



## Confirmation Checklist – Visiting Students

Please send the following confirmation materials to the St. Louis Campus as soon as possible.

### TO CONFIRM YOUR ATTENDANCE:

- Send signed Confirmation Form back via e-mail, fax or regular mail.
- Pay the non-refundable Confirmation Fee of 200€ at <http://apply.madrid.slu.edu/admitted/>.
- Send one passport-style photo – Put your name and Banner ID on the back. Send by regular mail or digitally via email. Head shots in color only.
- Send a photocopy of passport – picture page only.

### START THE STUDENT VISA PROCESS (If necessary):

- Apply for an FBI background check (U.S. students applying for long-stay visas only). This can take up to 15 weeks for processing <http://www.fbi.gov/hq/cjisd/fprequest.htm>.
- Contact the Spanish consulate in your region to begin collecting the paperwork you need to apply for a student visa, if necessary. Keep in mind that the process can take two to three months, given you apply with all required documents which includes the FBI background check. To find your specific consulate: <http://www.maec.es/embajadas>.

### AFTER YOU CONFIRM:

- If you wish to live in University housing, fill out the online application and pay the 250€ non-refundable processing fee at <http://apply.madrid.slu.edu/housing>.
- Register for classes – You will need your SLU Net ID and your Pin number for online registration.
- Make travel arrangements – Please make sure to inform the Office of Student Life of the time, date and flight information for your arrival to Madrid by filling out the arrival form posted at [http://spain.slu.edu/student\\_life/travel\\_to\\_spain.html](http://spain.slu.edu/student_life/travel_to_spain.html).

### St. Louis Campus students ONLY:

- Complete the Study Abroad Checklist – Contact Diana Hidalgo (DuBourg Hall, 152) on the St. Louis Campus.

### IMPORTANT NOTICE FOR ALL NON-EUROPEAN UNION RESIDENTS

As soon as you decide to confirm your attendance, you should contact the Spanish consulate or embassy that pertains to your place of residence (temporary and/or permanent) to find out what the application requirements are for a student visa. These requirements vary from one consulate to another, but you may be required to submit a health assessment form from your doctor, police report on absence of criminal record and/or official translations of certain documents, all of which take some time to prepare.

U.S. citizens applying for a long-stay visa please keep in mind that the FBI background check can take up to 15 weeks to process and is one of the required documents to apply for the student visa.