EMBASSY OF SPAIN IN HANOI

DOCUMENTS REQUIRED FOR A VISA APPLICATION FOR EMPLOYEE VISA (INCLUDING SEASONAL JOBS)

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) **Criminal record certificate** issued by the authorities of the country in which they have resided during the last 5 years since reaching the age of majority, 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) **Initial residence and employee work permit**, **together with the proof of the date of notification of such permit** (visa applications can only be submitted within **one month** from the date of this notification)**.**
7) **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/Apostilled (https://www.exteriores.gob.es/Embajadas/hanoi/vi/ServiciosConsulares/Paginas/Consular/LEGALIZATION-(ENGLISH).aspx). 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 equally legalized and presented just in front of the copy of the original.

LEGITIMATE SUBJECT: Applicants must personally lodge their visa applications.

WHERE TO LODGE THE VISA APPLICATION: kindly visit the following link:

https://www.exteriores.gob.es/Embajadas/hanoi/vi/ServiciosConsulares/Paginas/Consular/LUGAR-PRESENTACI%C3%93N-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

DEADLINE FOR VISA APPLICATION: The visa application must be submitted within a period of **one month**, counted as of the day after the date on which the applicant is notified favorable decision regarding the initial residence and employment permit.

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 one month as of the day after the application submission date, but this period may be extended if an interview or additional documents are requested.

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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. Results are returned from 09:00 to 12:00 and 14:00 to 15:00, Monday to Friday, excluding public holidays.

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: If the contract is for one year, the visa will be valid for 365 days. Once in Spain, the worker must register with the Social Security system before beginning their work activity and apply for a Foreigner Identity Card at the Foreign Nationals' Office or the corresponding police station, within 1 month from their registration with the Social Security

system.

If the work contract is for seasonal work, the visa will be valid for the entire period for which the applicant is authorized to reside and work in Spain, and it will not be necessary to apply for a Foreigner Identity Card upon arriving in Spain.

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