



## PREVIOUS REQUIREMENTS

To apply for this visa you must appear in person. Applicants must have permanent residency status in the US.

The request must be made at the Consulate of Spain which has jurisdiction over the state where the applicant resides. This Consulate General has jurisdiction over the following states: New York, New Jersey, Connecticut, Pennsylvania and Delaware.

The visa will be affixed to your passport before your departure. You can not request the visa in Spain or through the mail.

To book your **appointment**, please [click here](#). The Visa Department will assist you according to the long stay visa you are going to apply for. If you cannot find availability at your convenience, please revisit the online appointment system frequently since cancellations are usual.

## WHAT IS A RESIDENCE VISA TO WORK IN SPAIN AS AN EMPLOYEE?

This visa allows a foreigner, 16 years and older, to work in Spain as an employee.

If the visa is approved, the foreigner has one month (from the approval notice day) to appear in person to collect the visa. Failure to collect the visa within one month will be considered as a refusal of the visa and the application will be filed.

Once the visa is collected, you must enter Spain within the period the visa is valid for and your entry date must be stamped on your passport or travel document. After that -and **within one month of your arrival in Spain-you must request in person your residency card** from the Police Department in Spain (*Oficina de Extranjería*).

Once you enter Spain, you can start working and you must register with the Social Security System as established by Law.

## SPECIFIC REQUIREMENTS

Applicants **must submit originals and 1 copy of the below mentioned documents**. If your documents are accepted to process the visa they will not be returned.

1. Two [national visa application forms](#) per applicant, duly filled out and signed. Available in the link *National Visa* placed in the *Visa* section of the website.
2. **Letter from the Immigration Office in Spain (*Oficina de Extranjería*) addressed to the company or employer in Spain** notifying the approval for the working permit and residency visa. This must be done by the company or employer before your visa's application. More information [here](#).
3. **Passport** valid for a minimum of four more months and with at least two blank pages to affix the visa.



4. **Two photographs** in color, 2 x 2 inches (51 x 51 mm.) in size, printed on matte or glossy photo quality paper, taken within the last 6 months to reflect your current appearance and in front of a plain white or off-white background.
5. **Non-US citizens:** Alien Residence Card (Green-Card) or residence visa valid in USA (except B-1 and B-2).
6. **Copy of the Police Record Certificate** for persons 18 years old and up from the country of origin or place of you residence for the last five years, bearing the "Apostille of the Hague Convention" (see additional information below). If the certificate is issued outside the US it must be duly legalized by the corresponding Consulate of Spain plus one copy. The **original** certificate must be kept and brought to Spain in case of being required by the Spanish Police.
7. **Medical certificate:** doctor's statement on a doctor or medical center letterhead, indicating that the applicant has been examined and found in good physical and mental health to travel to study abroad and is free of contagious diseases or any other illnesses which could lead to public health repercussions according to the International Sanitary Regulations-2005 of the [World Health Organization](#).
8. If you apply with your **family:** documents that prove your family ties, translated into Spanish by an official translator.
  - a. From your spouse: original marriage certificate and background check, with [apostille](#).
  - b. From your children: original birth certificate/s, with [apostille](#).The family members will have to fill out the [EX-01](#) and [Modelo 790 Código 052](#) forms and submit the rest of general requirements that apply for their cases listed for this type of visa.
9. **Money order** from a post office (USPS) to pay the **non-refundable fee**.

#### ADDITIONAL INFORMATION

##### Special notes for police certificates

US records issued by the **F.B.I. or State Police background checks are valid. Local Police background checks will not be accepted.**

Also remember that an [apostille](#) certification is required for Spain:

Does the FBI provide apostilles?

Yes. The CJIS Division will authenticate US Department of Justice Order 556-73 fingerprint search results for international requests by placing the FBI seal and the signature of a division official on the results if requested at the time of submission.

Documents prepared in this way may then be sent to the US Department of State by the requester to obtain an apostille if necessary. This procedure became effective on January 25, 2010 and will apply only to documents finalized after that date.

Requests to authenticate previously processed results will not be accepted.

This procedure replaces the letter formerly provided by the CJIS Division that indicated the service was not provided. The apostille service is not provided to individuals requesting search results for Canadian immigration, as it is not required for this purpose.

**•ADDITIONAL REQUIREMENTS MAY APPLY•**