



**PROCEDURE:**

1. Complete the documents required. Put all the documents in 1 large brown envelope (with the applicant's surname, name and contact number written in bold letters on the upper left corner of the envelope).
2. The applicant must come personally on the appointment date and must pay the visa fee upon submission of the application.
3. Always include 2 photocopies of the filled-up application form and 1 photocopy of the rest of the documents.

**REQUISITOS:**

1. Duly accomplished *National* application form.
2. One (1) recent passport-size photo with white background (to be pasted on the application form)
3. Valid passport (required minimum validity must be for the duration of the stay).
4. **1 photocopy** of the data page of the valid passport and all previous visas and stamps.
5. **Previous passports** (if applicable).
6. Agreement duly signed by the following parties: the student, the University, the participating institution (ex. Hotel, restaurant, etc.) and the participating agency, if any, with the following terms and conditions:
  - The objectives of the educational co-operation program that the student will undertake.
  - The vacation and sick leaves the students have a right to as per the present Spanish laws.
  - The conditions should there exist a breach in the contract.
  - The insurance policy, coverage and the proof of payment made.
  - The financial benefit for the student, if any.
  - The conditions should disagreements arise during the term of the contract.
  - The appointment of a supervisor in both the participating institution and in the University to monitor and evaluate the work done by the student.
7. **Proof of economic means:** Bank Certificate, Bank Books, ITR, International Credit Cards.
8. **Medical insurance** provided by an authorized insurance company in Spain.

**If the duration of stay is more than 6 months:** the applicant must submit these additional requirements:

1. **Medical Certificate** (done at any DOH accredited hospital or clinic) indicating the non-existence of diseases that may have a serious effect on public health, according to International Sanitary Regulations of 2005 (authenticated by the Department of Foreign Affairs) (validity 3 months from date of issuance).
2. **NBI Clearance** (National Bureau of Investigation) authenticated by the Department of Foreign Affairs (validity is 3 months from date of issuance).

**NOTE: OTHER DOCUMENTS NOT INDICATED MAY BE REQUIRED**

**All documents presented must be translated by a recognized Spanish translator (traductor jurado) accredited by the Spanish Ministry of foreign Affairs.**