RESIDENCE VISA FOR INTRA-COMPANY TRANSFER (TTI)

Intended for foreigners who move to Spain within the framework of a labor, professional relationship or for professional training reasons, with a company or group of companies established in Spain or in another country (art. 73).

DOCUMENTACIÓN REQUERIDA

1) National visa application form, attached with a passport-type photo
2) **Passport** valid for at least 4 months.
3) **Power of attorney,** in the event that the request is not submitted by the applicant.
4) **If the applicant is not a Vietnamese citizen**, he/she must provide documentation proving his/her residence in Vietnam (temporary or permanent residence card)
5) **Criminal record certificate** issued by the authorities of the country in which they have resided during the last 2 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. Besides, it is mandatory to present a **responsible statement** indicating the absence of criminal records of the last 5 years.
6) **Proof of having the Foreigner Identity Number (N.I.E.)** If not, it is mandatory to apply for it before the visa application. More information on this procedure can be found **here**
7) **Residence permit for intra-company transfer** processed by the Unit for Large Companies and Strategic Groups and granted by the General Directorate of Migration of the Ministry of Employment and Social Security. This authorization has two modalities:
    a. ICT EU permit: applicable in the case of temporary transfer to work as a manager, specialist or for training from a company established outside the EU to an entity belonging to the same company or group of companies established in Spain.
    b. National residence permit for intra-company transfer: applicable in the cases not contemplated in letter a) or once the maximum duration of the transfer foreseen in the previous section has elapsed.

IMPORTANT NOTES

* This type of visa will not be applicable to citizens of the European Union and to those foreigners to whom European Union law is applicable because they are beneficiaries of the rights of free movement and residence (community family members).

* The residence permit application for intra-company transfer can be submitted directly to the Large Companies and Strategic Groups Unit of the Ministry of Employment and Social Security or channeled through the Consular Office. Its concession will correspond to the General Directorate of Migrations of the Ministry of Employment and Social Security.

* Holders of a residence permit for intra-company transfer must always request a TTI visa at the Consular Office, the duration of which will be limited to that of the transfer, and may not exceed

one year.

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: The 14/2013 Law does not establish the obligation of personal appearance of the interested party, so that the beneficiaries of the same can request and collect their residence visa through a **duly accredited representative**. 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-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

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.

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COLLECTION OF PASSPORTS AND DOCUMENTS: Applicants can directly, or through a duly authorized party, receive visa results, 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 is valid for 1 year, or for the same period as the residence permit granted, provided that this is for less than 1 year.
The visa accredits residence in Spain during its validity period, making it unnecessary for the worker to obtain a Foreigner Identity Card. However, the worker may apply for this card at the Foreign Nationals' Office or the corresponding Police Station. .

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