

RESIDENCE VISA FOR REMOTE WORKERS (TEL)

(CHAPTER V BIS OF SECTION 2 OF TITLE V OF LAW 14/2013, OF SEPTEMBER 27)

Intended for foreigners who, **being qualified professionals** (*graduates or postgraduates from prestigious universities, professional training and business schools of recognized prestige or with a minimum of three years of professional experience*), plan to reside in Spanish territory in order to work remotely for a company not located in Spain.

REQUIRED DOCUMENTS

1. **National visa application form**, attached with a passport-type photo
2. **Passport** with a minimum validity of one year and at least two blank pages (original + complete photocopy of all pages, including those that are blank. **Applicants are kindly requested to make photocopies of two pages of the passport on the same A4 page**).
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, 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 in parallel with the visa application. More information on this procedure can be found [here](#).
7. **Certificate** from the company with which the visa applicant maintains a labor or professional relationship of **at least three months** from the date of the application. Such certificate must indicate:
 - 7.1. For applicants employed by a company:
 - 7.1.1. The seniority of the worker in the company
 - 7.1.2. Explicit permission from the company to the worker to carry out the work remotely **from Spain**.
 - 7.2. For self-employed applicants (this would be the case of a self-employed worker who is not a staff of the company hiring him/her as a supplier to develop a service or project):
 - 7.2.1. The seniority of the contractual relationship (i.e. commercial contract)
 - 7.2.2. The terms and conditions in which he/she is going to carry out the professional activity remotely, together with accompanying supporting documentation.
8. Proof of a **real and continuous activity for at least one year of the foreign company** or group of companies with which the worker maintains a labor or professional relationship: Certificate of Registration of the company in which the date of establishment the type of activity of the company are indicated
9. **Proof of means of subsistence for maintenance during the stay**: it is necessary to prove availability of a minimum amount that allows the maintenance of the applicant and

his/her family members during his/her temporary residence in Spain. This minimum **monthly** amount is equivalent to **200%** of **SMI (minimum interprofession salary)**. For the first family applicant, the **monthly** amount equivalent to **75%** of the SMI is established and for each of the family applicants from the second onward, the amount is set at **25%** of the SMI. **For exact information on the quantity established for each year's SMI, you are kindly requested to visit the following website:** <https://www.exteriores.gob.es/DocumentosAuxiliaresSC/Vietnam/HANOI%20%28E%29/SMI.pdf>

For the proof of the indicated amounts, the employment contract or commercial contract may be used, depending on whether it is a labor or professional activity.

10. **Proof of degree or professional experience:**

10.1. Proof of the status of graduates or postgraduates from universities, professional training and business schools of recognized prestige: copy of the degree or documentation proving a minimum professional experience of three years in functions similar to those of the position to be performed as a teleworker of an international nature that can be considered comparable to such qualification and that is relevant for the performance of the distance employment or professional relationship that is authorized.

10.2. In the case of [regulated professions](#), it is necessary to present proof of [approval of foreign higher education degrees to official Spanish Bachelor's or Master's Degrees](#) in accordance with the specific regulations regarding the exercise of regulated professions.

10.3. In the case of applications from people with qualifications in professional training, it is necessary to provide a document of [validation of such qualification issued by the competent educational authority](#).

11. **Proof of compliance with social security obligations:** holders of an international residence permit for teleworkers must comply with social security obligations in accordance to current regulations.

11.1. In the event that the applicant **is covered** by an international instrument for the coordination of social security systems signed by Spain ([click here for a list of bilateral agreement](#)):

11.1.1. **responsible declaration** of the company (for applicants employed by a company), or of the worker (in the case of self-employed applicants), stating the circumstance that the applicant, while displaced to Spain to carry out the activity, still maintains his/her inclusion in the social security system of the State of origin, with the scope and duration established in the applicable bilateral, multilateral agreement or international social security instrument signed by Spain.

11.1.2. **Certificate of applicable legislation** (without the need to be legalized or apostilled), issued by the corresponding social security organization ([click here for examples of such certificates](#))

11.2. In the event that the applicant **is not covered** by an international standard for the coordination of social security systems signed by Spain and, therefore, must affiliate himself/herself to the corresponding Social Security scheme, the following documents must be provided:

11.2.1. For applicants employed by a company

11.2.1.1. [Responsible declaration of the company](#) making commitment to comply, prior to the start of the work activity, with the obligations in the field of social security in accordance with current regulations.

11.2.1.2. Supporting documentation, either of the registration of the [company](#) in the Spanish Social Security system ([see the resolution model for registration in the social security system here](#)), or of the application for registration in this system.

11.2.1.3. Supporting document, either of the registration of the [worker](#) in the Spanish Social Security system, or of the application for registration in this system.

11.2.2. For self-employed applicants

11.2.2.1. [Responsible declaration of the self-employed applicant](#) making commitment to comply, prior to the start of the work activity, with the obligations in the field of social security in accordance with current regulations.

11.2.2.2. Supporting document, either of the registration of the [worker](#) in the Spanish Regime for Autonomous Workers (RETA – *Régimen de Trabajadores Autónomos*), or of the application for registration in this Regime.

12. Health insurance:

12.1. in the event that the applicant **is not covered** by an international standard for the coordination of social security systems signed by Spain or when this standard does not provide health coverage for workers who, being insured in a State, carry out their activity in the territory of another State, the following documents must be presented:

12.1.1. **health coverage insurance policy**, valid for a minimum of one year, arranged with an insurance company authorized to operate in Spain (**travel insurance is not valid**). The coverage of the insurance plan must allow the insured person to go to the doctor both for check-ups and for illnesses or emergencies. The medical insurance must not have a deficiency or copayment or coverage limit, that is, it must cover 100% of medical, hospital and extra-hospital expenses. There is a registry of them in the MINECO: <http://dgsfp.mineco.es/es/Consumidor/RegistrosPublicos/Paginas/Aseguradoras.aspx>

12.1.2. Proof from the bank confirming that the payment of the health insurance policy has been made

12.2. In the event that the applicant **is provided with health coverage** by an international instrument for the coordination of social security systems signed by Spain, this regard must be reflected in the certificate of applicable legislation mentioned in point 11.1.2 of this document.

13. Visa fee: 80€

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).

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 (except for documents stipulated in point 11.1.2 of the present Visa Information Sheet). 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.

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.

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, 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, 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 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.

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.

CHARACTERISTICS OF THE VISA:

- The international remote working visa will be valid for a maximum of one year, unless the work period is shorter, in which case the visa will be valid for the same time as this one.
- The international remote working visa will constitute sufficient title to reside and work remotely in Spain during its validity.
- Within a period of sixty calendar days before the expiration of the visa, international teleworkers who are interested in continuing to reside in Spain may request the residence permit for an international remote worker, as long as the conditions that generated the visa are maintained.
- Although the international remote working visa constitutes sufficient title to reside and work remotely in Spain during its validity, the holder of this visa, once in Spain, may also choose to request a residence permit to work remotely for a company located abroad, which will be valid throughout the national territory. The validity of this authorization will be valid for a maximum of three years unless it is requested for a shorter period of work. The holders of this authorization may request its renewal for periods of two years as long as the conditions that generated the right are maintained.