



EMBAJADA DE ESPAÑA  
EN CANBERRA

Embassy of Spain in Australia  
15 Arkana Street  
Yarralumla, ACT 2600  
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## LANGUAGE AND CULTURE ASSISTANTS IN SPAIN

### VISA APPLICATION INSTRUCTIONS FOR AUSTRALIAN APPLICANTS - SCHOOL YEAR 2026-2027

#### **Study visa for Language and Culture Assistants**

The Consular Section of the Spanish Embassy in Canberra has jurisdiction only in the Australian Capital Territory (ACT) and Queanbeyan. People located in the rest of Australia should check the website of the Consulate General of Spain in Sydney or in Melbourne. People located in other countries, should check the website of the Embassy or Consulate of Spain with jurisdiction over their place of residence.

#### **Study visa**

Visa for stays exceeding 90 days to participate in the Language and Culture Assistant Program sponsored by the Ministry of Education, Vocational Training and Sports of Spain.

This study visa does not allow the applicant to be accompanied by family members.

#### **Activity for which this study visa may be obtained:**

- Participating in the program sponsored by the Ministry of Education, Vocational Training and Sports of Spain, supporting Spanish school as a language assistant.

#### **Required documents**

1. **National visa application form.** Each applicant must complete and sign one visa application, filling in each of its sections.

2. **Non-refundable visa fee in AUD \$710.00.** Payment only in cash (preferably exact amount).

3. **Photograph.** A recent, passport-size, color photograph, taken against a light background, facing forward, without dark or reflective glasses, or any garments concealing the oval of the face.

4. **Valid, unexpired passport.** Original and a copy of the page or pages of the passport that contain biometric data. The passport must be **valid for at least one year after the intended entry date** and contain two blank pages. Passports issued more than 10 years ago will not be accepted.

Residents in Australia who are not Australian citizens will also have to provide their residence visa (VEVO).

5. **Copy of the Letter of Appointment ("Nombramiento").** This letter must provide information about the school, the grant, the duration of the program, start and end dates, and health insurance policy.

6. **Proof of financial means.** The copy of the Letter of Appointment will be deemed as sufficient proof of financial means for the applicant.

7. **Medical certificate.** Applicants must submit the **original and a copy** of a medical certificate accrediting that they do not suffer from any disease that could cause serious repercussions for public health pursuant to the 2005 International Health Regulations. This [Medical certificate template](#) may be used.

The medical certificate must be notarized and apostilled. To apostille Australian documents, you may follow the information at the [Smart Traveller website](#). If the template has not been used and the certificate is only in English, it must be submitted with an official translation into Spanish. The translation needs to be done once the document has been apostilled. Sworn translators can be found through [this link](#).

8. **Criminal record certificate.** Applicants who apply for a visa for a stay of more than 180 days must submit the **original and a copy** of the criminal record certificate(s) issued by the country or countries of residence for the past 5 years. The certificate(s) must include both name and fingerprint checks.

- The criminal 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. For Australian documents, you may follow the information at the [Smart Traveller website](#).
- **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 need to be **submitted with an official translation into Spanish**. The translation needs to be done once the document has been apostilled. Sworn translators can be found through [this link](#).

**9. Proof of residence in the consular district.** The applicant must provide proof of their legal residence in the consular district or that they are attending classes, in person, in the consular district.

**10. Proof of the representative's identity and capacity.** If the visa application is submitted through a representative, a copy of the identity document or passport of the representative and of the power of attorney or document accrediting representation must be submitted. The originals must be shown when submitting the application. Foreign documents must be legalized or apostilled and, where applicable, must be submitted together with an official translation into Spanish. For Australian documents, you may follow the information at the [Smart Traveller website](#)

### **Application procedure**

- **Who can apply for a visa:** Visa applications must be submitted **in person by the Language Assistant**. They may **also** be submitted **through a duly accredited representative**.
- **Visa application period:** Language assistants must submit their visa application **at least two months before the beginning of their program**, as the procedure entails consultations with other authorities. Late applications will only be accepted if the applicant can demonstrate extenuating circumstances. Applications can be submitted **as early as three months before the start of their program**.
- **Place of submission:** Applications must be submitted **in person at the Consular Office** (15 Arkana Street, Yarralumla, ACT 2600). **An appointment is necessary. To obtain an appointment, please write an email to [emb.canberra.sc@maec.es](mailto:emb.canberra.sc@maec.es).**
- **Proof of receipt:** The Consular Office will provide the applicant with proof of receipt of the application with a code that enables them to check the status of the dossier through the following link: <https://sutramiteconsular.maec.es/Home.aspx>
- **Rectifying the application:** The Consular Office may ask the applicant to submit any missing documents, or to provide additional documents or data that are necessary for a decision regarding the application. The applicant may also be called in for a personal interview.
- **Decision period:** The legal period for reaching a decision is 1 month from the day after the application submission date, but this period may be extended if an interview or additional documents are requested.
- **Collecting the visa:** The visa must be collected **in person by the applicant or by their representative** within a maximum period of 2 months, counted as of the day after the date on which the favorable decision is notified. The Consular Office will inform the applicant regarding the procedure for the return of the passport and any other original documentation.
- **Refusal of the visa:** Refusals of the visa will always be notified in writing, setting forth the grounds on which the decision was adopted.
- **Appeals:** If a 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.

### **Further information**

- **Validity period of the visa:** 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 language assistant 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.

- **Entering and leaving Spain:** The validity of the authorization will begin one month before the start of the teaching activity and will extend 15 days beyond the end of the activity.