

# SELF-EMPLOYMENT VISA

The visa application implies the application for a temporary residence and self-employment permit

## A. **REQUIRED DOCUMENTS FOR THE APPLICATION FOR A TEMPORARY RESIDENCE AND SELF-EMPLOYMENT PERMIT**

1. **Application form for temporary residence and self-employment permit in the official model (EX-07)**, in duplicate, duly completed and signed by the foreigner. This form can be obtained at [https://www.inclusion.gob.es/documents/410169/2156496/07-Formulario\\_cta\\_propia.pdf/9291ee86-e900-17c6-549c-4d42ca8a799a?t=1706870299879](https://www.inclusion.gob.es/documents/410169/2156496/07-Formulario_cta_propia.pdf/9291ee86-e900-17c6-549c-4d42ca8a799a?t=1706870299879)
  2. **Full copy of valid passport.**
  3. **Proof of payment of the fee for requesting temporary residence permit:** using the form **790 code 052**: <https://sede.administracionespublicas.gob.es/pagina/index/directorio/tasa052>
  4. **Proof of payment of the fee for requesting work permit:**
    - a. **In general cases:** using the form **790 code 062**: <https://sede.administracionespublicas.gob.es/pagina/index/directorio/tasa062/>.
    - b. When the work activity is to be carried out in **Cataluña**, the fee for work permit must be paid using a different payment form, other than form 790 and which is available at the following link: [https://treball.gencat.cat/ca/ambits/estrangeria/cerca\\_tramits/tramits/autoritzacions\\_compte\\_propi/aut03a/](https://treball.gencat.cat/ca/ambits/estrangeria/cerca_tramits/tramits/autoritzacions_compte_propi/aut03a/)
- \*\*\* **NOTE: The following groups are exempt from paying fees for processing self-employment permits:**
- Ibero-American nationals, Filipinos, Andorrans, Equatorial Guineans
  - Sephardim
  - Children and grandchildren of Spaniards of origin
  - Foreigners born in Spain
5. **List of the authorizations or licenses** that are required for the installation, opening or operation of the projected activity or for the professional performance, indicating the situation in which the procedures for their achievement are found, including, where appropriate, the certifications of request before the corresponding organisms.  
However, **for retail commercial activities and provision of services** (Annex to Law 12/2012) that are carried out in permanent establishments with an area not exceeding 750 square meters, it is not required to present prior municipal authorization or license for opening, so this is replaced by a responsible statement or prior communication to the Administration together with proof of payment of the corresponding tax.
  6. **Documentation accrediting the training and, where appropriate, the professional qualification** legally required for the exercise of the profession, with the approved degree when it is essential for its exercise.
  7. **Establishment project or activity to be carried out**, indicating the planned investment, its expected return and, if applicable, jobs that are expected to be created.

8. Documentation proving that the applicant has the financial investment necessary for the implementation of the project, or with a commitment of sufficient support from financial institutions or others
9. **Proof that the foreigner has sufficient economic resources for their maintenance and accommodation.** In the event that the accredited resources derive from the exercise of the activity on their own, their valuation will be carried out after deducting those necessary for the maintenance of the activity.

It is necessary to prove availability of a minimum amount that allows the maintenance of the applicant during his temporary residence in Spain:

- In the case of family units that include two members (including the applicant himself): an amount representing **150% of the IPREM** (Multiple Effects Public Income Indicator) per month will be required monthly for the head of the family applying for a visa and **100% of the IPREM/month** for the support of each of the dependent family members. In the case of family units that include more than two people: a monthly amount representing 50% of the IPREM for each additional member. **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)

**NOTE: Points 6, 7 and 8** can be accredited through the corresponding **valuation report** issued by **one** of the following organizations:

- National Federation of Associations of Entrepreneurs and Self-Employed Workers (ATA)
- Union of Professionals and Autonomous Workers (UPTA)
- Intersectoral Confederation of Self-Employed Workers of the Spanish State (CIAE)
- Organization of Professionals and Self-Employed (OPA)
- Union of Associations of Self-Employed Workers and Entrepreneurs (UATAE)

## B. **REQUIRED DOCUMENTS FOR THE VISA APPLICATION**

### 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 (i.e. temporary or permanent residence card)
4. Temporary residence and self-employment permit
5. **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 ;
6. **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.**
7. Visa fee

### C. PROCEDURE:

**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 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.

.

**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 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. Once in Spain, workers must register with the Social Security system within a period of 3 months and before beginning their employment activity. They must also apply for a Foreigner Identity Card at the Foreign Nationals' Office or the corresponding Police Station within a period of 1 month from their registration with the Social Security system.

**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.

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