

RESIDENCE VISA FOR INTRA-CORPORATION TRANSFER (TRASLADO INTRA-EMPRESARIAL) - (TTI)

ATTENTION: ALL THE DOCUMENTS MUST BE SUBMITTED IN SPANISH OR TRANSLATED INTO SPANISH, ORIGINAL AND COPY, IN DIN A4 FORMAT.

- **National Visa Application form** ([Download in Spanish](#) / [Download in English](#)) dully filled in and signed with a passport picture (3 x 4 cm.) with white background, glued to the form.
- **Passport or travel document** recognised by Spain, valid for at least fifteen months with photocopies of the data page and all the pages with visa stickers and entry and exit stamps (and previous passports if any).
- **National Identity Card** (TC Kimlik).

Non Turkish nationals should have a valid Turkish Long-Term Residence permit (work, student, family).

- **Residence Registration Certificate** (Ikametgah Tezkeresi).
- **Family registration** (Nüfus Kayıt).
- **Authorization** for temporary residence and work “**Autorización inicial de residencia temporal y trabajo por traslado intraempresarial**” issued by the Spanish Authorities.
- **Criminal record Certificate** from the countries in which the applicant have resided for more than six months in the last five years, in Spanish or translated into Spanish and with the Hague Apostille (one Apostille in the original and another in the translation). (*)

IMPORTANT NOTICE:

- Please, be aware that the residence visas require approval from the Spanish authorities. Once the Consulate receives the approval, we will contact the applicant as soon as possible to inform him/her. The Consulate of Spain will not answer any request of information about any visa application received by phone or e-mail.
- It is compulsory that the applicant comes in person to submit his/her application and retrieve his/her passport.
- It is not compulsory that the passport stay in the Consulate during the procedure, the applicant can retrieve it once the application is submitted and bring it back once the process is finished.

(*) All the documents from countries not part of the The Hague Agreement must legalize their documents at the Embassy of Spain responsible of that country.