

IMPORTANT DOCUMENTS FOR HOSTED PAX IN SPAIN

This document is a guide for all sending partners to Spain. Please, read this information carefully about all the documents your pax must provide to AFS Spain before their arrival. It is mandatory that all of them are provided to the office directly from yours.

Do not let students bring them with them.

If you have any question, please contact our office (eva.gomez@afs.org)

SCHOOL RELATED DOCUMENTS

1. We require that you provide us our **"School requirement form"** filled up and signed by each of your pax. **(for YP and TR program)**

You could find it at the end of the document. Please, send it scanned to eva.gomez@afs.org by 15th April.

We will use the information provided there during the enrollment process.

However, please, remind your pax that AFS Spain may not be able to comply their requests, and more importantly that we cannot guarantee that their studies will be recognized or validated upon their return.

2. **(Only for YP pax) Originals school transcripts** for our Ministry of Education

We are required by law to provide to our Ministry of Education with important school documents from the previous courses your students have done, otherwise they cannot be legally enrolled at any school in Spain.

We need the **originals school transcripts correctly legalized** (see the legalization process part).

Thus, those who will be enrolled during their program on 11th or 12th grade must provide to AFS Spain with the following documents.

- I. Original and finals school's transcripts from the last **3 years/courses** they have completed and finished (meaning grade 8th, 9th and 10th). **They must be the original final school's transcripts from each grade.**

These documents **must**:

- Be signed by the principal of the school.
- They must have the school's stamp on them.
- Include the name of the student, the academic year (e.g. 2018-2019), the school level or class they have completed (grade), subjects and marks and an explanation of the grading system.

- Be issued on the school's stationery.
- II. School Certificate that states that the student has approved the last grade/course and that he/she has been successfully promoted to the next level.

All these documents (the originals transcripts) must be correctly legalized and translated into Spanish.

Legalization process

Depending on the country you are, the legalization process for the originals transcripts differs:

- Countries that are in the European Union or Switzerland could just send the originals without further legalization.
- Countries that are in the Hague Convention could legalize it through the Apostilled process.
- Countries that are not included in any of those categories, must legalize it through the international legalization process (consulate) following these steps:
 - Firstly, stamped at Ministry of Education.
 - Secondly, at the Ministry of Foreign Affairs.
 - Thirdly, by the Spanish Consulate/Embassy (Diplomatic legalization) in your country.

Reminder: we need the originals legalized, not copies legalized and not copies notarized and legalized. **ONLY ORIGINALS TRANSCRIPTS** and it must be correctly legalized (as explained above).

We will return all these documents to the students when the process has completely finished or at the EOS camp. We always return them before they leave.

Translation process

Either of these options are accepted:

- Translated by an official translator, recognized by Spain MAEC (included in the list that is available online:
<http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/Paginas/Traductoresas.aspx>)
- Translated and certified by diplomatic legalization (Spanish embassy/consulate)
- Translated by an official translator (not in the MAEC list or from the embassy), whose signature must be correctly and officially notarized. Therefore, a notary must recognize the translator signature and afterwards it has to be legalized (either Apostilled or through the international legalization process).

For YP pax you have 2 possible deadlines. We must receive these documents at our office (by courier). **No later than the last one:**

- 1. At our office by 15th July:** as many from your pax as possible
- 2. At our office by 1st August:** only the remaining documents.

IMPORTANT DOCUMENTS (For YP and TR program)

We need some important documents for some procedures, such as: visa extension once in Spain, registering your pax to their city council and getting their school enrollment. Please send to AFS Spain office the following documents (for all your TR and YP pax):

1. Parental Authorization (PA)

We will provide you with a PA form for each of your pax. This PA includes the host family information, which means that you will receive it for each one of them as soon as they are placed.

All Parental Authorizations must be correctly legalized and sent to AFS Spain office before their arrival.

Depending on the country, the legalization process differs:

- Countries that are in the European Union or Switzerland only signed by both natural parents. No legalization is needed.
- Countries that are in the Hague Convention could legalize it through the Apostilled process.
- Countries that are not included in any of those categories, must legalize it through the international legalization process (Consulate).
 - Firstly, stamped at the Ministry of Foreign Affairs
 - Secondly, by the Spanish Consulate/Embassy.

Further information of the legalization process could be found in Spain Ministry of Foreign Affairs (information in Spanish):

<http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/SiEstasEnElExtranjero/Paginas/Legalizaciones.aspx>

2. Passport copies

We need 1 legalized passport copy from each of your pax (notarized, apostilled or international legalization).

We also need 1 passport or ID copy from each of the natural parent that sign the PA form. **It does not have to be legalized.**

3. International birth certificate

We need an international birth certificate from each of your pax. It could be in Spanish or English.

For YP/TR pax you have 3 possible deadlines. We must receive these documents (PA, international birth certificate and passports copies) at our office (by courier).

No later than the last one:

- 1. At our office by 1st June:** as many from your pax as possible. Specially those who are placed already.
- 2. At our office by 15th July:** all the remaining docs and the PA for those placed.
- 3. At our office by 1st August:** the PA for the last ones placed.

As the PA (parental authorization) will be provided once their placement is confirmed, if any of your pax is placed later than those dates we will provide you new deadlines.

VISA DOCUMENTS

As from previous years we will provide you with the following documents for the Visa process. Please, we encourage you to contact the Spanish Embassy or Consulate in your country to clarify if they will need anything further from our side.

We remind you it is very important that all visas are processed under Article 37 from Royal Decree 557/2011, from 20th April.

We will send you by courier as soon as possible:

1. AFS acceptance letter with host family and school information.
2. Host family certificate (for some countries notarized) + ID's copies
3. Host family sexual background check clearance + authorization from host family to the consulate to check them
4. Host school acceptance letter or/and enrollment certificate.

Please remember that you will also need the PA for the visa process (one for the visa process at the consulate and one to be sent for our office at Spain).

If you have any question regarding any of these documents or instructions, please, contact us by email.

Hosting department
AFS Spain