

# Visa

## Who needs to apply for a visa?

If you do not hold a valid European Union passport, you must apply for a Student Visa Type D to study at Les Roches Marbella.

If you are unsure whether or not you need to apply for a visa to enter Spain, please check with your Educational Counselor or visit the following website by the Spanish Ministry of Foreign Affairs:

<http://www.exteriores.gob.es/Consulados/BRUSELAS/es/Consulado/visados/Study%20in%20Spain/Paginas/Consul.aspx>

## When should I apply?

You should apply for your Student Visa Type D as soon as you receive this acceptance package. It can take up to 2 months to obtain your visa, nevertheless, in periods of national holidays and in some countries, the process may take longer.

Please keep your Educational Counselor informed of your visa application progress.

## How to apply

1. Contact the Spanish Embassy or Consulate in your country of residence and make an appointment to see them in order to request a Student Visa Type D.
2. Tell them you need to apply for a student visa for Les Roches Global Hospitality Education and tell them that you have been accepted to the school.
3. The Spanish Embassy or Consulate will set a date and time for you (the student) to go in person to the Spanish Embassy or Consulate. Please note that the waiting time for appointments depends on your country of residence.
4. Please call or consult the website of the Spanish Embassy or Consulate in your country of residence regarding the list of documents that you have to prepare beforehand. Make necessary copies and preparations before visiting their office. As part of the documentation, they will request the Carta de Aceptación (Acceptance Letter), the Official Syllabus, the Proforma Invoice (in some countries confirmation that 100% of the tuition fees have been paid will be required), Health Insurance Information (if applicable) and Minor Document (if applicable). The above documentation is supplied by Les Roches Marbella in this acceptance package.
5. Please make sure that you take with you the documents supplied by Les Roches Marbella and the documents that the Spanish Embassy or Consulate requires.
6. Ensure you write the correct school address on the visa application form that the Embassy will give you to fill out:  
Les Roches Global Hospitality Education  
Carretera de Istán, km. 1  
29602 Marbella, Málaga, Spain
7. During the appointment you will be informed if the visa application is correct and complete. If so, then the visa application will be submitted. If it is not complete, then the Embassy or Consulate will request additional documentation to be submitted on another appointment day.
8. During the appointment you should ask the Spanish Embassy or Consulate if they will inform you of the visa or if you should contact them instead.
9. The visa application is sent electronically from the Spanish Embassy or Consulate in your country of origin to the Málaga Foreign office. A confirmation request will be sent via email to Les Roches Marbella checking if you are enrolled. After the school's confirmation, the Málaga Foreign office has 10 days to reply to the Spanish Embassy or Consulate in your country of origin. These delays might vary depending on your country of origin.
10. Around 6 weeks after the appointment date, you should contact the Spanish Embassy or Consulate in your country of origin and ask if the Student Visa Type D is ready or not.

### Please note:

The visa process occurs at a much faster rate **when there is evidence of payment** made. Some Embassies even require proof of payment from both the student and the school.

Please **DO NOT** make any plans to travel to Spain before your official check-in date, as your visa may not be valid. Make sure customs stamps your student visa while flying to Spain. Please note that the entry date should be the same as the official start date of your visa or later.

Please, **DO NOT** request or attempt to enter Spain with a tourist visa or a Schengen visa delivered by another Schengen country.

If you have any problems you should contact the Admissions Department at Les Roches Marbella at [admissions@lesroches.es](mailto:admissions@lesroches.es).

## Attention! Traveling in and out of Spain

If you require a student visa for Spain, **DO NOT make any travel plans to other countries after your arrival in Spain until you receive your residence permit**, which you will need to re-enter Spain.

