

PCP – INTERNSHIP VISA

1. **APPLICATION FORM** (Completed and signed in Spanish or English.)
2. **INTERNSHIP RESIDENCE PERMIT (AUTORIZACIÓN DE RESIDENCIA PARA PRÁCTICAS)**
3. **CRIMINAL RECORD** Original and copy of the criminal record certificate for all visa applicants of eligible age (after notarized translation into Spanish, it must be apostilled by the Government Delegation with the Hague Apostille). Criminal records must be obtained from each country where long-term residence has occurred in the last five years, with Spanish translation and Hague Apostille. The criminal record must not be older than 3 months.
4. **DOCUMENT PROVING ACCOMMODATION IN SPAIN** Invitation letter and/or lease agreement with a copy of the tenant's ID, hotel reservation (for at least 15 days), or a document showing the accommodation address provided by the hosting organization.
5. **CERTIFICATE OF RESIDENCE (TRANSLATED TO ENGLISH OR SPANISH)**
6. **FAMILY REGISTRATION CERTIFICATE (TRANSLATED TO ENGLISH OR SPANISH)**
7. **PASSPORT AND ID COPY**

Visa Process

Applicant: The applicant must come in person for the visa application and passport submission.

Visa Application Period: It is recommended to apply at least 35 days before the planned start dates.

Missing Documents and Interview: The embassy may request additional documents or changes to the existing documents. If deemed necessary, an interview with the applicant may be requested.

Visa Decision Process: The embassy will make a decision, either positive or negative, within a maximum of 1 month from the date of application. This period may be extended due to missing documents or the need for an interview.

Visa Cancellation: Even if the visa is granted, it can be canceled at the applicant's request. The applicant can request the cancellation in person at the embassy within 1 month after being notified of the visa decision.

Visa Refusal: In case of visa refusal by the embassy, the reasons for the refusal will be provided in writing.

Appeal Procedures: The applicant has the right to appeal in writing within 1 month from the day following receipt of the visa refusal notice. If the appeal needs to be made in Spain, it can be done at the Madrid High Court within 2 months.

Visa Validity: For visas granted for up to 180 days, a residence permit is not required. For visas for stays longer than 180 days, an application for a residence card must be made within a maximum of one month from the date of arrival in Spain.