



## Factsheet on residence and work visa as an employee for a limited duration

This visa allows the holder to work as an employee for a limited duration and, where appropriate, to reside in Spain.

### Foreigners subject to the requirement of this visa

All foreigners who do not hold the nationality of a European Union member state, Norway, Iceland, Liechtenstein or Switzerland, and who wish to work as an employee for activities of a limited duration must apply for this visa.

### Place of application

The visa is requested in the Spanish Diplomatic Mission or Consular Office for the area in which the foreigner national resides.

### Requirements

The visa must be requested and collected in person. The application may also be submitted by a duly authorized representative under duly accredited exceptional circumstances.

The required fee must be paid at the moment the visa is requested, and will not be refunded in the event the application is refused.

If the applicant travel with the family, each member of the family must present an independent visa application, the documents to be enclosed and a document proving the relationship (Marriage or birth certificate, as the case may be).

### Visa application

The visa application must be submitted on a duly completed [Application for National Visa](#) form (original and copy), which can be downloaded free of charge from this web page or can also be obtained free of charge from the Consular Office.

The application must include a recent full-face photograph, Canadian passport size, in color, on a light, plain and uniform background, without dark glasses or any garment that may prevent identification of the applicant.

### Documents to be enclosed

Aliens shall enclose the original and a photocopy of the following documents with the application:

1. Valid passport with a minimum validity of 4 months prior to your arrival in Spain.
2. If the applicant is not a Canadian citizen, he/she must provide documentation proving his/her residence status in Canada (permanent residence permit, working permit, study permit, etc.)
3. Negative criminal record, issued by the authorities of the country or countries where you have lived during the past five years, including Canada.
4. Medical certificate issued by your family doctor with the following text:

5. "This medical certificate confirms that Mr. / Mrs. [.....] does not suffer from any of the diseases that can have serious implications for public health in accordance with the provisions of the 2005 International Health Regulations"
6. Residence and work authorization issued by the Provincial Department of the Labour Ministry.
7. [Look up the consular fees chart to know the amount you must pay](#). ONLY money order or certified cheque payable to the Consulate General of Spain will be accepted.
8. A prepaid XPRESSPOST envelope if passport is to be sent.

#### **Delay**

The delay for a residence and work visa as an employee is one month.

#### **Visa issue**

The visa issued will have a validity of three months and fifteen days, with multiple entries and 90 days of stay.

#### **Collection of the visa**

The foreign national must collect his or her visa within one month of being notified that it has been granted.

#### **Entry into Spain**

The foreigner must enter into Spain during the period of validity of the visa. The date of entry into Spain must be stamped in the passport.

#### **Foreign National Identity Card (Tarjeta de Identidad de Extranjero)**

The holder of a residence visa must obtain a foreign national identity card within one month of his or her entry into Spain.

#### **Schengen Space**

Foreign nationals who hold a valid long term national visa can move freely through other Schengen States for a maximum of three months within any six month period, so long as they meet the entry conditions.

#### **Information**

For more information or any clarification, please contact the Visa Department at the Consulate General of Spain (Tel: (416) 977-1661, ext. 2)