

TEMPORARY RESIDENCE VISA WITH WORK PERMIT EXEMPTION

I. WHO CAN APPLY FOR A TEMPORARY RESIDENCE VISA WITH WORK PERMIT EXEMPTION?

1. Foreign technicians and scientists, invited or hired, by the State, the autonomous communities or local entities or organizations whose purpose is the promotion and development of research promoted or vastly participated in by the above.
2. Foreign professors invited or hired by a Spanish university.
3. Foreign management staff and teaching staff, from cultural and teaching institutions dependent on other States, or private ones, of accredited prestige, officially recognized by Spain, that develop cultural and teaching programs in Spain from their respective countries, as long as they limit their activity to the implementation of such programs.
4. Civil or military officials of foreign State Administrations who come to Spain to carry out activities under cooperation agreements with the Spanish Administration.
5. Foreign social media correspondents, duly accredited, for the exercise of informative activity.
6. Members of international scientific missions who carry out work and research in Spain, authorized by the State.
7. Artists who come to Spain to carry out specific performances that do not involve continuous activity (except artists from the audiovisual sector).
8. Ministers, religious or representatives of different churches and confessions, duly registered in the Registry of Religious Entities, as long as they limit their activity to strictly religious functions.
9. Foreigners who are part of the representative, governing and administrative bodies of internationally approved unions, as long as they limit their activity to strictly union functions.
10. Foreign minors of working age supervised by the competent minor protection entity, for those activities that, at the proposal of the aforementioned entity, while they remain in that situation, favor their social integration.

II. REQUIRED DOCUMENTS

- 1) National visa application form, attached with a passport-type photo
- 2) **Passport** valid for at least 4 months.
- 3) **If the applicant is not a Vietnamese citizen**, he/she must provide documentation proving his/her residence in Vietnam (temporary or permanent residence card)
- 4) **Medical certificate**, in which it is specified literally that the interested party does not suffer from any of the diseases that may have serious public health repercussions in accordance with the provisions of the International Health Regulations of 2005. Certificates that do not contain said literal mention will not be admitted ;
- 5) **Applicants over 18 years of age** must present a criminal record certificate issued by the authorities of the country in which they have resided during the last 5 years, in which there must be no convictions for crimes provided for in Spanish law. In the case of having resided in several countries, it is necessary to present the corresponding certificates issued by each of them. For the purposes of determining the countries whose criminal record certificates must be presented, a [declaration on the countries of residence of the visa applicant for the last 5 years](#) must be provided.
- 6) **Proof of falling into one of the cases of exception to the work permit requirement:**
 - a. **Professors, technicians, researchers and scientists invited or hired by a Spanish university to carry out teaching, research or academic tasks:**
 - Certificates, titles, letters of reference or recommendation, etc., that guarantee the applicant's academic and professional career. It must be taken into account that the said document, together with its supporting documentation, will be used for comparison with the invitation or employment contract described in the following point, in order to verify the adequacy of the applicant to the professional profile required by the inviting body.
 - Invitation or employment contract for the exercise of the said activities, signed by the person who has been attributed with the legal representation of the university.
 - b. **Technicians, researchers and scientists invited or contracted by public entities for the development of a technical, scientific or general interest activity or program:**
 - Certificates, titles, letters of reference or recommendation, etc., that guarantee the applicant's academic and professional career. It must be taken into account that the said document, together with its supporting documentation, will be used for comparison with the invitation or employment contract described in the following point, in order to verify the adequacy of the applicant to the professional profile required by the inviting body.
 - Invitation or employment contract signed by the person who has been granted with the legal representation of the inviting or contracting body,

stating the description of the project and the professional profile required for its development. In this regard, it should be clearly stated in the said document that:

- the project is of a technical, scientific or general interest activity or program, and
- the invitation is based on the applicant's knowledge, specialization, experience or scientific practices.

c. Staff of an international scientific mission posted to Spain:

- Work contract and/or appointment of the interested party together with a letter signed by the legal representative of the international organization or agency promoting the mission, stating the description of the project, the professional profile required for its development and the activities that form part of that.
- Official document from the competent Spanish authority authorizing the activities of the scientific mission.

d. Professors and directors of cultural or educational institutions that develop cultural and educational programs of their respective countries

- Employment contract or appointment to occupy a management, teaching or research position at the institution.
- Documentation that justifies the following points:
 - that the occupation of the applicant is going to be limited to the exercise of the activity mentioned in the previous point,
 - the validity and recognition, in the country of origin of the institution, of the courses, programs, titles or diplomas issued in Spain
 - in the case of private institutions, that the activities carried out are officially recognized and authorized by the competent Spanish authorities.

e. Civil or military officials who come to Spain to carry out activities under cooperation agreements

- Appointment issued by the competent authority to occupy a position in Spain by virtue of a cooperation agreement.
- Certification issued by the competent Spanish authority for the management of the cooperation agreement justifying that the activities to be carried out correspond to its content.

f. Correspondents and special envoys: Accreditation to carry out their work in Spain issued by the competent Spanish authorities.

g. Artists (excluding those belonging to the audiovisual sector)

- Applicant's contract for the development of artistic activities.
- List of the authorizations or licenses required for their development, indicating the status of the procedures for their achievement, including, where appropriate, the application certifications before the corresponding bodies.

h. Religious members:

- Certification from the Ministry of the Presidency, Relations with the Courts and Democratic Memory certifying that the Church, confession, community or order is registered in the Registry of Religious Entities.
- Certification of the religious entity, endorsed with the agreement of the Ministry of the Presidency, Relations with the Courts and Democratic Memory, which proves the following points:
 - that the applicant has, effectively and currently, the status of minister of worship, member of the hierarchy or professed religious for fulfilling the requirements established in its statutory norms;
 - that the activities to be carried out in Spain are strictly religious, or in the case of professed religious, merely contemplative or that they respond to the statutory purposes of the order and that work activities that are not carried out in this area are expressly excluded.
 - that the entity undertakes to take care of the living and lodging expenses of the applicant, as well as to comply with the social security requirements.
- Copy of the statutes of the religious order or community.

In fact, the first two requirements can be accredited with a single document issued by the General Subdirectorate for Religious Freedom of the Ministry of the Presidency, Relations with the Courts and Democratic Memory.

i. Trade unionists and representatives of business organizations

- Appointment or designation, issued by the competent body of the organization to carry out trade union activities in Spain. It must be expressly specified in this document that the activity to be carried out in Spain will be strictly limited to the performance of those functions.
- Certification of the status of internationally recognized trade union or business organization, issued by the competent body of the Spanish Ministry of Labor and Social Affairs or by the corresponding international Federation or Confederation.

j. Children over 16 and under 18 years of age:

- Proposal for an activity that favors the social integration of the child by the child protection service that claims to exercise his/her legal guardianship.
- Certification from the competent state authority for the protection of children certifying that the protection service mentioned in the previous paragraph exercises guardianship of the child.

7) Application for temporary residence permit with the exemption of work permit

(https://www.inclusion.gob.es/documents/410169/2156496/09-Formulario_exceptuacxn.pdf/56bbfffe-639c-683d-dbe0-db0424f0d845?t=1706868980950)

8) Form for payment of the fee for initial authorization of temporary residence

(<https://sede.administracionespublicas.gob.es/pagina/index/directorio/tasa052>). The fee will

be paid either online following the instructions in the link above, or at the consular section counter at the time of submitting the visa application, always in cash and in Vietnam dong.

9) Proof of means of living subsistence during the stay: it is necessary to prove availability of a minimum amount that allows the maintenance of the applicant during his temporary residence in Spain (at least **400%/month** of the Multiple Effect Public Income Indicator – IPREM Indicator): **For exact information on the quantity established for each year's IPREM, you are kindly requested to visit the following website:** <https://www.exteriores.gob.es/DocumentosAuxiliaresSC/Vietnam/HANOI%20%28E%29/IPREM.pdf>.

Below is a list of example documents to prove financial capacity:

- Commercial registration certificate
- Employment contract
- Detailed payroll for the last 3 months
- Bank statement for the last 3 months. Statements printed from the internet are not accepted.
- Indication of the affiliation number to the Social Security System of Vietnam
- Savings book
- Ownership of real estate (if applicable)

***** In the case of religious members, it will not be necessary to prove financial means.**

10) Air-ticket booking

IMPORTANT NOTES:

PHOTOCOPIES. It is recalled that a photocopy of each original document will be presented. The photocopies will be made after the translations have been certified and/or the documents legalized.

LEGALIZATION AND TRANSLATION. Any public document issued by non-Spanish authorities must be previously legalized. Documents written in a language other than Spanish must be accompanied by their translation into this language, carried out by a notary or office whose translations are admitted by official bodies, which must be presented just in front of the copy of the original.

LEGITIMATE SUBJECT: Applicants must personally lodge their visa applications. Applications for children under 18 shall be lodged by their legal representatives.

WHERE TO LODGE THE VISA APPLICATION: kindly visit the following link: <https://www.exteriores.gob.es/Embajadas/hanoi/vi/ServiciosConsulares/Paginas/Consular/LUGAR-PRESENTACION-VISADO-%28EN%29.aspx>

APPOINTMENT SYSTEM: Applicants must **book for an appointment** via the appointment system of BLS International Co. Ltd (<https://vietnam.blsspainvisa.com/vietnamise/index.php>)

APPLICATION RECEIPT: The applicant will be given a receipt of the application with a code allowing verification of the processing status of the application through the following link: <https://sutramiteconsular.maec.es/Home.aspx>

REQUIREMENT OF ADDITIONAL DOCUMENTS AND/OR INTERVIEW. At any time during the processing of the file, this Embassy may require the presentation of additional documents to those already presented and/or the personal appearance of the applicant for an interview if deemed necessary.

TIME FOR VISA APPLICATION PROCESSING AND RESOLUTION: The legal period for reaching a decision is of 10 days as of the day after the application submission date, but this period may be extended if an interview or additional documents are requested.

COLLECTION OF PASSPORTS AND DOCUMENTS: Applicants must directly receive visa results (except for minors), within a maximum of one month from the date of receiving the notification of visa results.

REFUSAL OF THE RESIDENCE AUTHORIZATION OR VISA: Where appropriate, the refusal of the residence authorization or visa will always be notified in writing, stating the reasons on which the decision is based.

APPLICATION FOR RECONSIDERATION / APPEAL: In the event of a refusal to grant a residence permit for reasons of study in Spain or a refusal to issue a visa, the applicant can file an application for reconsideration before the Spanish Embassy within one month from the date of receipt of the notice from the Spanish Embassy. The applicant may also file an appeal before the High Court of Madrid within two months from the date of receipt of the notice of the refusal of the visa or of the dismissal of the application for reconsideration.

VALIDITY OF THE VISA: the visa will be valid for 365 days. Visa holders need to apply for a Foreigner's Identity Card within 1 month from the date of entry into Spain, at the Office of Foreigners (Oficina de Extranjería) or the Police Department corresponding to the province that grants the authorization for temporary residence.

GENERAL INFORMATION ON NATIONAL VISAS (download of national visa application form, fees, procedures, etc): kindly visit [this link](#).