



RESIDENCE AND WORK VISA (TRA)

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1. **TWO APPLICATION FORMS:** Two National visa application forms, duly filled out, signed by the applicant. All questions should be answered.
2. **PHOTO:** Two recent colour passport-size photo with white background (gents with uncovered head). It has to be glued (not stapled) on the application form.
3. **VISA FEE:** Paid at BLS on the day of submission.
4. **PASSPORTS:** Original and photocopy of ALL PAGES of valid passport and previous passports. The present passport should be valid for at least 4 months (1 year recommended). GD copy in case of any lost passport.
5. **ID CARD:** For applicants over 18, copy of national ID card (smart card).
6. **BIRTH CERTIFICATE:** Original birth certificate issued by the registrar's office in English.
7. **RESIDENCE RESOLUTION:** Favourable resolution on the residence and work authorization with the acknowledge of receipt by the company representative which has to clearly state the notification date. The applicant has **ONE MONTH** to request an appointment to apply for the visa from the date of notification. Not fulfilling this period will result in expiration of the resolution and applicant will have to apply again for a new one in Spain as visa application will not be accepted.
8. **WORK CONTRACT:** Original and Copy of the work contract, stamped by the relevant authorities (Oficina de Extranjería) in Spain.
9. **EMPLOYER'S ID:** Copy of the employer's ID.
10. **ACCREDITATION OF PROFESSION:** Proof (Original and photocopy) of professional qualification to perform the applied occupation in Spain.
11. **EDUCATIONAL CERTIFICATES:** Original and photocopy of Degree and Educational Certificates.
12. **POLICE CLEARANCE CERTIFICATE:** For applicants who are over 16: Original and photocopy of Police Clearance Certificate issued by each country in which you have had your residence during the last 5 years, duly legalized. In Bangladesh, the document is issued by the Ministry of Home Affairs (with picture) and must be legalized by ministry of Foreign Affairs (MOFA) and afterwards translated into Spanish language. Only certificates which have been issued 1 year before the visa application are admissible.
13. **HEALTH CERTIFICATE:** Original and photocopy of a medical Certificate issued by a Bangladeshi hospital stating the applicant is "not suffering any of the diseases that may have serious public health impact listed in the International Health Regulations 2005."
14. **MARRIAGE CERTIFICATE AND "NIKAH NAMA":** In case of married, original and copy of marriage certificate and Nikah Nama issued by the registrar of marriage and divorce, in English and Bengali.
15. **EXPLANATION LETTER:** In case of being unable to submit any of the required documents, separate explanation letter for each of those missing documents, translated into Spanish.

## IMPORTANT NOTICE

- All **certificates** must be **legalized by the relevant Ministry of Foreign Affairs (MOFA)** less than **six months** (except 1 year for Police Clearance) before submission of the application and afterwards **translated into Spanish language.**
- The whole file must be in A4 format - one side- in order to be properly scanned, a full set of photocopies must accompany the application.
- Documents should be submitted in the same order as in this requirement list.
- Please, note that during the examination of a visa application, some additional documents may be requested in order to determine that all requirements to obtain the visa are met. In some cases, a personal interview with the applicant may also be requested.
- Applications with false or untrue documents will be refused.
- A Spanish translation of all submitted documents is required in accordance to the provisions of Article 15 of the Act 39/2015, 01st October, that regulates Spanish Common Administrative Procedures of Public Administration. Translation from English into Spanish is to be done by an authorized Translator (Traductor autorizado).
- Please, note that compliance of the above-mentioned conditions does not automatically guarantee the visa issuance.
- Also note that after receipt of the visa the Authorities may refuse entry into Schengen Area upon arrival. In such cases, the Embassy of Spain accepts no liability.

### FOR SUBMISSION OF APPLICATIONS (no appointment needed):

Spain Visa Application Centre, Dhaka

BLS solutions (Pvt.) Limited 2<sup>nd</sup> floor,  
Concord Niharika Tower, Plot-138, Road-4,  
Block-C, Banani, Dhaka-1213 (Bangladesh)

Long Term-Visa (RFK) Appointment:  
+8801609208089 (Sun-Thu) – (14:00 – 15:30) hrs  
BLS Helpline: +8801609208089 (9:00-16:00) hrs  
BLS E-mail: [info.dac@blshelpline.com](mailto:info.dac@blshelpline.com)  
Website: <https://bgd.blsspainvisa.com>

### Timings

Passport Collection time: 14:00 to 15:00 hrs (Sunday – Thursday)  
Flexi Hours: 09:00 to 13:00 and 16:00 to 17:00 hrs  
Submission Time 09:00 to 13:00 hrs  
Submission Time 09:00 to 13:00 hrs (Sunday – Wednesday)  
Prime Time: 13:00 to 15:00 hrs (Sunday to Wednesday)  
Information: 14:00 to 16:00 hrs (Sunday – Thursday)