will act as a liaison during the application process, it is NOT a visa processing agency. It is the student's responsibility to verify the visa process and requirements at the Spanish Consulate in their jurisdiction.

		<h1>Application for National Visa</h1> <p>This application form is free</p>		<h2>PHOTO</h2>
1. Surname(s) ¹			FOR OFFICIAL USE ONLY	
2. Surname(s) at birth (previous surname(s)) ²			Date of application:	
3. Forename(s) ³			Visa application number:	
4. Date of birth (day-month-year)	5. Place of birth	7. Current nationality		File processed by:
	6. Country of birth	Nationality at birth, if different:		
8. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		9. Marital status <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)		Documents presented: <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				
11. Spanish National Identity Document Number, where applicable				
12. Type of travel document <input 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)				
13. Number of travel document				
14. Date of Issue <small>(dd-mmm-yyyy)</small>	15. Valid until <small>(dd-mmm-yyy)</small>	16. Issued by		Decision on visa: <input type="checkbox"/> Refused <input type="checkbox"/> Issued: Valid from until
17. Postal and e-mail address of applicant		Telephone number(s)		Number of entries: <input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Over Two
18. Residence in country other than country of current nationality <input type="checkbox"/> No <input type="checkbox"/> Yes. Residence permit or equivalent document.....N°.....Valid until..... <small>(dd-mmm-yyyy)</small>				Number of days:
19. Current Profession				

- 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.

20. Principal purpose of journey:		
<input type="checkbox"/> Residence without work permit <input type="checkbox"/> Residence - Family reunion <input type="checkbox"/> Residence - Employee <input type="checkbox"/> Residence - Self employed		<input type="checkbox"/> Residence - Temporary work as employee (nine months a year) <input type="checkbox"/> Studies <input type="checkbox"/> Research (within the framework of hosting agreement signed by research organisation) <input type="checkbox"/> Accreditation
21. Date of intended entry into Spain	22. Number of entries requested: <input type="checkbox"/> one <input type="checkbox"/> two <input type="checkbox"/> more than two	
(dd-mmm-yyyy)		
23. Postal address of applicant in Spain		
24. Spanish Foreign National Identity Number (NIE) ⁴	25.- Date of notification of decision issued by competent body for non-nationals ⁵	
(dd-mmm-yyyy)		
26. Data of individual resident in case of application for residence visa for family reunion		
Surname(s) and forename(s) of individual resident in Spain		
Relationship (between applicant and individual resident in Spain)		
<input type="checkbox"/> spouse <input type="checkbox"/> registered partner <input type="checkbox"/> son/daughter(of the individual resident or spouse)		<input type="checkbox"/> dependent direct relative (of spouse or partner)in the ascending line of the individual resident <input type="checkbox"/> dependent person subject to legal representation of individual resident
Date of birth	Nationality	Spanish Foreign National Identity Number or Spanish National Identity Number
(dd-mmm-yyyy)		
Postal address of individual resident in Spain	Telephone number of individual resident	
	E-mail address of individual resident	
27. Data of employer or company in the case of application for residence and employment visa		
Surname(s) and forename(s) of employer or company name and surname(s) and forename(s) of contact person within company		
Postal address of employer or company	Telephone number of employer or company	
	E-mail address of employer or company	
Spanish Foreign National Identity Number or Spanish National Identity Number of employer or contact person within company		
Spanish Company Tax Identification Code		

⁴ Essential when a decision has been previously issued by competent body for non-nationals in which applicant has received authorisation to reside or work

⁵ Essential when a decision has been previously issued by competent body for non-nationals in which applicant has received authorisation to reside or work

28. Data of educational establishment or research centre in case of applying for student or research visa	
Name of educational establishment or research centre	
Postal address of educational establishment or research centre	Telephone number of educational establishment or research centre
	E-mail of educational establishment or research centre
Intended starting date for study or research (dd-mm-yyyy)	Intended finishing date for study or research (dd-mm-yyyy)
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:	
Surname(s) and forename(s) of person providing minor with accommodation or name of accommodating organisation and surname(s) and forename(s) of contact person within organisation	
Postal address of person providing minor with accommodation or accommodating organisation	Telephone number of person providing minor with accommodation or accommodating organisation
	E-mail of person providing minor with accommodation or accommodating organisation
Spanish Foreign National Identity Number or National Identity Number of person providing minor with accommodation or contact person of organisation	
<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

(dd-mm-yyyy)

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



Application for National Visa

This application form is free

Glue your passport photo here

PHOTO

1. Surname(s) ¹				Last name (as it appears in your passport)		FOR OFFICIAL USE ONLY	
2. Surname(s) at birth (previous surname(s)) ²				Leave blank unless applicable		Date of application:	
3. Forename(s) ³				First & middle name(s) (as it appears in your passport)		Visa application number:	
4. Date of birth (day-month-year)		5. Place of birth		7. Current nationality		File processed by:	
Note: All dates should be in European format (day, month, year)! e.g., 16-Nov-1998		State		USA (or relevant nationality)		Documents presented:	
6. Country of birth		Nationality at birth, if different:		Leave blank unless applicable		<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:	
8. Sex		9. Marital status		Select single or applicable status		<input type="checkbox"/> Male <input type="checkbox"/> Female (as it appears in your passport)	
<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)		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		Leave blank unless you are under 18 years old			
11. Spanish National Identity Document Number, where applicable							
Leave blank							
12. Type of travel document							
This is likely "Ordinary passport". Check the respective box.							
<input 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)							
Decision on visa:							
<input type="checkbox"/> Refused <input type="checkbox"/> Issued:							
13. Number of travel document		14. Date of Issue		15. Valid until		16. Issued by	
Passport Number		Dates in European format!				US Department of State (or relevant issuer if not a US passport holder)	
17. Postal and e-mail address of applicant				Telephone number(s)			
Must be a MA, CT, ME, NH, or VT address (Use your school or permanent address in this state)							
18. Residence in country other than country of current nationality							
<input type="checkbox"/> No <input type="checkbox"/> Yes. Residence permit or equivalent document.....Nº.....Valid until.....							
19. Current Profession							
Student							
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.

20. Principal purpose of journey: <input type="checkbox"/> Residence without work permit <input type="checkbox"/> Residence - Family reunion <input type="checkbox"/> Residence - Employee <input type="checkbox"/> Residence - Self employed <input type="checkbox"/> Residence - Temporary work as employee (nine months a year) <input type="checkbox"/> Studies <input type="checkbox"/> Research (within the framework of hosting agreement signed by research organisation) <input type="checkbox"/> Accreditation		
21. Date of intended entry into Spain Program start date (or desired date of entry if planning to arrive early for personal travels.)	22. Number of entries requested: <input type="checkbox"/> one <input type="checkbox"/> two <input type="checkbox"/> more than two Select multiple entries or "more than two"	
23. Postal address of applicant in Spain Boston University in Madrid, International Institute of Spain c/ Miguel Angel 8, 28010 Madrid		
24. Spanish Foreign National Identity Number (NIE) ⁴ Leave blank	25.- Date of notification of decision issued by competent body for non-nationals ⁵ Leave blank	
26. Data of individual resident in case of application for residence visa for family reunion		
Surname(s) and forename(s) of individual resident in Spain Leave all of #26 blank		
Relationship (between applicant and individual resident in Spain) <input type="checkbox"/> spouse <input type="checkbox"/> registered partner <input type="checkbox"/> son/daughter(of the individual resident or spouse) <input type="checkbox"/> dependent direct relative (of spouse or partner)in the ascending line of the individual resident <input type="checkbox"/> dependent person subject to legal representation of individual resident		
Date of birth	Nationality	Spanish Foreign National Identity Number or Spanish National Identity Number
Postal address of individual resident in Spain	Telephone number of individual resident	
	E-mail address of individual resident	
27. Data of employer or company in the case of application for residence and employment visa		
Surname(s) and forename(s) of employer or company name and surname(s) and forename(s) of contact person within company Leave all of #27 blank		
Postal address of employer or company	Telephone number of employer or company	
	E-mail address of employer or company	
Spanish Foreign National Identity Number or Spanish National Identity Number of employer or contact person within company		
Spanish Company Tax Identification Code		

28. Data of educational establishment or research centre in case of applying for student or research visa	
Name of educational establishment or research centre Boston University in Madrid, Director – Amalia Perez-Juez	
Postal address of educational establishment or research centre c/ Miguel Angel 8, 28010, Madrid	Telephone number of educational establishment or research centre 34-91-319-1458
	E-mail of educational establishment or research centre amaliapj@bu.edu
Intended starting date for study or research Program start date	Intended finishing date for study or research Program end date
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:	
Surname(s) and forename(s) of person providing minor with accommodation or name of accommodating organisation and surname(s) and forename(s) of contact person within organisation Leave this section blank	
Postal address of person providing minor with accommodation or accommodating organisation	Telephone number of person providing minor with accommodation or accommodating organisation
	E-mail of person providing minor with accommodation or accommodating organisation
Spanish Foreign National Identity Number or National Identity Number of person providing minor with accommodation or contact person of organisation	
<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> <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.</p> <p>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.</p>	

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

Once you have printed your completed National Visa Form (double-sided), write by hand the place & date of when you sign your form. For example:

**15 September 2023
Boston, MA**

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

Once you have printed your completed National Visa Form (double-sided), sign here by hand (in blue or black ink)

Boston University Study Abroad

888 Commonwealth Avenue 2nd Floor
Boston, Massachusetts 02215
T 617-353-9888 F 617-353-5402
bu.edu/abroad



To Whom It May Concern:

I, _____, authorize Elizabeth McBean to submit my student visa application materials to the Consulate of Spain in Boston and to pick up my passport and student visa once my application has been processed and approved.

Sincerely,

State of: _____

County of: _____

This instrument was acknowledged before me on _____ (date) by

_____ (name/s of person/s).

(Signature of the Notary Public & Seal)



CONSULATE GENERAL OF SPAIN IN BOSTON

31 St. James Ave. Suite 905
Boston, MA 02116
cog.boston@maec.es
<http://www.exteriores.gob.es/consulados/boston>

DECLARACION DE DESCARGO DE RESPONSABILIDAD

Autorizo al Consulado al envío postal de mi pasaporte. Descargo de responsabilidad al Consulado de España en Boston y a sus empleados así como al Ministerio de Asuntos Exteriores, Unión Europea y Cooperación por el extravío o cualquier daño de mis documentos durante su custodia o transporte.

DISCLAIMER

By allowing the passport to be mailed to me on my request, I release and hold the Consulate of Spain in Boston and its employees, as well as the Spanish Foreign Ministry, harmless from any and all damage claims resulting from a possible loss or damage of my documents while in custody or during transport.

Lugar, fecha y firma / Place, date and signature