

**Application Checklist for Students
who are Not in Spain and are Non-EU Passport Holders**

Applicants who are not in Spain on a student visa and who are also not from an EU country will need to obtain a student visa in order to study in the Teach & Learn in Spain program.

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:

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| • 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)/1st payment (Options B and C) via PayPal (non-refundable)

Scanned PDF copy of Registration Form (sent by email from Instituto Franklin) – **via email**

**Step 3: Send these documents to the Teach & Learn in Spain office by June 15, 2019.
It is recommended that you pay for tracking for the documents sent by mail.**

Official transcript from your undergraduate university (note: if your university offers official digital transcripts, there is no need to send us a paper copy as well – just order an official copy for us) – **via postal mail or electronically (if your university allows for it)**

Apostilled/Legalized Diploma (The apostilled/legalized diploma must be a **duplicate or a notarized copy** of the original undergraduate diploma with the official Apostille/legalization. Original diplomas will not be accepted. Note: if your state or country does not give Apostilles/legalize copies, *or if you have not yet received your diploma* from your undergraduate university, please contact us via email and we will let you know what to do.) – **via postal mail**

Step 4: Request an appointment for your long term student visa at the Spanish Consulate that serves your region.

Your appointment should be requested for late June through the middle of August. Check with your consulate **AS SOON AS YOU ARE ACCEPTED to see how far in advance you will need to book your appointment.**

Start the process to request **2 copies** of Criminal Background Checks from all countries lived in for 6 months or more within the last 5 years (1 required by Consulate and 1 for the T&L program). Each of these background checks need to have an Apostille of the Hague or be legalized in the issuing country (except EU countries).

Start the process to request the **Tax Residency Certificate** (1 required for the T&L program)

Start the process to request **2 copies of the medical certificate** (1 required by Consulate and 1 for the T&L program)

Step 5: Submit digital scans of the following documents by email 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 with Apostille of the Hague/legalization for each.



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 6: You must submit the following documents (hard copy) to Instituto Franklin-UAH during Orientation in September.	
Criminal Background Checks from all countries lived in for 6 months or more within the last 5 years with Apostille of the Hague/legalization from country of issue	
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.