

Language and Culture Assistants VISA

(Auxiliar de Conversación)

PREREQUISITE FOR APPLICATION

1. Only those who have **legal residency in Korea** can apply for this visa at this Embassy. In this regard, the proof documents regarding legal residency in Korea are required.
2. Only those who have been selected for “Auxiliar de Conversación” in the context of “**Language and Culture Assistants Program in Spain**”.

SWORN TRANSLATIONS AND LEGALISATIONS

1. All the documents for visa application must be issued in Spanish. Otherwise, it must be translated into Spanish through a sworn translator-interpreter duly registered in Spain or Korea.
2. All the documents for visa application must be legalised through the Consular Representation of the issuing country or, in the case of signatory countries to the Hague Convention of October 5, 1961, the documents must hold the Hague Apostille. *Exceptionally, official documents issued by any Spanish entity or organizations of member states of the European Union do not require legalisation.

APPOINTMENT FOR VISA INTERVIEW

ALL THE APPLICANTS MUST BOOK AN APPOINTMENT FOR VISA INTERVIEW ON THE WEBSITE OF THIS EMBASSY ([click here](#)).

- The application can be submitted for up to 180 days before the start date of the study
- The applicants without prior appointment CAN NOT apply for visa.
- The appointments must be booked for each applicant. For family members accompanying the principal applicant also have to make their own appointments.
- The appointments for visa interview can be made exclusively on our website, NOT by e-mail or call.

VISA INTERVIEW

ALL THE VISA APPLICANTS MUST VISIT THE EMBASSY IN PERSON with ALL THE REQUIREMENTS, and in case of minors, the applicant must be accompanied by one of the parents or legal guardians.

When it's 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.

VISA STATUS CHECK

After submitting all the requirements (including additional documents in case it was requested), the applicants can check their visa status on this link ([click here](#)).

- THIS EMBASSY DOES NOT NOTIFY THE APPLICANTS OF THEIR VISA STATUS OR VISA RESULT.
- When on the aforementioned system (for visa status check) the status appears as “RESUELTO”, the applicants can come to the Embassy to check it out, either with an appointment for visa pick-up or on MONDAY, WEDNESDAY or FRIDAY between 12:00-12:50PM without appointment.
- All the applicants who want to check their visa result must present the “VISA ENROLLMENT RECEIPT”.
- In the case of visa approval, the applicants must collect their visa within ONE MONTH from the date of notification on the system.
- In the case of visa refusal, the applicant has a period of one month (as of the next day from visa refusal letter pick-up) to submit an appeal (in Spanish) for reconsideration. An application for judicial review may also be filed with the High Court Justice of Madrid within 2 months beginning the next day from the notification date of the reconsideration appeal.

AFTER RECEIVING THE VISA

- The holders of this visa must enter Spain within the 90 days that appears on the visa, then apply for the Spanish foreign identity card (“Tarjeta de Identidad de Extranjero”) within one month from the date of entry to Spain.
- Regarding the extension of the stay, you can find the relevant information on [the website of “Extranjería”](#).
- ONCE THE VISA HOLDER IS IN SPAIN, THIS EMBASSY IS NOT THE ORGANIZATION IN CHARGE OF EXTENSION OF STAY.

NOTICE: This information is intended to serve as a guide for visa application. While we try to make it as accurate and up-to-date as possible, this Embassy does not assume any legal or other liability for its accuracy and refers to existing Schengen and national regulations.

All the applicants must submit **1) all the original documents** specified below and **2) the photocopies of all the original documents.**

REQUIREMENTS

1. National visa application form: 1) each of its sections should be filled in. 2) The applicant must date and sign it on the last page. *If the applicant is a minor, one of the parents must sign the application form.

2. A colour photograph: 1) passport-sized, 2) facing forward without reflective glasses or garments concealing the oval of the face, 3) with white background. *Photographs of minors must not show any part of the adult holding them.

3. Valid, unexpired passport: Original and a copy of the page(s) of the biometric data

1) The passport must be valid until the anticipated end date of the study. 2) It must have at least two blank pages. 3) Passports issued more than 10 years ago will not be accepted.

4. Valid Korean residence permit: Only for non-Korean nationals.

1) Original and a photocopy of the Korean residence card (Alien Registration Card) or Certificate of overseas Korean registration/foreign resident registration. In the latter case, the document must be issued in English and hold the [Korean apostille](#).

*Those who with C (Visit stay) visa can not apply for this visa at this Embassy.

5. Acceptance letter to “Language and Culture Assistants Program in Spain”: issued by the regional education authorities.

- It must include the education center to which the applicant is appointed, its address, contact number and e-mail address, as well as the duration of the program (the start and end date) and insurance policy.

6. Criminal record certificate: 1) of all the countries in which the applicant has resided (with visa, except for tourist visa) in the recent 5 years. 2) it must have been issued less than 6 months before the date of visa interview. 3) It must hold the [Hague Apostille](#).

7. Medical certificate: 1) issued by any of the hospitals listed on [the website of this Embassy](#). 2) It must have been issued less than 1 month before the date of visa interview.

8. Visa Fee: all the applicants must pay the relevant visa fee specified on [the website of this Embassy](#).