

NORTH AMERICAN LANGUAGE AND CULTURE ASSISTANT PROGRAM (NALCAP)

General information

Visas for stays exceeding 90 days in order to participate in the North American Language and Culture Assistant Program (NALCAP) sponsored by Spain's Ministry of Education.

Required documents:

Please note that we do not accept incomplete visa applications. Only complete applications with all the required documents will be admitted and processed.

- One National Visa application form:

- Each applicant must complete and sign a visa application.
- Visa applications can be filled out electronically or handwritten in capital letters.
- If the applicant is a minor, one of their parents or a duly accredited representative must sign the application.
- Please do not forget to fill out numbers 17 (your address, email and telephone number), 28 (complete information related to the university or education center in Spain) and 21 (intended date of entry) on the application form.

- One photo:

- Glued or clipped (not stapled) onto visa application form.
- Photo specifications: Passport-size, color photograph, recent (taken within the last 6 months to reflect your current appearance), printed on matte/glossy paper, taken against a white, light, clear, uniform background, facing forward, without dark or reflective glasses, or any garments concealing the applicant's full oval of the face.
- Photos with a dark background or with objects or people that can be seen behind your head will not be accepted.
- Photos of babies must not show any part of the adult holding them.

- Passport or travel document: Original and photocopy of the page(s) of the passport that contain biometric data.

- Issued in the last 10 years.
- With at least 2 empty pages for visas.
- Valid for at least the intended period of stay.

If the passport does not meet the requirements, it must be renewed before applying for the visa.

- Proof of legal residence in the United States. Non-U.S. citizens must also submit proof of legal residence in the United States: A photocopy of the valid **U.S. long term** Visa or a photocopy of the **U.S. Resident Card (Green card)**; please do not submit the original document).

- F1 student visa holders must submit a photocopy of the I-20 certificate.
- B1/B2 visa holders do not qualify to apply for a visa at this Consular Office. They must apply for a visa in their country of residence or country of origin.

- Proof of residence or study in the Consular district: Applicant must be a legal resident or enrolled in in-person studies at a center at a center within our consular jurisdiction (Washington, D.C., Maryland, Virginia, West Virginia and North Carolina). Residence must be proved by one of the following, valid documents: Photocopy of **U.S. Driver's license, State ID or University Student ID**. Please do not submit the original document.

- If you do not have a U.S. Driver's license, State ID or University Student ID, it is possible to prove residence in our consular district by other documents, e.g. a copy of a lease agreement or utility bill.

- **Letter of acceptance by the Regional Education Authorities** (“nombramiento”/ assignment): Must include:

- **Information on the school the applicant has been appointed to:**

- **Address.**
- **Phone number,**
- **Contact email.**

- **Grant information.**

- **Duration of the program.**

- **Insurance policy information.**

The letter of acceptance must be written in Spanish.

- **Disclaimer form**

- **Payment of the visa fee:** Must be paid in cash or by debit card. No money orders. This fee is non-refundable. Fees in 2024:

- For U.S. citizens: \$160.00
- For citizens of Australia: \$476.00
- For citizens of the Ethiopia
 - For stays shorter than 180 days: \$99.00
 - For stays longer than 180 days: \$510.00
- For citizens of Mauritania: \$263.00
- For citizens of the UK:
 - For stays shorter than 180 days: \$99.00
 - For stays longer than 180 days: \$440.00
- For all other non-U.S. citizens: \$99.00

Visa fees are revised quarterly according to current.

FOR STAYS OF MORE THAN 180 DAYS:

- **Criminal background check certificate:** Applicants of legal age (18 years old and older) who apply for a student visa for a stay of more than 180 days must submit the original and a photocopy (not notarized) of their criminal background check(s) issued by their country or countries of residence in the past five years.

- The background check must be issued by the U.S. Department of Justice – Federal Bureau of Investigation (FBI). We do not accept State Background Checks.

- The background check must be issued within the 6 months preceding the submission of the visa application.

- Criminal background checks must be authenticated with the Hague Apostille. We do not accept background checks without the Hague Apostille.

- The apostille must certify the signature on the Criminal Background check, not other signatures. We don't accept apostilles that certify the signature of a notary that stamps a seal on the criminal background check.

- Criminal background checks must be accompanied by an official translation into Spanish by a sworn/certified translator. The official translation can include the translation of the Apostille as well, but it is not necessary (the translation does not need an Apostille and the Apostille does not need a translation).

- The criminal background check be accepted if it has been altered or damaged in any way, including damage caused by removing staples.

- If the applicant has spent more than 6 months (more than 180 days) during the last 5 years in another country (outside the USA) an additional criminal background check from every country of residence must be provided, unless the applicant has resided in Spain. If the applicant has resided in Spain, there is no need to submit a background criminal certificate from Spain.

- The criminal background checks must be authenticated with the Apostille of The Hague, unless it is issued by an EU member state. The criminal background check issued by an EU authority does not need to be apostilled to be accepted.

- If the country in which the applicant has lived in the past 5 years does not subscribe to The Hague Convention of 1961, the background check must be authenticated by the Ministry of Foreign Affairs of the issuing country and then by the Consulate of Spain in this country.

- The background check must be accompanied by an official translation into Spanish (if the original is not written in Spanish or does not include the translation into Spanish).

Please submit the original and a photocopy of all the documents: Background check, Apostille and official translation.

- **Medical certificate:** Applicants who apply for a visa for a stay of more than 180 days must submit the original and a copy of the medical certificate demonstrating 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.

- The certificate must be issued in the 3 months preceding the submission of the visa application.

- The certificate must include a stamp from the issuing Medical Center, doctor's name and signature, doctor's License Number and date of expedition.

- The certificate must be written on letterhead paper from hospital/doctor's office or directly on the provided template.

- The certificate must be signed by a Doctor (Physician), not by a Nurse Practitioner or a Physician Assistant.

- If the certificate does not include the text in Spanish, an official or certified translation into Spanish is required. In the case of using the bilingual model from our website, the Spanish translation is not necessary.

Please include a photocopy (not notarized) of the medical certificate with your submitted documents.

- **Template certificate:**

**BILINGUAL MEDICAL CERTIFICATE
CERTIFICADO MÉDICO BILINGÜE**

*(The content of this certificate is an exact copy in English and in Spanish)
(El contenido de este certificado es exactamente igual en inglés como en español)*

Medical Certificate of Good Health

This is to certify that Mr./ Ms.

.....
does not suffer from any disease that could cause serious repercussions to public health according to the specifications of the International Health Regulations of 2005.

Certificado Médico de Buena Salud

Este certificado acredita que el/la Sr./ Sra.

.....
no padece ninguna de las enfermedades que pueden tener repercusiones de salud pública graves de conformidad con lo dispuesto en el Reglamento Sanitario Internacional de 2005.

Medical Center Stamp
(Sello del centro médico)
[Mandatory/Obligatorio]

Doctor's Signature
(Firma del médico)
[Mandatory/ Obligatorio]

Doctor's License Number
(Número de Registro)
[Mandatory/ Obligatorio]

In _____, (Day) _____, (Month) _____, (Year) _____

(En)

(día)

(mes)

(año)

INSTRUCTIONS:

- Written on letterhead paper from hospital's/doctor's office:

See a doctor (MD) and they will determine if you are of good health according to the International Health Regulation (2005). This PDF file can be sent electronically in order to be printed out on letterhead paper. The doctor may also use this sample as a guide to write his or her own certificate. Remember that it must specifically mention the International Health Regulations (2005). The doctor should then print out, sign, date and stamp the Medical Certificate.

- Written on Template:

This template can also be signed and filled out by the doctor, **with doctor's stamp**; without the stamp, the template is not valid. Therefore, if your doctor does not have a stamp, in order to be accepted, the doctor must write the information from the template to a letter with a letterhead of the hospital or doctor's office, so it can be accepted at the Consulate.

FOR RELATIVES OF NALCAP VISA HOLDER

General information:

For this purpose, a “relative” is understood to be the spouse, civil union partner and children under eighteen or children with disabilities and not objectively able to provide for their own needs due to their health status. Relatives will not be entitled to work during their stay in Spain.

Foreigners who have applied for a student visa or who are in Spain with a NALCAP visa may apply for the corresponding visas for their relatives so that they can legally enter and stay in Spain for the duration of such studies. The visas may be requested simultaneously with the application for the NALCAP visa or at any subsequent time during the period of validity of the authorized NALCAP visa.

Visas for students' family members do not constitute work permits.

Required documents:

- **Documents required for applicants** (same conditions apply, see above):
 - **One National Visa application form.**
 - **One photo.**
 - **Passport or travel document.**
 - **Proof of residence in the Consular district.**
 - **Health insurance.**
 - **Payment of the visa fee.**
- **Proof of financial means:** Applicants' must certify that he/she has sufficient financial means to cover the expenses of the family members accompanying.
The minimum monthly required amount varies each year and is calculated according to Spain's Public Income Indicator of Multiple Effects (IPREM). For the year 2024, the minimum monthly required amounts are as follows:
 - **For the first accompanying family member:** 75% of monthly IPREM (450€ per month of stay) must be added.
 - **For each additional family member:** 50% of monthly IPREM (300€ per month of stay) must be added.

To certify sufficient financial means, applicant must submit:

- Three most recent monthly bank statements, which must include the applicant's full name and a final balance that exceeds the minimum monthly required amount per month of stay for each family member.
- Copy of any other source of income totaling the minimum monthly required.
- **Documentation proving relationship to the student.** This documentation must be apostilled with the Hague Apostille and officially translated into Spanish.
 - **Marriage:** Original and copy of marriage certificate.
 - **Civil union:** Original and copy of certificate confirming that the relationship is accounted for in a civil registry or documentation proving that couple qualifies for a civil partnership, even if not legally registered as such.
 - **Children:** Original or copy of birth certificate.
 - For children with divorced parents: Original or notarized copy of final divorce and custody filings for the minor.

Documentation issued by government authorities of countries that are not subject to the Hague Convention of 1961 must be authenticated by the Ministry of Foreign Affairs of the issuing country and then by the Consulate of Spain in said country.

- **Health insurance:** Certificate accrediting public or private health insurance subscribed with an insurance entity authorized to operate in Spain. A registry of insurance entities authorized to operate in Spain can be found at the following link: <https://rrpp.dgsfp.mineco.es/>

- It must cover all the risks insured by Spain's public health system (100% of medical, hospital, and out-of-hospital expenses). It must cover all the preventive, diagnostic, treatment and rehabilitation assistance activities that are carried out in health centers or socio-health centers, as well as urgent health transport.

- It must cover the entire period of the stay.

- It should have no coverage limits (Spanish companies offer unlimited coverage), no grace periods for certain benefits, no co-payments, and no deductibles.

- However, if the policy has a coverage limited to a specific amount, this limit must not be less than 30,000 euros and meet the other requirements (see above).

- If the insurance company is not a Spanish-based company, the supporting documentation must expressly say that the company offers coverage in the rest of the world, or at least in Spain.

- Travel insurance and insurance cards are not accepted.

- **For stays of 180 days or more:**

- **Criminal background check.**

- **Medical certificate.**