



09-05-2023

BLS INTERNATIONAL - LONDON - CHECKLIST FOR RESIDENCE AND WORK VISA TRA

This information leaflet has been generated by the Consulate General of Spain in London and is valid for the visa application in the United Kingdom.

READ IT CAREFULLY AND OBSERVE THE REGULATIONS AS STATED BELOW. FAILURE TO COMPLETE ALL SECTIONS OF THE APPLICATION FORM OR TO SUBMIT ALL REQUIRED DOCUMENTS CAN RESULT IN THE REJECTION OF THE VISA.

		YES	NO
1.	National visa application form , duly completed, dated and signed.	<input type="checkbox"/>	<input type="checkbox"/>
2.	<p>One recent passport size colour photograph, printed in photo paper with white background, full front, on which the applicant must be bareheaded, without dark glasses or any other item which may prevent or hinder identification. Veils or head coverings are only permitted for religious reasons; in this case, all facial features from bottom of chin to top of forehead and both edges of the face must be clearly shown.</p> <p>Information on the photographic specifications can be found under this link to the relevant ICAO document.</p> <p>This Consular Section does not accept digital retouching in identity photographs.</p>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<p>Valid passport. The original and a photocopy of the page (or pages) of the passport containing biometric data must be submitted. Passports must have a minimum validity of 1 year and contain two blank pages. Passports issued more than 10 years ago will not be accepted.</p> <p>APPLICANTS MUST LEAVE THEIR PASSPORTS IN THE CONSULATE DURING VISA PROCESSING TIME.</p> <p>UK residence permit. For non-British nationals. Photocopy of both sides of the residence card. Holders of a UK C-visit Visa are not eligible for a national visa.</p>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Copy of the AUTORIZACIÓN DE RESIDENCIA Y TRABAJO POR CUENTA AJENA. The visa application must be submitted within ONE MONTH from the notification to the employer of the authorisation grant.	<input type="checkbox"/>	<input type="checkbox"/>
5.	Work contract. A copy of the work contract stamped by the Foreign Nationals' Office.	<input type="checkbox"/>	<input type="checkbox"/>
6.	<p>Certificate of criminal record (only in the case of persons over 18 years of age, criminal age in Spain) issued by the country or countries where the applicant has resided within the <u>five years</u> preceding the date of the visa application. It cannot be older than 6 months, unless the certificate itself specifies a longer expiration.</p> <p><u>For UK Criminal Records submit ACRO Certificate.</u></p> <p>These certificates must be:</p>	<input type="checkbox"/>	<input type="checkbox"/>



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	<p>*Translated into Spanish by a sworn Translator-Interpreter. It is possible to find a translator in the List of Sworn Translators-Interpreters registered in Spain.</p> <p>*Legalized through the consular representations of the issuing country or, in the case of signatory countries to the Hague Convention of October 5, 1961, hold the Hague Apostille (except official documents issued by a Member State of the European Union, which will not require to be legalized).</p>		
7.	<p>Medical certificate, Applicants requiring a visa for a stay of more than 180 days must submit the original and a copy of a medical certificate, issued by a <u>registered medical practitioner</u>, up to 3 months prior to the date of application. It must be formulated in the following terms or similarly:</p> <ul style="list-style-type: none"> • If the medical certificate is issued in the United Kingdom: “This health certificate states that Mr./Mrs. (...) does not suffer from any of the diseases that may have serious public health repercussions in accordance with what is stipulated by the International Health Regulations of 2005” <p>Certificates issued in a language different from Spanish must be accompanied by a translation into Spanish.</p> <ul style="list-style-type: none"> • If the medical certificate is issued in Spain: “Este certificado médico acredita que el Sr./Sra. (...) no padece ninguna de las enfermedades que pueden tener repercusiones para la salud pública graves, de conformidad con lo dispuesto en el reglamento sanitario internacional de 2005” <p>This Consulate does not provide information about medical centres that issue this certificate. The applicant may contact any public or private medical centre duly accredited in the territory of the United Kingdom or Spain. Medical certificates issued in countries other than the United Kingdom or Spain will not be accepted.</p> <p>These certificates must be:</p> <p>*Translated into Spanish by a Translator-Interpreter. It is possible to find a translator in the List of Translators-Interpreters registered in Spain.</p> <p>*Legalized through the consular representations of the issuing country or, in the case of signatory countries to the Hague Convention of October 5, 1961, hold the Hague Apostille. Official documents issued by a Member State of the European Union, do not require legalization.</p>	<input type="checkbox"/>	<input type="checkbox"/>
8.	<p>Proof of residence in the consular district. Applicants must provide proof of their legal residence in the consular district or that they are attending classes in the consular district. To verify your consular district, please visit the relevant web section of this Consulate.</p>	<input type="checkbox"/>	<input type="checkbox"/>
9.	<p>Proof of the representative's identity and capacity.</p> <p>If the applicant is a minor, it will be necessary to submit copies of the identity document or passport of one of their parents and the document constituting proof of kinship (birth certificate). The original documents must be shown when submitting the application.</p> <p>Foreign documents must be legalized or apostilled and, when necessary, must be submitted together with an official translation into Spanish.</p>	<input type="checkbox"/>	<input type="checkbox"/>



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10.	Payment of the visa fee. Visa fee payment is compulsory. The fee has to be paid in local currency when submitting a visa application, and may be subject to changes due to the currency fluctuations. Please check the list of Consular fees .	<input type="checkbox"/>	<input type="checkbox"/>

When necessary to assess the application, the Consular Office may request additional documents or data, or a personal interview.

INFORMATION FOR THE APPLICANT ON TERMS AND CONDITIONS OF THE VISA PROCESS

- **This Consulate General DOES NOT PROVIDE ANY INFORMATION ON THE STATUS OF A VISA PROCESSING, so no request of information regarding this issue will be answered (neither by phone nor by email).**
- Only complete applications are accepted. Non-submission of required documents may lead to refusal of visa application. **Once the application is submitted, no changes in dates or conditions of travel will be admitted unless duly justified.**
- The visa fee must be paid upon submission and are NON-REFUNDABLE.
- **Rectifying the application:** The Consular Office may ask the applicant to submit any missing documents, or to provide additional documents or data that are necessary for a decision regarding the application. The applicant may also be called in for a personal interview.
- **Decision deadline:** 1 month after the submission date of the application, but this deadline may be extended when additional documents or an interview are requested
- **Collecting the visa:** The visa must be collected in person by the applicant or by their representative within a 1 month, from the date of notification. The Consular Office will inform the applicant about the procedure for the return of the passport and any other original documentation.
- Please kindly note that in order to have your passport back you can choose between the following procedures::
 - A pre-paid Special Delivery envelope provided by applicant stating applicant's full name and address
 - Personal collection at the Consulate

NOTICE: This information is intended to serve as a guide for visa applicants. While we try to make it as accurate and up-to-date as possible, this Consulate General does not assume any legal or other liability for its accuracy and refers to existing Schengen and national regulations.

SIGNATURES and AGREEMENT

1. For Visa Applicant:

I HAVE READ AND AGREED TO THE TERMS AND CONDITIONS VALID FOR THE VISA APPLICATION AS PER ABOVE.

I HAVE COMPLETED THIS APPLICATION TOGETHER WITH BLS STAFF.

2. For Consulate staff:

APPLICANT HAS BEEN INFORMED OF THE ABOVE. THE REMARKS HAVE BEEN COMPLETED TOGETHER WITH APPLICANT.

Name:	
	Applicant
Signature:	
Date:	

Checked by:	
	BLS staff full name
Signature:	
Date:	

PRIVACY POLICY

Please find privacy policy of this Consulate on the website <http://www.exteriores.gob.es/Portal/es/Paginas/proteccion.aspx>.

In compliance with the regulations of Data Protection, the Consulate performs the processing of your data in order to maintain the relationship acquired with you. The legitimating basis of the treatment is the maintenance of the relationship and the exercise of public powers. You can exercise your rights of access, rectification, deletion and portability of your data, limitation and opposition to its treatment, as well as not being subject to decisions based on automated processing of your data with respect to the data contained in said database, sending an email to the following address: cog.londres@maec.es.