

Application Checklist for those who have an EU Passport

Applicants with an EU Passport will not need to obtain a student visa in most cases

Step 1: Apply to the program using the online application form (November 20, 2019 - February 20, 2020)	
To apply, you must submit the following documents:	
• PDF scan of undergraduate diploma	
• PDF scan of unofficial undergraduate transcripts	
• PDF scan of passport, valid through December 2021	
• PDF of Statement of Purpose/Personal Essay	
• PDF of resume/CV	
• ID-style photo	
• 100€ application fee, payable via PayPal (non-refundable)	

Step 2: After receiving your acceptance email (within deadline given via email)	
Pay 500€ deposit (Option A)/1 st payment (Options B and C) via PayPal (non-refundable)	
Scanned PDF copy of Registration Form (sent by email from Instituto Franklin) – via email	
Scan of the front and back of your TIE or NIE card (only for those already in Spain) – via email	

Step 3: Submit digital scans of the following documents <u>by email</u> to admissions@institutofranklin.net by June 15, 2020:	
Scanned PDF copy of Criminal Background Check from each country where you have lived for six or more months in the last five years.	
Scan of <i>Certificado de delitos sexuales</i> from Spain (only for those already in Spain)	
Scanned PDF copy of Evidence of Financial Support (on bank letterhead)	
Scanned PDF copy of Tax Residency Certificate or a proof of request	
Scanned PDF copy of Medical Certificate	

Step 4: Send or deliver these documents to the Teach & Learn in Spain office by <u>June 15, 2020</u>. It is recommended that you pay for tracking for the documents sent by mail.	
Diploma: if you attended an institute of higher education in the EU, you must submit the original diploma If you attended a school outside of the EU, your diploma needs to be Apostilled or legalized, as well as a copy of your official transcripts.	
Criminal Background Check from each country where you have lived for six or more months in the last five years. Background checks from EU countries do not need to be Apostilled/legalized.	
<i>Certificado de delitos sexuales</i> issued no more than 90 days from submission (only for those already in Spain)	

Step 5: You must submit the following documents (hard copy) to Instituto Franklin-UAH during Orientation in September.	
Tax Residency Certificate from home country	
Evidence of Financial Support (on bank letterhead)	
Medical Certificate	

If you have any questions, please consult the How-To Guide or email Alissa at admissions@institutofranklin.net for clarification.