

# SELF-EMPLOYMENT VISA

The processing of this type of visa takes place in two phases. In a first phase, the applicant must present his/her application for residence and self-employment work permit at the Consular Office, whose decision corresponds to the competent Government Delegation or Sub-delegation. Once the permit has been issued and the interested party has been notified, he/she must submit his/her application for a residence and self-employment visa at the Consular Office.

## **PHASE 1 - APPLICATION FOR A TEMPORARY RESIDENCE AND SELF-EMPLOYMENT PERMIT AT THE SPANISH EMBASSY IN HANOI**

### **A. REQUIRED DOCUMENTS:**

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://inclusion.seg-social.es/documents/410169/2156469/07-Formulario\\_cta\\_propia.pdf](https://inclusion.seg-social.es/documents/410169/2156469/07-Formulario_cta_propia.pdf)
  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. PROCEDURE FOR PHASE I:**

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

**PLACE OF PRESENTATION OF APPLICATION:** at the premises of the Embassy of Spain in Hanoi (4 Le Hong Phong, Ba Dinh, Hanoi)

**APPOINTMENT SYSTEM:** Applicants must write an email to the following address to book for an appointment: [emb.hanoi.vis@maec.es](mailto:emb.hanoi.vis@maec.es)

**APPLICATION RECEIPT:** The Spanish Embassy will give the applicant a receipt of Form EX07 and of the Form 790-052 or 790-062 (if applicable) and will transmit the application for residence permit to the corresponding Foreigners' Office. This Office has a deadline of 3 months to reach a decision, starting from the date of reception of the dossier of application for residence permit.

**NOTIFICATION:** The Embassy of Spain will notify the applicant on the decision of the corresponding provincial Government's Office:

- If the decision is favorable, the applicant will then be invited to come to the Embassy to lodge his/her visa application (see Phase II)
- If the decision is unfavorable, the applicant can file an application for reconsideration of the residence permit 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 residence permit or of the dismissal of the application for reconsideration

**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.

## **PHASE 2 – VISA APPLICATION (if the requested permit is granted)**

### **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

## **B. PROCEDURE FOR PHASE II:**

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

**PLACE OF PRESENTATION OF APPLICATION:** **exclusively** at one of BLS's Visa Application Centers:

- BLS Visa Application Center in Hanoi: 13th floor, Hoa Binh Office Towers 106 Hoang Quoc Viet, Cau Giay, Hanoi, Tel: +84 (0) 24 321 917 55, Email: [info.han@blshelpline.com](mailto:info.han@blshelpline.com), website: <https://vietnam.blsspainvisa.com>
- BLS Visa Application Center in Ho Chi Minh City: Room 64 RA7, 1st floor, Viet Phone Building, 64 Vo Thi Sau, Tan Dinh Ward, District 1, Ho Chi Minh City, Tel: +84 (0) 28 353 571 02, Email: [info.hcmc@blshelpline.com](mailto:info.hcmc@blshelpline.com), website: <https://vietnam.blsspainvisa.com>

**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.

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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.

**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 90 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.