

NATIONAL STUDY VISA CHECKLIST				
Name Applicant :				D VISA (STUDENT)
Passport Number :				
Date Apply :				
Document Required	Requirement	YES	NO	Reason
1. Visa Application Form	Fully filled and signed by the applicant.			
	For minors: Signed by both parents or legal guardian.			
2. Proof of Residence	Indonesian: KTP + Kartu Keluarga			
	Foreigners: KITAS or KITAP			
3. Passport	Valid for at least 1 year			
4. Passport Copy	Photocopy of the relevant data/information page			
5. Photograph	One recent passport-size color photo (white background)			
6. Police Clearance Certificate	(Only for stay > 145 days and applicants 18+)			
	Original and copy			
	Apostilled/legalized			
	Translated to Spanish			
	Issued by BAINTELKAM Jakarta (Indonesian applicants)			
	Additional clearance if residing >6 months in other countries in the last 5 years.			
7. Medical Certificate	Issued within the last 90 days.			
	Confirms applicant is free of infectious diseases (per WHO 2005)			
	On official letterhead, signed by a licensed doctor (not a nurse)			
	Include doctor's stamp and license number.			
8. Health Insurance	Contract with a Spanish-authorized insurance provider			
	Must cover 100% medical, hospital, and urgent transport costs			
	No co-payment, deficiencies, or coverage limits			
	For volunteers: Also submit civil liability insurance from the hosting organization.			
9. Admission Letter & Education Documents (choose one based on your case)				
✓ University or Higher Education:	Admission letter + proof of tuition payment.			
✓ Secondary Education (post-compulsory)	Admission letter + proof of payment			
✓ Student Mobility Program:	Admission letter from institution and host organization + host family or residence arrangement			
✓ Volunteering Program:	Agreement detailing duties, support, and financial coverage + registration proof of the NGO			
✓ Training or Exam Prep:	Admission letter + proof of payment			
10. Proof of Financial Means	Sufficient funds for duration of stay (IPREM 2025: €600/month or €7,200/year)			
	Original + copy of bank certificate + 12-month statement/book			
	Scholarship: Submit proof + personal financial info			
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	Birth certificate (apostilled + Spanish translation)			
If sponsored:	Sponsorship declaration (notarized + apostilled + translated)			
	Sponsor's bank certificate + 12-month statement			
11. Proof of Representative's Identity & Capacity	If minor: Copies of parents' ID/passport + proof of relationship			
	If submitted by a representative: Power of attorney + representative's ID			
ADDITIONAL DOCUMENTS FOR MINOR STUDENTS (UNDER 18 YEARS OLD)				
12.1 Birth Certificate	Original (apostilled and translated to Spanish).			
12.2 Parents' IDs	Notarized copies			
12.3 Authorization Letter from Parents	Signed before Spanish Embassy			
	Includes study center, duration, and caretaker's identity in Spain			
12.4 Letter from School in Spain	Includes details of responsible person(s) in Spain			
12.5 Caregiver's Declaration	Notarized statement from the person(s) responsible in Spain			
12.6 ID of Caregiver in Spain	Notarized copy of DNI / Passport + NIE			
12.7 Certificate of Sexual Offense Record (Spain)	Certificate from Spanish Ministry of Justice, or express authorization to obtain it			

BLS Staff, Name and sign

Name & Sign of the Applicant  
/Authorized representative