

LANGUAGE AND CULTURE ASSISTANTS IN SPAIN
VISA APPLICATION INSTRUCTIONS FOR AUSTRALIAN APPLICANTS SCHOOL YEAR 2025-2026
(Canberra)

Study visa for Language and Culture Assistants

The Consular Section of the Spanish Embassy in Canberra only has jurisdiction 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 the Consulate General of Spain in Melbourne. People located in other countries, should check the website of the Embassy or Consulate of Spain responsible for 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 for the student

1. [National visa application form](#). Each applicant must complete and sign a visa application, filling in each of its sections.

2. 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.

3. Valid, unexpired passport. Original and photocopy 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).

4. Copy of the Acceptance Letter by Regional Education Authorities ("Nombramiento"). This letter must provide information about the school the applicant has been appointed to (address, phone number, contact email). It must also contain information about the grant, the duration of the program, start and end dates, and health insurance policy.

5. Proof of financial means. The Copy of the Acceptance Letter by Regional Education Authorities will be deemed as sufficient proof of financial means for the applicant.

6. 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 their country or countries of residence for the past 5 years. The certificate must include both name and fingerprint checks. 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](#).

- 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.

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. You may use this template [Medical certificate template.pdf](#). The certificate must include both name and fingerprint checks. 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](#).

8. 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.

9. 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](#)

10. Payment of the visa fee. Please check the amount of the visa fee with the Consular Office.

Other required documents

When necessary to assess the application, the Consular Office may request additional documents or data and may also ask the applicant to come in for a personal interview.

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. An appointment is necessary. To obtain an appointment, please write an email to 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.
- **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 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.