

Hola amigos!!!

Now that you have opened this tab, it's likely that you are going to a global B-School or are interested to know about the process post selection into a global B-School. In this post, I will talk about my experience, from start to end, in acquiring a long term Spanish visa for my studies at IE Business School Spain. The procedure to acquire a student visa for any other college in Spain will be similar. **For aspirants, this is going to be very informative (at the same time very lengthy).** First, let me congratulate the students who got through a global B-school such as IE Business School.

Congratulations on getting into one of the best B-Schools in the world. If you assume that getting done with GMAT, application form and interviews were the toughest parts and it's going to be a cake henceforth, then trust me this is a flawed assumption. **Wait till you start doing your research work for “a long term visa” to the kingdom of Spain.** Few days back, I was in your place and had to do a lot of research. Getting a Spanish visa without a travel agent is an achievement because the consulate website likes to keep information secret. **The website provides half information, which is not a major problem. The major problem is that the embassy doesn't clear your doubts over phone. One needs to go to the embassy to clear one's doubts.** I feel I was fortunate enough to be around batch-mates who are more than happy to help others. Before I begin, I will like to extend my heartfelt gratitude to the multi-talented **Ankit** for doing the research work early on; **Snehasish** and **Paritosh** for getting their appointment done before me and helping me with my inconsequential queries, related to their documentation and experience at the embassy, with patience; chef **Meeta** for arranging the medical insurance at a great discounted price; **Ruhi** for going to the embassy to clear our doubts and for getting the apostille done for me; **Cinjal** for his sponsor's letter format and the wonderful write up that he had put up for guys visiting the Mumbai consulate; **Mayank** for his sample application form, which was very helpful; and **IE India Office, Namita** and **Suhas**, for their swift reply to all my queries. Thanks to all the other batch-mates who have shared their experiences, cleared doubts and helped us to be prepared for the visa appointment.

My purpose behind writing this post is to **ameliorate the visa acquiring process** of my lovely batch-mates who are yet to have their visa appointment and of the future batches to IE.

So, let's begin.

First things first. You are applying for a “Long term stay visa” and you need to **directly apply at the embassy.** So, be prepared to take leaves for your trips provided you are not based out of Mumbai or Delhi. Yes, there are two embassies in India. The next logical question, where do I apply to?? The Mumbai consulate handles applications from Maharashtra, Goa, Gujarat, Chattisgarh, Andhra Pradesh, Karanataka, Tamil Nadu, Kerala, plus Daman & Diu. The Delhi Consulate handles applications from all the remaining Indian states, Nepal, Sri Lanka and the Maldives. **Once you have finalized your embassy, give a call on 01244556710 (BLS Spain) and book an appointment for a “Long term stay visa” or “student visa”.** (Do have your passport number with you while booking the appointment. I didn't have mine. :P)

NOTE: From here on this post is for people who will be going to the Delhi Embassy because Delhi and Mumbai embassy are very different from each other. Strange, but it's true.

Getting a Spanish visa is all about flawless documentation and a bit of luck. Go through the link given below to first see the documents you will need to present at the embassy.

<http://www.exteriores.gob.es/Embajadas/NUEVADELHI/es/InformacionParaExtranjeros/Documents/study%20visa-for%20duration%20more%20than%20180%20days.pdf>

Next, let's see the documents that we need. To make it easier for everyone, I have used three colours based on the number of days it takes to get the document. (Waiting time/appointment time is also included in the number of days). This is definitely not binding. One can in some cases get it done earlier.

Green: less than 1 day; **Yellow:** 2-5 days; **Red:** more than 5 days

- 1) **Demand Draft:** DD of Rs 4559 in favour of “Embassy of Spain, New Delhi” payable at New Delhi. I applied for a visa in 2018. The amount gets updated every year. So, be sure of the amount before making the DD. **Keep 3 photocopies of the DD.** Write, **with a pencil**, your name, passport number, contact number, date of birth and signature on the back side of the DD and its photocopies.
- 2) **Application form:** (A sample application form attached at the bottom of this post):
 - a. The application form should preferably be **filled up online and then printed.** One could use “**Xodo PDF viewer & Editor**” or “**PDFescape**” to edit the application form. The less the blue marks on the form the better it is.
 - b. Visa photographs for different countries are different. This is the one required for Spain. <https://visafoto.com/es visa photo>
 - c. Page 2, Serial no. 22: **No. of entries in Spain.** Ideally, mark it as “more than two”.
 - d. Page 2, Serial no. 23: **Postal address of applicant in Spain.** In this section, one can share the “**Student Services**” address.
 - e. Page 5, Serial no. 27: Place and date. Place represents one's current location and date can be any date prior to the visa appointment date.

3 photocopies of the application form. Visa applications are not the place to save paper. The applicant can keep one extra to avoid any hassle at the embassy.
- 3) **Enrolment Contract:** The applicant requires the original enrolment contract (the one, which has all the details about the tuition fees, scholarships (if any) and outstanding tuition fees, you got before you had to deposit your place reservation fee) that was signed and sent to IE to reserve your place. **The contract has three pages.** This will also act as a declaration letter that you will pay the remaining due within the stipulated time.
1 photocopy of this contract.
- 4) **Documents sent by IE:** The 12-page original documents that IE couriered will play a very important role. Give all the pages. Those documents are not meant for the applicant. It is for the embassy people. These pages will act as an admission letter (in English and Spanish), proof of accommodation (in Spanish), Course structure (in Spanish) and scholarship letter (in English and Spanish). The admission letter has all information

related to the duration of the course, start and end date, and the money that has been paid so far. If someone hasn't got the documents, then try to get in touch with the Student Services team or IE India office. If that the applicant has the document, it becomes green.

1 photocopy of all the 12 pages.

- 5) **Mark sheets:** Include a copy of all the mark-sheets and pass certificates of 10th and 12th and mark sheet and degree of graduation. Carry the originals given that they want to have a look.
- 6) **Service certificates:** Include service certificates from all the employers the applicant has worked with after graduation. This is not mandatory, but better safe than sorry. If you have it, then do attach them as well.
- 7) **Police Clearance Certificate (PCC):** PCC is very essential for guys applying for a long term stay visa and is provided by the regional passport office. This may take some time if the appointments are not easily available. Visit this link <http://www.mea.gov.in/police-clearance-certificate.htm> to get more info on PCC. Steps to get your PCC done:
 - a. **Register on this website.**
<https://portal2.passportindia.gov.in/AppOnlineProject/online/pccOnlineApp>
They charge Rs 500 to book an appointment. Book it and get it done. **Be careful that at the time you apply to the visa the PCC should not be more than 3 months old.**
 - b. **The documents** the regional passport office needs in order to issue a PCC are:
 - i. The appointment letter
 - ii. Original passport
 - iii. Photocopy of the first two and the last pages of the passport
 - iv. An ID proof and a photocopy
 - c. You will get the PCC on the same day if you already had police verification when you got your passport. This is just half the battle won. Now **you need to get it apostille of Hague.** I got it done from IVS and they charged me Rs 100 for it.
Photocopy the PCC after the apostille. **Have 2 photocopies of the apostille PCC.**
- 8) **Medical Certificate (MC):** The applicant needs a medical certificate issued by a registered medical practitioner stating that "the applicant is not suffering from any disease that can have repercussions on the public health in accordance with the International Sanitary Act 2005". Remember that "**International Sanitary Act 2005**" **has to be there at any cost.** Just like the PCC, **MC should also be issued within last three months and must bear the apostille of Hague. The IVS charges Rs 1500 to get this document apostilled.** A sample MC has been attached for reference. Photocopy the MC after you get the apostille. **2 photocopies of the apostille MC.**
- 9) **Proof of economic means:** Now comes the most hectic part if the main source of funding for your education is a bank loan. Prepare an excel sheet which will contain the expenses and funding sheet. In expenses column one can add tuitions fees, living expenses whereas in the funding column one can include bank loan, scholarships (if any), the amount that already paid, and the applicant's parents current bank balance. There are basically three kinds of situations.
 - a. **The entire education is being funded by the bank.** In this case, **the loan sanction letter is the only piece of document that one may need.** To get a loan visit <https://www.vidyalakshmi.co.in/Students/>. The applicant will get an overview of all the schemes that the banks offer. Register on this website, fill up

the form and submit. The applicant will get a call from the banks within 15 days. In most cases it is just 4-5 days or even less. Based on the research that I did, SBI, Bank of Baroda, and Allahabad Bank were among the favourites. I suggest you start applying to the banks atleast 2 months before your actual interview date.

- b. **The entire education is being funded by your parents.** In this case there will be a set of documents that you need.
 - i. A sponsor letter on a stamp paper from your parents saying that they will sponsor your education and living expenses. The stamp paper must be notarized.
 - ii. Passport (just the first two and last two pages), PAN, and aadhar photocopies of your parents. If both your parents are sponsors, then you need the documents for both your parents.
 - iii. IT returns for the last three years.
 - iv. Bank statement of the previous 6 months of your sponsors. Get the bank statement stamped by the bank.
 - c. **Partly bank loan and partly parents:** In this case, you will need the documents listed in (a) and (b).
- 10) **Proof of accommodation:** I actually did not attach any document other than the letter that IE gave.
- 11) **Medical Insurance:** Things you need to look for when you select a plan for your medical insurance.
 - a. **30k Euros or 50k USD cover.**
 - b. **It should include the entire Schengen territory and cover your entire stay.**
 - c. **Repatriation clause should be specifically mentioned.**Don't neglect any of these things. All are equally important. I went with HDFC ergo-**"Student Suraksha – Student overseas travel policy"**. They charged me Rs 9,000. If the applicant regularly falls sick, then I suggest he/she should go for an international organization like Sanitas or Cigna. They are generally 5 to 6 times more expensive than HDFC Ergo.
- 12) **Photocopy of your passport:** Photocopy all the pages. Even if all of them are blank, still do it.

On the appointment day:

Embassy opens at 9 AM. If you don't want to delay the process, reach there by 8:45 AM. In reality, the appointment time is irrelevant. You may end up standing outside the embassy for 3 hours if you don't reach before 8:45 AM. Once you are allowed to go inside, you will be asked to sign a sheet of paper and asked to wait for your turn and be on your toes to not miss the call from the lady, who sits inside a soundproof room and get irked out if she has to whisper your name for more than once.

In my case, the lady asked me a few questions. I believe most of the Delhi guys were asked the same set of questions. You answer those questions and simultaneously the lady will be filling up her form. The questions were very general. Some of the questions that I was asked were (not in any specific order):

- Why are you going to Spain? (Doing an IMBA)
- Which place in Spain? (Madrid)

- When will your course start and end? (Sep 3 to July 19)
- How did you come to know about IE? (FT ranking)
- How are you funding your education? (Bank loan and parents income)
- How much of the tuition money have you paid and how much is left? (8k paid, 55.9k left)
- What do your parents do?
- Do you know Spanish? (No)
- Is your accommodation sorted? (Yes. The college takes care of it)
- From where did you graduate?
- Which are the companies you worked for?
- Why are you going early? (College has Spanish classes. To attend those classes. Don't say that you are going early to hunt for a place to live)

Once everything is over, she hands you a copy of the application form with the visa application number written on it. The entire process shouldn't take more than 15-20 minutes.

The lady won't check if your documents are in place. Let alone check, she won't go beyond the first five pages (DD, and 4 application forms). By any chance, if you miss out on documents or they need something extra, then you will receive a call from the embassy within a week to come and submit the missing documents. People, not from Delhi, be prepared to come again if you receive a call.

Note: For Delhi embassy you need to collect the passports yourself.

Order of the documents (That I used):

- DD
- Application form
- DD (Photocopy)
- Application form (Photocopy)
- DD (Photocopy)
- Application form (Photocopy)
- DD (Photocopy)
- Application form (Photocopy)
- Enrolment Contract
- Enrolment Contract ((Photocopy)
- Documents sent by IE
- Documents sent by IE (Photocopy)
- Mark-sheets (Photocopy)
- Service/work experience Certificate (Photocopy)
- PCC
- PCC (Photocopy)
- PCC (Photocopy)
- Medical Certificate
- Medical Certificate (Photocopy)
- Medical Certificate (Photocopy)
- Expenses and Funds list

Proof of medical means
Medical/Travel Insurance
Passport (Photocopy)
DD (Photocopy)

If one wants, one can have 2 such sets for safety.

Disclaimer: Visa procedures may change with time. Hence, it is advisable to confirm the actual procedures.

Attachments:

- 1) Sample application form
- 2) Sample MC
- 3) Sample expenses and funds list.
- 4) Sample sponsor letter

Medical Certificate Template:

Date

To whomsoever it may concern,

This medical certificate attests that Mr./Ms. ____, of __ nationality and Passport number: ____, is free of drug addiction and mental illness. S/he is not suffering from any disease that can have any repercussions on public health in accordance with the “International Sanitary Act 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 diseases).

Mr./Ms. ____ is a very healthy individual in all sense, s/he has no pre-existing medical conditions, and s/he is capable of travelling abroad.

Sincerely,

Expenses and Fund list:

	Expenses	Funds
	In Euros	
Tuition fees	71,000	
Living expenses (For 12 months)	12,000	
Bank Loan		50,500
Parents Bank Balance		20,000
Amount Paid		8,000
Scholarship		10,650
Total	83,000	89,150

Sponsor Letter Format:

To,
The Consulate General of Spain,
New Delhi.

We, father and natural guardian of applicant, and, mother and natural guardian of applicant, do hereby undertake to sponsor (name of the applicant) of Indian nationality and Passport number(insert number) who is applying for the student visa to study the International MBA program at IE Business School (under the Instituto de Empresa University), Madrid, in the Kingdom of Spain from August 2018 to July 2019.

We hereby undertake to bear the full expenses for his tuition fees, books and living including rent, food, transportation, clothing and miscellaneous expenses during his study and stay at the Kingdom of Spain.

We hereby attach our identity proofs, statements of bank accounts, income tax returns for the last 3 years and individual balance sheet (s) as on date in support of proof that we have sufficient funds in our accounts, and assets to sponsor him.

Sincerely,



Signature
Name (Father):
Passport Number

Signature
Name (Mother):
Passport Number