

## Visa for highly qualified workers and for intra-company transfers

Visa for highly qualified workers: Visa to carry out a work activity as an employee in Spain as a highly qualified professional, member of senior management personnel meeting certain criteria set forth in prevailing legislation, or as a graduate or post-graduate of a prestigious university and/or business school.

Visa for intra-company transfers: Visa to carry out a work activity as an employee in Spain as a member of senior management personnel, a specialist or a trainee, to perform a contract, or in respect of a professional relationship, when the transfer is made within the same company or group of companies.

The following family members of the worker may also obtain the visa:

- The spouse or unmarried partner.
- Children and adult children who are financially dependent on the worker and who have not created a family unit of their own.
- Relatives in the ascending line in the worker's care.

Required documents for the worker

1. National visa application form. Each applicant, or their representative, must complete and sign a visa application form, filling in each of its sections.
2. Photography. A recent, passport-size, colour photograph, taken against a light background, facing forward, without dark or reflective glasses, or any garments concealing the oval of the face.
3. Valid, unexpired passport. Original and a photocopy of the page or pages of the passport that contain biometric data. The passport must have a minimum validity period of 1 year and contain two blank pages. Passports issued more than 10 years ago will not be accepted.
4. Residence permit. Original and a copy of the permit issued by the Large Companies and Strategic Groups Unit.
5. Criminal record check certificate. Applicants of legal age must submit both the original and a copy of the criminal record check certificate(s) issued by their country or countries of residence for the past 5 years. Foreign documents must be legalized or apostilled and, where applicable, must be submitted together with an official translation into Spanish.
6. Proof of residence in the consular district.
7. Proof of the representative's identity and capacity. If the visa application is submitted through a representative, a copy of the identity document or passport of the representative and of the power of attorney or document accrediting representation must be submitted. The originals must be shown when submitting the application. Foreign documents must be legalized or apostilled and, where applicable, must be submitted together with an official translation into Spanish.

8. Payment of the visa fee. The visa fee is of an amount equivalent to **80 euros**. For nationals of Australia, Bangladesh, Canada, the United States of America and the United Kingdom different rates are applied for reasons of reciprocity. In these cases, the amount of the fee must be consulted with the Consular Office.

### **Required documents for family members**

For each family member accompanying the worker, the following must be submitted:

- All the required documents specified in sections 1, 2, 3, 4, 5, 6 and 8. Where applicable, those specified in 7 also. In the case of minors, the visa application must be signed by one of their parents or by a duly accredited representative.
- Documents proving family relationship with the worker: birth or marriage certificates issued by the civil registry, certificate of registration as an unmarried couple or any other document proving that the relationship is an unregistered partnership. Foreign documents must be legalized or apostilled and, where applicable, must be submitted together with an official translation into Spanish.
- In the case of adult children, documents proving their financial dependence and civil status. Foreign documents must be legalized or apostilled and, where applicable, must be submitted together with an official translation into Spanish.
- In the case of relatives in the ascending line, documents that prove they are in the worker's care. Foreign documents must be legalized or apostilled and, where applicable, must be submitted together with an official translation into Spanish.
- Medical insurance certificate.

When necessary to assess the application, the Consular Office may request additional documents or data and may also ask the applicant to come in for a personal interview.

### Procedure

This Consular Office is competent to accept visa applications from individuals residing in the consular district.

- Who can apply for a visa: Visa applications must be submitted in person by the applicant, or by one of their parents if the applicant is a minor. They may also be submitted through a duly accredited representative.
- Place of submission: Applications must be submitted in person at the Consular Office. An appointments is necessary.
- Proof of receipt: The Consular Office will provide the applicant with proof of receipt of the application with a code that enables them to check the status of the dossier through the following link:  
<https://sutramiteconsular.maec.es/Home.aspx>
- Rectifying the application: The Consular Office may ask the applicant to submit any missing documents, or to provide additional documents or data that are necessary for a decision regarding the application. The applicant may also be called in for a personal interview.

- **Decision period:** The legal period for reaching a decision is 10 days as of the day after the submission date of the application, but this period may be extended when an interview or additional documents are requested.
- **Collecting the visa:** The visa must be collected in person by the applicant or by their representative within a maximum period of 1 month, counted as of the day after the date on which the favourable decision is notified. The Consular Office will inform the applicant regarding the procedure for the return of the passport and any other original documentation.
- **Visa refusal:** Visa refusals will always be notified in writing, setting forth the grounds on which the decision adopted was based.
- **Appeals:** If a visa is refused, the applicant may submit an appeal for reconsideration to this Consular Office within 1 month of the day following the date on which notification of the refusal is received. An application for judicial review may also be filed with the High Court of Justice of Madrid within the 2-month period beginning the day after the date on which the applicant receives notification of the visa refusal or of the dismissal of the reconsideration appeal.
- **Validity period of the visa:** The visa is valid for 1 year, or for the same period as the residence permit granted, provided that this is for less than 1 year.

The visa accredits residence in Spain during its validity period, making it unnecessary for the worker to obtain a Foreigner Identity Card. However, the worker may apply for this card at the Foreign Nationals' Office or the corresponding Police Station.