

SPAIN STUDY VISA TIMELINE



Step 1 - Sign up for the Group Appointment OR Schedule an Individual Visa Appointment

Group Appointment - Verto Recommended

Fill out the **Student Visa Form** on your [MyVerto Portal](#) and select “yes” for the group visa appointment. You will receive a confirmation email with the document checklist included as an attachment.

Individual Appointment

Read through the visa resources, on the [enrolled student page](#), and **identify your jurisdiction for your Consulate and BLS* Visa Application Center**. This is based on your driver’s license. Each Spanish Consulate/BLS Center has a different process, and some allow you to apply for your student visa 6 or 3 months before your program start date. *BLS is the visa processing service hired by Spanish Consulates in the United States. This is where you apply for and pick up your visa.

6 months before arrival

If you are within the Spanish Consulate jurisdictions of **Boston, Chicago, Houston, Miami, San Francisco, or Washington DC**, you can book your appointment to apply on the [BLS website](#) 6 months before arrival. *Note: Students must be 18 years old at visa appointment & already have a passport valid 6 months past the program end date.*

3 months before arrival

If you are within the Spanish Consulate jurisdictions of **Los Angeles or New York**, you can book your appointment to apply on the [BLS website](#) 3 months before arrival. *Note: Students must be 18 years old at visa appointment & already have a passport valid 6 months past the program end date.*

Step 2 - Complete Pre-Departure Forms on MyVerto Portal

Students must complete the **Student Visa Form & Passport** Pre-Departure Forms on the [MyVerto Portal](#). The Passport Form is required for the visa documentation that Verto Education will provide to students.

The **Student Visa Form** must be filled out whether you are planning on applying individually or as part of the group appointment.

- If you are [applying individually](#), this lets Verto know *when* and *where* to ship your Verto-provided documents. **You cannot apply without these documents**, so fill out this form far in advance of your scheduled appointment date.
- If you’re joining the [group appointment](#), this will add you to our student roster and send you the group appointment checklist.

Step 3 - Visa Appointment Preparations

3-2 months before appointment date/mail-in deadline (for group appointment)

At a minimum, students should give themselves 1 month to put together their student visa application. Student visa applications must be perfect and complete in order to have a Spanish student visa approved.

- Incomplete individual visa applications will be denied and students will be required to schedule a new appointment and travel to the BLS Center again.
- Incomplete group visa packets will require immediate rectification and will be returned to the student if errors are not fixed by the deadline given.

Note: All student visa application resources can be found on the [Location Resources page](#).

Individual Appointment	Group Appointment
<p>Read through the visa resources and identify your Consulate of Spain and BLS Visa Application Center, based on the state where you reside.</p> <ul style="list-style-type: none"> - Read the Visa Guide document that pertains to your Consulate of Spain. - Read the Individual Checklist document that pertains to your Consulate of Spain. 	<p>When you fill out the Student Visa Form and indicate you'll be joining the group appointment, you'll receive an email with the checklist of required documents.</p> <ul style="list-style-type: none"> - Read through the checklist. - Follow the instructions, and gather ALL required documents.
<p>Gather all documentation necessary for your visa application appointment.</p> <ul style="list-style-type: none"> - Make sure you give yourself enough time to gather ALL necessary documents for your application, including the documents Verto provides by mail and notarizing any documents as indicated in your checklist. - Verto will not mail out the documents we provide until you fill out the Student Visa Form and indicate that you'll be applying on your own. 	

2 Months - 2 Weeks before appointment date/mail-in deadline (for group appointment)

At a minimum, student visa applications should be completed 1-2 weeks before the student's visa appointment/group appointment mail-in deadline.

Once you've gathered all required documents, you will go through the document revision and verification process.

Individual Appointment	Group Appointment
<p>Upload photos of every single document/requirement listed on the Visa Checklist to the Visa Application Review Uploader Pre-Departure Form on the MyVerto Portal for revisions. The earlier you upload your visa application for review, the more time you will have to make necessary revisions.</p> <ul style="list-style-type: none"> - Failure to complete the Visa Application Review Uploader Pre-Departure Form on the MyVerto Portal may lead to incomplete visa applications and denied visas. 	
<p>Book a Visa Check-In appointment with your SOA to review your visa documents before mailing them.</p> <ul style="list-style-type: none"> - Failure to meet with your SOA for a review may lead to incomplete visa applications and denied visas. 	
	<p>Mail all of your documents to the address provided in the group visa checklist. You will receive an automatic email once we retrieve your packet from the shipping office.</p> <ul style="list-style-type: none"> - <i>Incomplete group visa packets</i> will require immediate rectification and will be returned to the student if errors are not fixed by the deadline given.

Step 4 - Finalizing Visa Applications

24 hours before visa appointment (Individual Only)

24 hours before the student's individual visa appointment, students must ensure that they have made mandatory revisions to their visa applications and that all required documents are in place.

It is important to double-check your visa application at least 24 hours before the visa appointment in case you have any questions! If you run into an issue very late the day before your appointment,--- your Student Onboarding Advisor may not be available to answer questions. Please make sure that your visa application is perfect and complete at least 24 hours before your appointment to allow your Student Onboarding Advisor time to reply to your questions. Remember, incomplete visa applications will be denied and students will be required to schedule a new appointment and travel to the BLS Visa Application Center again.

Individual Appointment	Group Appointment
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Double-check that all of your documents are in your visa application packet.	Your visa packet should have already arrived at the mail-in address well before the mail-in deadline.
Double-check the time of your appointment. Plan what time you should leave to arrive early.	Double-check that we've confirmed all your documentation was submitted correctly.

Step 5 - Attend Visa Appointment

Day of visa appointment (Individual Only)

The address of your BLS Visa Application Center can be found on your Visa Guide which is linked in the '[Spanish Consulate Guides & Checklists](#)' on the [Location Resources page](#). *Make sure to allow ample time for traffic, parking, and finding the visa office!* If you arrive late, BLS may not accept your application, and you may be required to reschedule your visa appointment. Students put in lots of visa application work, so arrive early to your visa appointment!

Step 6 - Visa Return and Retrieval

After visa submission - weeks before arrival

After applying for your student visa (Individually), you will need to wait anywhere between 1-2 months for your visa to be processed and sent back to you. The BLS Center will either require you to return in person to pick it up or you may have the option to have your passport shipped back to you.

Individual Appointment	Group Appointment
Continue to check your email and SMS inbox and spam folders for communication from the Consulate of Spain and/or BLS. They will notify you <u>once</u> if something is missing.	Verto will apply for your student visa on your behalf.
When BLS notifies you that your visa has been approved, return to the BLS office <u>during pick-up hours</u> and retrieve your passport. The visa will be affixed to one of your passport's pages.	Passports are usually shipped back to students by early-mid August. We will notify you, via email, once we have received your passport back and will ship it back to you.

Once you receive your passport with student visa inside (a sticker), students will need to complete the **Student Visa Copy Upload** Pre-Departure Form on the MyVerto Portal.