

## STUDY VISA

### AU PAIR

#### General information

An applicant will be considered an “Au Pair” when there is a collaborative relation, and not a working relation, with the family, characterized by the following:

- The Au Pair will have the same address as the family with which he/she will live.
- Services or housework will only be complimentary to the main purpose.
- The Au Pair will not receive a salary for his/her services.

The applicant must be between 17 and 30 years of age.

#### Required documents:

- **Visa application form:** Each applicant must complete and sign a visa application.
- **1 photograph:** Glued or clipped onto visa application form.  
**Photo specifications:** 2x2 inches (51x51mm) in size, printed on matte/glossy paper, taken within the last 6 months to reflect your current appearance in front of a white/off white background, non-smiling.
- **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.
  - Valid for at least the intended period of stay.
- **Acceptance letter for the study of Spanish:**
  - Must be issued in Spain and addressed to the corresponding Consulate.
  - Must be written in Spanish.
  - Must verify enrollment to an accredited school.
  - The course should lead to the issuing of a certificate or degree.
  - The letter of acceptance must mention name and duration of the program. The duration of the program and the Au Pair activity must be around the same time.
  - The student must be registered full-time and successfully complete the program.
- **Proof of financial means:** Applicants' must certify that he/she (or parent, legal representative, relative or third party that supports him/her) has sufficient financial means to cover the expenses of student's stay,

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 2023, the minimum monthly required amount is 100% of monthly IPREM = 600€ per month of stay.

If documentation is provided demonstrating that accommodations for the entire length of the student's stay has been paid for in advance, this amount will be deducted from the minimum requirement. The same will apply if documentation is provided demonstrating that the student will receive a stipend during their stay.

At least one of the following documents must be submitted:

- **If the applicant bears full financial responsibility:** 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.
- **If applicant is receiving financial aid, loans, scholarships or other economic aid that covers the minimum monthly required amount:** Documentation proving the issuing of financial aid, loans, scholarships or other economic aid.

An official/certified translation of this documentation to Spanish must also be included.

- **If parent, legal guardian, relative or third party is bearing full financial responsibility:**

- Notarized letter in which parent, legal guardian, relative or third party assumes full financial responsibility equal to at least the minimum monthly required amount per month of stay. Suggested wording:

*“I hereby certify that I, [full name of parent, legal guardian, relative or third party assuming full financial responsibility], assume full financial responsibility for [full name of applicant]’s round-trip ticket to the United States, as well as monthly room and board expenses while in Spain, and any additional expenses, emergency or otherwise, that may arise during their stay.”*

- Notarized copy of parent, legal guardian, relative or third party’s ID or passport.

- Parent, legal guardian, relative or third party’s three most recent monthly bank statements, which must include full name of party assuming financial responsibility and a final balance that exceeds the minimum monthly required amount per month of stay.

- **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/>

- 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.
- Should not have coverage limits, grace periods for certain benefits, co-payments or deductibles.
- Must be valid during the entire intended period of stay.

Exceptionally, health insurance from international companies offering limited coverage may be accepted up to a maximum of \$500.000 in medical expenses if it meets the other requirements (see above).

If the insurance company is U.S.-based, 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.

- **Proof of residence in the Consular district:** Applicant must be a legal resident in the Consulate’s jurisdiction.

Residence must be demonstrated by submitting a copy of: U.S. Drivers’ License or State ID.

- **Au Pair contract:** Original and notarized copy of contract signed by the family and the Au Pair, or notarized statement from the host family stating the following conditions:

- Duration of the placement agreement, with a maximum of 1 year.
- Participation in services or chores, which should not exceed 5 hours/day.
- Provision of one full day off per week: At least one of the days off each month will be a Sunday and the Au Pair must be given the ease to participate in religious activities.
- Address which the Au Pair will share with the host family, as well as a commitment to enjoy a certain degree of independence.
- Commitment of the host family to allow the Au Pair sufficient time to attend language courses and to improve their cultural and professional knowledge.

- “Pocket money” concept amount that the Au Pair will receive monthly.
- The agreement must allow both parties to terminate the contract by giving a two-weeks’ notice.
- **Payment of the visa fee:** Must be paid by cash or by debit card. No money orders. This fee is non-refundable.
  - For U.S. citizens: \$160.00
  - For citizens of Australia: \$476.00
  - For citizens of Bangladesh: \$99.00
  - For citizens of Ethiopia:
    - For stays shorter than 180 days: \$88.00
    - 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: \$88.00
    - For stays longer than 180 days: \$440.00
  - For all other citizens: \$88.00

Visa fees are revised quarterly according to current exchange rates and can be subject to changes.

#### **For stays of 180 days or more**

- **Criminal background check:** Applicants of legal age must submit an original or notarized copy of their criminal background check issued by the country/countries of residence in the past 5 years.
  - Criminal background checks must be issued by the U.S. Department of Justice – Federal Bureau of Investigation (FBI). We do not accept State Background Checks.
  - Criminal background checks must be issued within the 6 months preceding the submission of the visa application.
  - It must be authenticated with the Hague Apostille and include an official/certified translation to Spanish.
  - Under no circumstances will a 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 lived outside the United States in the past 5 years, an original or notarized copy of a criminal background check from every country of residence must be provided. These background checks must also be authenticated with the Hague Apostille and translated into Spanish.

If the country/countries in which the applicant has lived in the past 5 years is not subject 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 said country.

- **Medical certificate:** Medical certificate demonstrating the the applicant does not suffer from drug addiction, mental health issues or any diseases that could have serious repercussions for public health in accordance with the International Health Regulations of 2005. Mismo criterio que anteriormente.
  - This certificate must be issued within 90 days of submitting the visa application.
  - This certificate must include a stamp from the issuing Medical Center, doctor’s signature and doctor’s License Number.
  - The certificate must be written on letterhead paper from hospital/doctor’s office or directly on the provided template.

**Template certificate:**

**BILINGUAL MEDICAL CERTIFICATE  
CERTIFICADO MÉDICO BILINGÜE**

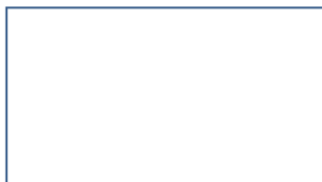
*(The content of this certificate is an exact copy in English and in Spanish)  
(El contenido de este certificado es exactamente igual en inglés como en español)*

**Medical Certificate of Good Health**

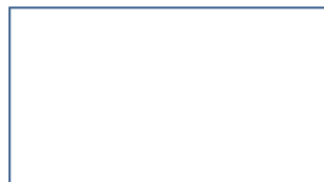
This is to certify that Mr/ Ms. ....  
is free of drug addiction, mental illness, and does not suffer from any disease that could cause serious repercussions to public health according to the specifications of the International Health Regulations of 2005. These contagious diseases include, but are not limited to smallpox, poliomyelitis by wild poliovirus, the human influenza caused by a new subtype of virus and the severe acute respiratory syndrome (SARS), cholera, pneumonic plague, yellow fever, viral hemorrhagic fevers (e.g.: Ebola, Lassa, Marburg), West Nile Virus and other illnesses of special importance nationally or regionally (e.g.: Dengue Fever, Rift Valley Fever, and meningococcal disease).

***Certificado Médico de Buena Salud***

Este certificado acredita que el/la Sr./ Sra. ....  
no padece ninguna drogodependencia, enfermedad mental o alguna de las enfermedades que suponen riesgo para la salud pública de conformidad con lo dispuesto en el Reglamento Sanitario de 2005. Estas enfermedades contagiosas incluyen, entre otras, la viruela, poliomielitis por poliovirus, gripe humana causada por nuevos subtipos del virus, síndrome respiratorio agudo severo (SARS), cólera, neumonía, fiebre amarilla, las fiebres hemorrágicas virales (como el Ébola, Lassa, Marburg, etc.), la fiebre del Nilo Occidental y otras enfermedades de ámbito nacional o regional (como el Dengue, Fiebre del Valle del Rift, síndrome meningocócico, etc.).



**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.

## AU PAIR VISA FOR UNDERAGE (UNDER 18) STUDENTS

### Required documents:

- **Documents required for applicants** (same conditions apply, see above):
  - **Visa application form:** A parent or legal representative must sign the application once completed.
  - **1 photograph.**
  - **Passport or travel document.**
  - **Acceptance letter for the study of Spanish**
  - **Proof of financial means.**
  - **Health insurance.**
  - **Proof of residence in the Consular district.**
  - **Au Pair contract.**
  - **Payment of the visa fee.**
- **Documents required exclusively for underage (under 18) students:**
  - **Authorization to travel:** Notarized written authorization from both parents or guardians to travel abroad, expressly stating:
    - Period of time the minor is authorized to travel abroad.
    - Contact details of people in charge of the minor in Spain:
      - Name and last name.
      - DNI (Documento Nacional de Identidad) or NIE (Número de Identificación de Extranjeros).
      - Telephone number.
      - Address.

This authorization must be legalized with the Hague Apostille and include an official/certified translation to Spanish.
  - **Notarized copy of parents' or guardians' Passports.**
  - **Original or notarized copy of minor's Birth Certificate issued in the last 12 months.** Must be authenticated with the Hague Apostille.
  - **Letter of responsibility:** Letter of authorization from person in charge of the child during his/her stay in Spain. Tutor must accompany this letter with:
    - **Notarized copy of their passport or National ID.**
    - **Sexual misconduct record certificate from the Ministry of Justice.**

### **For stays of 180 days or more**

- **Medical certificate.**

## APPLICATION PROCEDURE FOR AU PAIR VISA

**Who can apply for a visa:** Applications must be submitted by mail (USPS) or in-person.

**Place of submission:** Applications must be submitted by mail or in-person at the corresponding BLS International Services Ltd. offices (Visa Application Center).

**Visa application period:** Visa applications must be submitted sufficiently in advance of the beginning of the pertinent study programmes, as the procedure entails consultations with other authorities.

**Decision period:** The legal period for reaching a decision is of 1 month from the day after the application submission date, but this period may be extended if an interview or additional documents are requested.

**Visa collection:** Passports with issued visa and other original documents submitted will be available for in-person pick-up by the applicant or a duly accredited legal representative at the corresponding BLS International Services Ltd. office.

Passports can be picked up in person

**Visa refusal:** Refusals of the visa or study stay permit will always be notified in writing, setting forth the grounds on which the decision adopted was based.

**Appeals:** If a study stay permit or visa is refused, the applicant may submit an appeal for reconsideration to this Consular Office within 1 month of the day following the date on which notification of the refusal is received. An application for judicial review may also be filed with the High Court of Justice of Madrid within the 2-month period beginning the day after the date on which the applicant receives notification of the visa refusal or of the dismissal of the reconsideration appeal.

**Visa validity period:** If the study stay does not exceed 6 months, the visa will be valid for the entire stay and it will not be necessary to obtain a Foreigner Identity Card.

If the study stay is for longer than 6 months, the visa will be valid for a 90-day stay. The student must apply for a Foreigner Identity Card within a period of 1 month from their entry into Spain, at the Foreign Nationals' Office or the Police Station of the province in which the permit was processed.