



## **Work visa**

*The requirements below refer to the documents that the employee must submit at the Embassy. The employer must complete an administrative process prior to the submission of the documents by the employee. For more information on this process, click [here](#).*

*You are requested to carefully check the [general terms for submission of Spanish residence visas](#).*

*The applicant should come personally to the Embassy of Spain without appointment (check [our address and opening hours](#)). A consular fee must be paid in Indian rupees via draft issued in favor of Embassy of Spain when submitting a long-stay visa application. Since consular fees are set out in euros, they are subject to change. Please check our updated [list of consular fees](#).*

### **Documents**

- One application form for national visa properly completed (full postal address, email address and telephone should not be omitted), dated and signed in blue ink. The visa application form is free of charge and can be downloaded [here](#). One photograph not older than 6 months of the applicant, 35-45 mm and with a white background, should be affixed on the application form.
- Passport of the applicant with at least two blank pages, valid for the entire duration of the envisaged stay in Spain.
- One copy of the pages of the passport with biographic data (in the case of an Indian passport, at the beginning and the end).
- Original authorization for work and residence issued by the competent “*Oficina de Extranjería*” in the province where the working activity will be carried out.
- A copy of the employment contract, stamped by the competent “*Oficina de Extranjería*” in Spain.
- Original criminal record certificate(s)<sup>1</sup> of the countries where the applicant has resided for more than 6 months in the previous 5 years. If the applicant has resided in India, the criminal record certificate or Police Clearance Certificate must be issued by the regional passport office. Criminal record certificates are only valid for 3 months from the date of issuance.
- A copy of the former document(s).
- Original medical certificate 1 issued by any chartered medical doctor stating that the applicant does not suffer from any disease that might have a severe impact on public health in accordance with the [International Health Regulations \(2005\)](#). This document is valid for 3 months from date of issuance.
- A copy of the former document.

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<sup>1</sup> Public documents (criminal record, marriage, birth certificates) must be submitted either with the Hague apostille or duly legalized and accompanied by an [official translation](#). Copies of the original and translated documents must be provided. Please find more information in the [general terms for submission of Spanish national visas](#).