



## **Visa for intra-company transfers**

You are requested to carefully check the [general terms for submission of Spanish national visas](#). For specific information on visas for intra-company transfers, please check [here](#).

The applicant or an authorized representative should come to the Embassy of Spain without appointment (check [our address and opening hours](#)) to submit the application. When submitting a long-stay visa application a consular fee must be paid in Indian rupees via a draft issued to the Embassy of Spain. 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).
- Residence authorization established by [Law 14/2013, of September 27, on support for entrepreneurs and their internationalization](#) and issued by the Large Business and Strategic Groups Unit (in Spanish *Unidad de Grandes Empresas y Colectivos Estratégicos* or UGE-CE) of the Ministry of Labour, Migrations and Social Security.
- 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).

### **Documents for family members**

*The following family members of the main applicant are eligible to apply under this category:*

- 1) Spouse or person with a similar personal relationship
- 2) Children below 18 years or above 18 if they are financially dependent on the main applicant and have not formed a family unit for themselves
- 4) Parents dependent on the main applicant, accompanying or reuniting with the main applicant.

Each application of a family member should include all the documents listed above, including a specific family member residence authorization issued by the Large Business and Strategic Groups Unit. Children below 18 are exempted from criminal record certificates. Each application must also include evidence of the family relationship (i.e. birth or marriage certificate) issued by the relevant Civil Registry<sup>1</sup>.

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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](#).