



WORK VISA AS AN EMPLOYEE TRA CODE

(stays longer than 90 days)

The process for carrying out work activities as an employee in Spain consists of two stages:

- the granting of a work permit in Spain and
- visa application

In order to obtain the initial Authorization for temporary residence and work as an employee, your employer must go to the Foreigners Office of the city where the work activity will be carried out in Spain, requesting the initial authorization residence for professional purposes. You can get more information on the portal of the Ministry of Employment and Social Security.

The request will be submitted in person to the Consular Section within one month from the date of notification of the granting of the authorization for initial residence and work.

ALL DOCUMENTS MUST BE TRANSLATED ONLY INTO SPANISH. IT IS NOT NECESSARY TO AUTHENTICATE TRANSLATIONS AND PHOTOCOPIES.

It is important to see at the end of this document the information relating to translations and legalizations

REQUIRED DOCUMENTS:

Copies of each of the documents listed below should be provided, along with their originals for comparison.

1. INITIAL AUTHORIZATION FOR TEMPORARY RESIDENCE AND WORK AS AN EMPLOYEE.
2. CONTRACT for which the initial authorization for temporary residence and work as an employee has been granted, stamped by the Immigration Office. (the presentation of the contract will be accepted in PDF format, stamped by the Office and signed electronically by the head of the corresponding Foreigners Office).
3. PASSPORT with a minimum validity of 120 days and with at least two blank pages. Attach a photocopy of the biometric page of the passport, the page where the photo and information of the applicant appears
4. If the interested party is not a Senegalese or Gambian citizen, he must also provide a residence permit.
5. TWO COLOR PHOTOGRAPHS IN NOTEBOOK SIZE.
6. TWO NATIONAL VISA APPLICATION FORMS completed in all its sections with Latin characters and signed by the applicant.
7. EXTRACT FROM THE CRIMINAL RECORD of the interested party who wishes to be reunited (legalized and translated) for applicants over 16 years of age.
The original and the Spanish translation also legalized and a photocopy of both documents (See note at the end of these requirements on translations and apostilles or legalizations).

8. MEDICAL CERTIFICATE (visit-against-visit), regulated by the local legislation in force, whose date of issue does not exceed three months, duly apostilled, with translation into Spanish, in which the following text appears: "... suffers from any of the serious public health diseases established in the International Health Regulations 2005".

9. PAYMENT OF THE TAX: see the updated tax rate on the website; to this rate will be added the amount established by the BLS center for the admission of the file.

During the examination of the visa application, the additional documents deemed appropriate may be required so that all the conditions for obtaining it are accredited.

Note: This information is not binding and does not modify or replace the content of current regulations, which will be applicable in any case.



In SENEGAL: All Senegalese documents presented must be APOSTILLED, NOT LEGALIZED (Senegal is part of the Apostille Convention since 05/04/2023):

- Extract from the criminal record
- Visit medical certificate – usually sent by Fann Hospital

ALL APOSTILLED at the Ministry of Foreign Affairs of Senegal.

In GAMBIA: All Gambian documents will need to be legalized:

- Extract from the criminal record (Criminal Record or Certificate of character: gambian citizen)
- Visit medical certificate (medical certificate)

ALL LEGALIZED at the legalization service of the Gambian Ministry of Foreign Affairs and then at the Gambian Embassy in Dakar.

ADDITIONAL INFORMATION

- The maximum resolution period for this type of visa is one month
- The visa must be collected within one month of notification of shipment. If the withdrawal is not made within the aforementioned period, it will be understood that the person concerned has waived the visa granted and the file will be archived.
- The worker must enter Spain during the validity period of the visa (90 days). The date on which you enter Spain must appear in the passport
- Within three months of the worker's entry into Spain, he must register with social security.
- Foreigners holding a valid long-term national visa can move freely within the territory of other Schengen States for a maximum period of three months, within a six-month period, provided that the entry requirements are fulfilled.