



## **HIGHLY QUALIFIED VISA AND FOR INTRA-COMPANY TRANSFERS**

### **OVERVIEW**

**Visa for highly qualified workers:** Visa to carry out a work activity as an employee in Spain as a highly qualified professional, member of senior management personnel meeting certain criteria set forth in prevailing legislation, or as a graduate or post-graduate of a prestigious university and/or business school.

**Visa for intra-company transfers:** Visa to carry out a work activity as an employee in Spain as a member of senior management personnel, a specialist or a trainee, to perform a contract, or in respect of a professional relationship, when the transfer is made within the same company or group of companies.

### **HOW TO APPLY**

All visa appointments of the Consulate General of Spain in Edinburgh will be booked only via BLS International Edinburgh web: <https://uk.blsspainvisa.com/edinburgh/>

Your visa application must be submitted in person at BLS centre in Edinburgh on the day of the appointment, along with the rest of the required documents detailed in this checklist.

BLS centre address: **6 Dock Place, Suite 1A, Edinburgh, EH6 6LU.**

### **FEES**

The fee for the visa application process is comprised of the following charges:

- **BLS fee:** £ 14.55
- **Visa administration fee**, to which the Principle of Reciprocity will be applied:

<i>Visa admon.fee</i>	Highly Qualified and Intra-company transfers	Family members
<b>UK citizens</b>	£555	£516
<b>Other nationalities</b>	<a href="https://www.exteriores.gob.es/Consulados/edinburgo/es/Consulado/Documents/TASAS%20CONSULARES%202023.pdf">https://www.exteriores.gob.es/Consulados/edinburgo/es/Consulado/Documents/TASAS%20CONSULARES%202023.pdf</a>	

Fees must be paid at the moment of submission, in cash or by card.

**\*If you decide to cancel your application, or your application is refused, you will not be refunded the price of the visa application process.\***

### **TERRITORIAL JURISDICTION OF THE CONSULATE GENERAL OF SPAIN IN EDINBURGH**

Your visa application will be accepted only if your place of residence falls within of our consular jurisdiction.

Our jurisdiction comprises of:

Scotland and Scottish Isles

Northern Ireland

And the following English counties:



Cleveland, Cumbria, Durham, Northumberland, Tyne & Wear and Tees Valley (Redcar and Cleveland, Stockton on Tees, Hartlepool, Darlington and Middlesbrough).

#### CONDITIONS OF APPLICATION

An appointment does not guarantee a visa. This Consulate General is not responsible for the expenses of the intended travel and will not accept any expenses claim in the event of a visa refusal.

Photocopies of all original documents must be provided at the time of application. Screenshots will not be considered.

Your application, passport and visa fees will be forwarded to the Consulate General of Spain in Edinburgh.

When necessary to assess the application, the Consulate General may request additional documents or information, and may also ask you to come in for a personal interview.

Due to data protection regulations, we will not provide information on the status of a visa over the phone or by email. You will need to wait to be notified within the established timeframes (see section “**DURATION OF APPLICATION**”).

#### LIST OF REQUIRED DOCUMENTS

- 1. Valid, unexpired passport.** The original and a photocopy of the page/s of the passport that contain biometric data must be submitted. The passport must have a minimum validity period of 1 year and contain two blank pages. Passports issued more than 10 years ago will not be accepted.
- 2. Official National Visa Application form**, duly completed in all sections, dated and signed.
- 3. A recent passport size colour photograph** taken in the last 6 months, which meets the ICAO specifications; [https://www.icao.int/Security/mrtd/Downloads/technical%20reports/annex\\_A-photograph\\_guidelines.pdf](https://www.icao.int/Security/mrtd/Downloads/technical%20reports/annex_A-photograph_guidelines.pdf)
- 4. Proof of residence** in the consular district: This must be provided in document form with your name and address visible (i.e. bills, bank statements etc...).
- 5. For non-British citizens: UK residence permit.** It can be either in form of Visa stamped on the applicant's passport or a Residency Card. Holders of a UK C-visit Visa are not eligible for applying through our Consulate.
- 6. For persons over 18 years of age: Certificate of Good Conduct** issued by the country or countries where you have been a resident in the past 2 years. Additionally, you must provide a written statement in which you state that you do not possess a criminal record in the past 5 years. Only the ACRO police certificate is valid for the UK. The disclosure Scotland certificate is not accepted for visa purposes.  
The police certificate must be translated by a Sworn Translator and legalised with the Hague Apostille if the country is a signing member of the Hague Convention. If the country is not a signing member, the document must be verified by the Spanish Consulate in the country of issuance.  
This certificate should be issued within six months prior to submitting the application, unless the certificate



itself specifies a different expiration.

#### 7. Residence permit issued by the Large Companies and Strategic Groups Unit in Spain.

This permit is requested by the company or organisation and not by the applicant. The applicant must apply for the visa after the permit is approved.

#### 8. In order to have your passport delivered, the following options are available:

A pre-paid Special Delivery envelope for up to 500 g. provided by the applicant from the Post Office; or a BLS Guaranteed courier service, provided by BLS the day of your appointment.

### ELIGIBLE FAMILY MEMBERS

For each family member accompanying you, the requirements stated above must be fulfilled, plus:

- Spouse or person with whom the applicant has a relationship similar to marriage: **marriage or civil partnership certificate**, legalised by the Hague Apostille and officially translated into Spanish.
- Children of applicant under the age of 18: **birth certificate** legalised by the Hague apostille and officially translated into Spanish.
- Children over the age of 18 years old who are dependent on the applicant economically and haven't created a family unit of their own:
  - Proof of residence in the family home
  - Proof of single status
  - Proof of student status (if applicable)
  - **birth certificate** legalised by the Hague apostille and officially translated into Spanish.
- Relatives in the ascending line: **relationship certificate**, legalised by the Hague Apostille and officially translated into Spanish, along with documents proving financial dependence and that they form part of the family unit.

### SWORN TRANSLATIONS AND LEGALISATIONS

All foreign public documents must be legalized or apostilled to be valid in Spain and, where applicable, must be submitted together with an official translation into Spanish.

The Hague Apostille is a simplified procedure that has the same purpose as legalization and is applied between the States party to the Convention of 5 October 1961, which abolished the requirement to legalize foreign public documents.

- In order to obtain more information about the procedure of the Hague Apostille legalisation, you can visit the British government website in charge of this type of legalisation.
- Translations can be done by a sworn translator registered in Spain. You can find a registered sworn translator at our website:  
<https://www.exteriores.gob.es/es/ServiciosAlCiudadano/Paginas/Traductores-Interpretes-Jurados.aspx>



\*The document should be legalised first and then translated afterwards. The Hague Apostille does **not** need to be translated, **nor** does the translation need to be legalised. **It is only the original documents that need legalising and translating.\***

#### DURATION OF APPLICATION

The legal period for reaching a decision is 10 days as of the day after the submission date of the application, but this period may be extended when an interview or additional documents are requested.

#### 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 AND I AM AWARE THAT NOT SUBMITTING ANY OF THE REQUIRED DOCUMENTS MAY LEAD TO REFUSAL OF VISA APPLICATION.**

2. For BLS staff:

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

Applicant's name:

Signature:

Date:

Checked by (BLS staff):

Signature:

Date: