



Spain students: Checklist of Post-Acceptance Forms & Due Dates

After you're accepted, it's time for you to fill out forms, make arrangements to pay your program fees, pre-register for classes, apply for a Student Visa, book your flight, and schedule a physical examination. **Below is a helpful "to-do list" with corresponding deadlines.**

Completing these steps **ON TIME** is very important because they give us the information needed to enroll you, house you, etc.

Completing any of these steps late may result in diminished housing and course selection. It is especially important to read the Student Visa instructions immediately, as applying for your visa will require time and planning ahead.

Chelsea will be EMAILING you reminders, updates, and other important information. **PLEASE CHECK YOUR JUNK MAIL AND PUT THIS IN YOUR ADDRESS BOOK:**
Chelsea@academicstudies.com

If you need additional time to complete any tasks, you must email Chelsea.



October 15 is your Forms & Payment Deadline. Check off each task as you go!

Please note: if you plan to live in a shared student apartment (available in Barcelona, Sevilla and Madrid), a \$1,000 Housing Deposit is due 2 weeks after acceptance.

BY OCTOBER 15:

- ☐ Mail or Email a photocopy of your passport to Chelsea (if you didn't send it with your application documents)
- ☐ Complete the Master Forms E-SIGN Package. Shortly after you're accepted, you'll receive an invitation by EMAIL to complete the forms online. *(If you could please complete these BEFORE Oct. 15, it would be greatly appreciated!)*
- ☐ Complete the Course Pre-Registration Form. [Click here for the Course Pre-reg form](#) ←
- ☐ Pay your program fees / Submit financial aid verification:
 - Students not using financial aid: full balance is due Oct. 15. We will email you an invoice with payment instructions. Please check your emails for this invoice.
 - Students who are using financial aid: Have your financial aid office fax us your Financial Aid Verification Form (FAV) by Oct. 15. *Any portion of your program fees that is NOT covered by financial aid must be paid by Oct. 15.* [Click here for the FAV plus details on the steps you need to take to arrange your financial aid.](#) ←
- ☐ *Barcelona UAB and Sevilla UPO students only:* Turn in your Digital (.jpg) passport photo. [Click here for photo instructions](#) ←
- ☐ Make your Student Visa appointment at the appropriate Spanish Consulate. Your appointment MUST be 45-60 days prior to your departure date!! Don't procrastinate because appointments fill up fast!! [Click here for instructions on how to make your appointment and apply for your visa](#) ←

Additional steps on next page which are due Oct. 15!

- ☐ **Start looking for airfares. You must book your flight before Nov. 15. [Click here for the correct Departure date, Return date, and arrival time for your program, plus tips on booking your flight.](#)** Do NOT book your flight until you know the correct date and time to arrive, or you may miss our airport pick-up! 
- ☐ **Schedule a physical examination** for a date that's convenient for you **before Jan. 1** (i.e. during winter break). [Click here for the Proof of Physical Examination Form – your doctor must fill this out at your appointment.](#) This form must be turned in by Jan. 1. 

BY NOVEMBER 15:

- ☐ **Book your flight and complete our Flight Itinerary Form. [Click here for the Flight Itinerary Form](#)** 
- ☐ **Complete our Transcript Address Form. [Click here for the Transcript Address Form](#)** 

BY JANUARY 1:

- ☐ **Fax us your Proof of Physical Examination Form** (Link to form above. Fax to: 617-327-9390)

Any questions, please email Chelsea@academicstudies.com