



MINISTERIO  
DE ASUNTOS EXTERIORES  
Y DE COOPERACIÓN

EMBAJADA DE ESPAÑA  
EN ACCRA

# SSU

Deadline: \_\_\_\_\_

Further to your application for a **SPANISH STUDENT VISA FOR LESS THAN 180 DAYS** we list below the documents that have been presented and those you are still to submit. You have a fifteen-day period to submit the outstanding documents; failure to do so before the deadline will result in your application being dismissed.

Surname: \_\_\_\_\_

Name \_\_\_\_\_

Represented by: \_\_\_\_\_

Relationship: \_\_\_\_\_

Reason for appointing a representative: \_\_\_\_\_

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_

PASSPORT NUMBER

Sub mitted	Outstan ding	DOCUMENTS
		<b>Applicant's passport valid for at least 12 months</b> , with a minimum of one blank page.
		<b>One photocopy of the data page of applicant's passport</b>
		<b>Two recent color passport photographs</b> on white background
		<b>Original and a photocopy of the Applicant's Birth Certificate</b> or, in its absence, a sworn declaration of age, legalized by the Foreign Affairs Ministry of Ghana/Togo/Togo and subsequently by the Embassy of Spain in Accra. Then it must be translated into Spanish by an authorized translator in Spain. <b>THIS DOCUMENT MUST BE ONLY SUBMITTED IF THE APPLICANT IS SPONSORED BY THEIR FATHER, MOTHER, AND/OR A SIBLING.</b>
		<p>Original and photocopy of the qualifications obtained in Ghana/Togo/Togo:</p> <ul style="list-style-type: none"> <li>- WAEC Statement of Result.</li> <li>- First Degree Certificate (if going for a Master degree).</li> <li>- Master Degree Certificate (if going for a Ph. D. degree).</li> </ul> <p>Take into account that if applicants go for a Master Degree they <b>ONLY</b> have to submit their First Degree Certificate (they do not have neither to legalize nor to translate their WAEC). If applicants go for a Ph. D. degree they <b>ONLY</b> have to submit their Master Degree Certificate (they do not have neither to legalize nor to translate their WAEC and First Degree Certificate).</p> <p>These documents must be legalized by the Foreign Affairs Ministry of Ghana/Togo/Togo and subsequently by the Embassy of Spain in Accra. Then they must be translated into Spanish by an authorized translator in Spain.</p>

		Original and a photocopy of certificates of education issued by other countries. They must be legalized by the Embassy or Consular Office accredited in the country concerned (for example British High Commission). Then they must be translated into Spanish by an authorized translator in Spain.
		<b>Original and photocopy of a Medical Insurance.</b> Applicants shall prove that they are in possession of adequate and valid medical insurance to cover any expenses which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment or death, during their stay(s) on the territory of the Member States covering all Schengen countries for an amount of at least €30,000. Certificates issued by officially recognized insurance companies are accepted.
		<b>Original and a photocopy of the confirmation of accommodation,</b> and original and photocopy of proof of payment, if any.
		<b>Original and photocopy of the Admission Letter</b> issued by the educational institution concerned (University, School, etc.) translated into Spanish by an authorized translator. The letter should contain the following: <ul style="list-style-type: none"> <li>- Name of the course.</li> <li>- Total duration of the course, stating both the starting and ending dates.</li> <li>- Total cost of the course stating and terms of payment and if accommodation fees are included.</li> </ul>
		<b>A letter from the school indicating:</b> 1- The total cost of the course 2- The amount already paid by the student 3- The pending amount to be paid by the student.
		Original and photocopy of the receipt of payment of tuition fees issued by the Educational Institution concerned. When processing study visa applications this Embassy General demands the payment in advance of a substantial part of fees (between 25-30%).
		<b>Proof of Income.</b> Applicants shall present documents indicating that they possess sufficient means of subsistence both for the duration of the intended stay and for the return to his/her country of origin or residence. <u>If the applicant is an employee:</u> Original and photocopies of the Letter of Appointment, Leave Letter, Salary Slips of the last 6 months, Bank Statement of the last 6 months from the bank where your salary is paid in to, Bank Statements of other accounts, if any. <u>If the applicant is a businessman/businesswoman:</u> Original and photocopies of all original documents relating to the Company (Certificate of Registration, Tax Clearance Certificate, etc.), Bank Statements of the last 6 months (personal and business). <u>If the applicant has a sponsor:</u> An Affidavit signed by the sponsor. A sponsor's bank statements of the last 6 months. Only parents and siblings can be sponsors. The family ties between the applicant and the sponsor must be clearly demonstrated with Birth Certificates. <b>Enterprises cannot sponsor students.</b>
		If the student is a minor it is compulsory to submit an original and photocopy of an Authorization Letter signed by both parents authorizing him to leave Ghana/Togo in order to reside and study in Spain. This letter must be legalized by the Foreign Affairs Ministry of Ghana/Togo and subsequently by the Embassy of Spain in Accra. Then it must be translated into Spanish by an authorized translator.
		If the student is a minor it is compulsory to submit a <b>"CERTIFICADO NEGATIVO DE DELITOS SEXUALES"</b> of the guardian appointed by the parents. This document is issued by the Spanish Police and must be less than 6 months old.
		<b>Parents must also appoint a Legal Guardian in Spain.</b> This appointment must be legalized by the Foreign Affairs Ministry of Ghana/Togo and subsequently by the Embassy of Spain in Accra. Then it must be translated into Spanish by an authorized translator.
		<b>"Acta de Manifestaciones"</b> issued by a <b>"Notario Público"</b> in which the <b>Legal Tutor</b> accepts the appointment and commits oneself to take care of the minor.

I have collected my passport and all my original documents submitted to the Embassy.

Accra,

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Updated 25<sup>th</sup> September 2023