

TRA – RESIDENCE AND WORK VISA

1. APPLICATION FORM

2. AUTORIZACIÓN INICIAL DE RESIDENCIA Y TRABAJO POR CUENTA AJENA DOCUMENT

3. EMPLOYMENT CONTRACT STAMPED AND APPROVED BY OFICINA DE EXTRANJEROS.

4. 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.

5. HEALTH REPORT Must include the following statement:

“The person named (name of the person) who applied to our hospital does not have any disease that could pose a public health risk according to the International Health Regulations (2005) of the World Health Organization.” The report must be translated into Spanish or English by a sworn translator and then

apostilled with the "LA HAYE" apostille by the Government Delegation. Must be submitted with a copy.

If the health report is from a country not party to the Hague Apostille Convention, the Spanish Embassy in that country must authenticate the document (stamped).

6. **CERTIFICATE OF RESIDENCE** (Obtained from e-government services and with QR code)
7. **FAMILY REGISTRATION CERTIFICATE** (Obtained from e-devlet and with QR code)
8. **PASSPORT AND COPIES OF ALL PROCESSED PAGES AND ID = KIMLIK**

ADDITIONAL DOCUMENTS REQUIRED FOR FAMILY MEMBERS:

ALL THE DOCUMENTS MENTIONED ABOVE MUST ALSO BE SUBMITTED FOR FAMILY MEMBERS. SIGNATURE SECTIONS FOR MINORS MUST BE SIGNED BY BOTH PARENTS.

IF A COUPLE IS APPLYING TOGETHER, MARRIAGE CERTIFICATE (TRANSLATED INTO SPANISH AND APOSTILLED BY THE GOVERNMENT DELEGATION) OR FORM

B (NO TRANSLATION REQUIRED, ONLY APOSTILLE REQUIRED). ORIGINAL DOCUMENTS MUST NOT BE OLDER THAN 3 MONTHS.

IF APPLYING FOR CHILDREN AS WELL, BIRTH CERTIFICATE (TRANSLATED INTO SPANISH AND APOSTILLED BY THE GOVERNMENT DELEGATION) OR FORM A (NO TRANSLATION REQUIRED, ONLY APOSTILLE REQUIRED). ORIGINAL DOCUMENTS MUST NOT BE OLDER THAN 3 MONTHS.

MAJOR CHILDREN AND ADULT FAMILY MEMBERS MUST PROVE ECONOMIC DEPENDENCY ON THE FAMILY.

HEALTH INSURANCE: INSURANCE POLICY FOR FAMILY MEMBERS THAT IS COMPATIBLE WITH THE SPANISH HEALTH SYSTEM AND AUTHORIZED TO PROVIDE SERVICES IN SPAIN. ORIGINAL AND COPY.

IF A MINOR CHILD IS TRAVELING WITH ONE PARENT:

Consent form (translated into English or Spanish, apostilled, and then a photocopy)

Copy of the parent's ID or passport and document proving relationship.

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.