



09-05-2023

BLS INTERNATIONAL - LONDON · CHECKLIST FOR INTERNSHIP VISA

This information leaflet has been generated by the Consulate General of Spain in London and is valid for the visa application in the United Kingdom.

READ IT CAREFULLY AND OBSERVE THE REGULATIONS AS STATED BELOW. FAILURE TO COMPLETE ALL SECTIONS OF THE APPLICATION FORM OR TO SUBMIT ALL REQUIRED DOCUMENTS CAN RESULT IN THE REJECTION OF THE VISA.

		YES	NO
1.	National visa application form , duly completed, dated and signed.	<input type="checkbox"/>	<input type="checkbox"/>
2.	One recent passport size colour photograph , printed in photo paper with white background, full front, on which the applicant must be bareheaded, without dark glasses or any other item which may prevent or hinder identification. Veils or head covering are only permitted for religious reasons; in this case, all facial features from bottom of chin to top of forehead and both edges of the face must be clearly shown. Information on the photographic specifications for the photograph to be submitted by applicants can be found under this link to the relevant ICAO document . This Consular Section does not accept digital retouching in identity photographs.	<input type="checkbox"/>	<input type="checkbox"/>
3.	Valid passport. The original and a photocopy of the page or pages of the passport that contain biometric data must be submitted. The passport must have a minimum validity period of 1 year and contain two blank pages. Passports issued more than 10 years ago will not be accepted. APPLICANTS MUST LEAVE THEIR PASSPORTS IN THE CONSULATE DURING VISA PROCESSING TIME. UK residence permit. For non British nationals. Photocopy of both sides of the residence card. Holders of a UK C-visit Visa are not eligible for a national visa.	<input type="checkbox"/>	<input type="checkbox"/>
4.	Authorization for residence and internship. Original and a copy of the resolution of authorization issued by the Delegation or Sub-delegation of the Government in the province in which the internship will be carried out.	<input type="checkbox"/>	<input type="checkbox"/>
5.	Certificate of criminal record: Applicants of legal age who apply for a visa must submit the original and a copy of the criminal record certificate(s) issued by his/her country or countries of residence for the past 2 years. Additionally, the applicant will submit a responsible declaration confirming the absence of criminal records for the last five years. This certificate cannot be older than 6 months, unless the certificate itself specifies a longer validity. For UK Criminal Records submit ACRO Certificate. These certificates must be: *Translated into Spanish by a Translator-Interpreter. It is possible to find a translator in the List of Translators-Interpreters registered in Spain .	<input type="checkbox"/>	<input type="checkbox"/>



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	*Legalized by the consulate of the issuing country or, in the case of signatory countries to the Hague Convention of October 5, 1961, hold the Hague Apostille. Official documents issued by a Member State of the European Union, do not require legalization.		
6.	Proof of residence in the consular district. The applicant must provide proof of their legal residence in the consular district or that they are attending classes, in person, in the consular district. To verify your consular district, please visit the relevant web section of this Consulate.	<input type="checkbox"/>	<input type="checkbox"/>
7.	Proof of the representative's identity and capacity. If the applicant is a minor, it will be necessary to submit copies of the identity document or passport of one of their parents, as well as of the document constituting proof of kinship. The original documents must be shown when submitting the application. If the visa application is submitted through a representative, a copy of the identity document or passport of the representative, and copy of the power of attorney or document accrediting representation must be submitted. The original documents must be shown when submitting the application. Foreign documents must be legalized or apostilled and, when necessary, must be submitted together with an official translation into Spanish.	<input type="checkbox"/>	<input type="checkbox"/>
8.	Payment of the visa fee. Visa fee payment is compulsory. The fee has to be paid in local currency when submitting a visa application, and may be subject to changes due to the currency fluctuations. Please check the list of Consular fees .	<input type="checkbox"/>	<input type="checkbox"/>

LONG STAY VISA (more than 180 days)

After obtaining the visa, the applicant has one month from the date of entry into Spain, to process the TIE - Tarjeta de Identidad de Extranjero at the [Immigration Office](#) or [Police Station](#).

INFORMATION FOR THE APPLICANT ON TERMS AND CONDITIONS OF THE VISA PROCESS

- This Consulate General DOES NOT PROVIDE ANY INFORMATION ON THE STATUS OF A VISA PROCESSING, so no request of information regarding this issue will be answered (neither by phone nor by email).
- Only complete applications are accepted. Non-submission of required documents may lead to refusal of visa application. **Once the application is submitted, no changes in dates or conditions of travel will be admitted unless duly justified.**
- The visa fee must be paid upon submission and are NON-REFUNDABLE.
- During the processing time the passport is secured in the Consulate General. Passports can only be withdrawn during this period if a written request, signed by the applicant, is forwarded to the Consulate through BLS. **The passport will be returned via BLS ONLY, within 1 working day. No passports can be withdrawn directly from the Consulate.**
- In any case, according to Spanish regulations, the Consulate General of Spain in London:



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- May request any other documents, the appearance of the applicant or a personal interview
 - Should resolve all applications within a maximum period of 10 days.
 - The visa application process may be closed if, once resolved, it has not been picked up by the applicant within one month.
- The mere submission of the above-mentioned documents does not guarantee the issuance of a visa.
- Please kindly note that you can choose between the following options in order to have your passport delivered:
- a pre-paid Special Delivery envelope provided by applicant stating applicant's full name and address
 - BLS Guaranteed courier service

NOTICE: This information is intended to serve as a guide for visa applicants. While we try to make it as accurate and up-to-date as possible, this Consulate General does not assume any legal or other liability for its accuracy and refers to existing Schengen and national regulations.

SIGNATURES and AGREEMENT

1. For Visa Applicant:

I HAVE READ AND AGREED TO THE TERMS AND CONDITIONS VALID FOR THE VISA APPLICATION AS PER ABOVE.

I HAVE COMPLETED THIS APPLICATION TOGETHER WITH BLS STAFF.

2. For Consulate staff:

APPLICANT HAS BEEN INFORMED OF THE ABOVE. THE REMARKS HAVE BEEN COMPLETED TOGETHER WITH APPLICANT.

Name:	Applicant
Signature:	
Date:	

Checked by:	Consulate staff full name
Signature:	
Date:	

PRIVACY POLICY

Please find privacy policy of this Consulate on the website <http://www.exteriores.gob.es/Portal/es/Paginas/proteccion.aspx>.

In compliance with the regulations of Data Protection, the Consulate performs the processing of your data in order to maintain the relationship acquired with you. The legitimating basis of the treatment is the maintenance of the relationship and the exercise of public powers. You can exercise your rights of access, rectification, deletion and portability of your data, limitation and opposition to its treatment, as well as not being subject to decisions based on automated processing of your data with respect to the data contained in said database, sending an email to the following address: cog.londres@maec.es.