

## VISAS FOR ENTREPRENEURS (WORK EXPERIENCES) IN SPAIN

### DOCUMENTATION TO BE PRESENTED

#### General considerations

Any foreigner over 18 years of age who is not a national of an EU/Schengen country and is pursuing studies leading to a university degree or who has already obtained a higher education degree within the two years prior to the application date and intends to enter and remain in Spain with the sole or primary purpose of participating in a work placement program under either a reception agreement or an internship contract, must first apply for and obtain a long-term internship visa, in accordance with the provisions of Law 14/2013 of September 27, on support for entrepreneurs and their internationalization. For these purposes, higher education is defined as university education, higher artistic education, higher vocational training, higher professional education in practical arts and design, and higher sports education. The studies or, where applicable, the degree may have been completed or obtained either in Spain or abroad.

This visa does NOT include training internships (Article 52.1.a) of Royal Decree 1155/2024 of November 19), for which a student visa is required.

If the interested party is already legally in Spain pursuing studies leading to a university degree, they must submit their application to the Immigration Office corresponding to their place of residence.

**Submitting an application for a visa for an internship requires first obtaining a residence permit from the host institution in Spain before the corresponding Immigration Office.**

**The visa for an internship does not allow for family reunification of any kind.**

If the internship to be undertaken under the aforementioned Law is expected to last no more than 90 days, the interested party must in all cases apply for a Schengen visa and not an internship visa. Obtaining this visa is mandatory for all applicants, regardless of their nationality, including those whose nationality requires only a travel authorization registered in the European Travel Information and Authorization System (ETIAS), when it is in force (Annex II, Regulation EU 2018/1806 of November 14). The general rules for Schengen visas apply to this visa application. A copy of the residence permit issued by the corresponding Immigration Office must always be included with the application. It should also be noted that border authorities may require documentation justifying the purpose of the trip upon entry to Spain.

Those who are within the period of their voluntary commitment not to return to Spain may not apply for a long-stay visa of any kind.

**All applicants must have a Foreigner Identification Number (NIE) before submitting their visa application. If they do not have one, they must apply for one beforehand (which can be done at this Consular Office), as the visa will not be authorized without this NIE.**

Applications for long-term work placement visas may be submitted either in person or through a duly authorized representative, exclusively at the Consular Office in whose district the applicant resides. Applications cannot be submitted electronically under any circumstances.

Only applications submitted by those who actually and permanently reside in the corresponding consular district will be accepted for processing. If they are third-country nationals, they must also be legally resident and/or stay with authorization to return (not tourists).

Fingerprinting is not required.

The Consular Office may establish an appointment system for receiving applications for this type of visa. The granting of an appointment for submitting a visa application does not automatically imply authorization for the application.

Visa applications will be rejected in the cases provided for in the Fourth Additional Provision of Organic Law 4/2000 of January 11.

<sup>1</sup> The application and documentation must be submitted in person at this Consulate General during business hours, Monday to Friday, from 9 a.m. to 1 p.m. Appointments are required at [cog.melbourne.visappt@maec.es](mailto:cog.melbourne.visappt@maec.es)

In the case of incomplete applications or if any document submitted does not meet the legally required requirements, the applicant will be required to rectify them.

The issuance of a visa for work experience by the Consular Office requires prior authorization from the corresponding Spanish authorities, a process that takes 20 days from receipt.

If the visa is authorized, the initial temporary residence authorization will be valid for one year if the activity to be carried out is expected to be longer than 3 months (or equal to the duration of the internship agreement, if shorter), and 90 days if the activity is expected to be longer than 3 months.

The visa application period is less than 3 months, and both are valid for the entire national territory.

The visa must be collected within 1 month of its authorization. It may be collected in person or through a representative. After this period has elapsed, the Consular Office will issue a resolution to dismiss it due to renunciation. It may not be collected at any Consular Office other than the one that processed the application.

The visa holder has a maximum of 3 months to enter Spain and must, in all cases, travel to Spain and present to the border authorities the same travel document used to process their visa, which includes the visa.

Possession of a valid visa of this type does not guarantee automatic entry to Spain. The holder must prove to the border authorities that they meet the requirements that led to its issuance. Nor does it, on its own, allow the holder to leave their country of origin, nationality, or residence, which may impose regulations in this regard.

Entry into Spanish territory will be denied, even if the holder holds a valid visa and can prove to the border authorities that the visa is met, if an entry ban exists.

Once entry into Spain has been authorized by the border authorities, the visa holder must ensure that their passport is stamped. If entering Spain from a Schengen State and therefore without crossing external borders, they must, within a maximum of three business days, go to a Police Station or Immigration Office to sign an entry declaration.

The visa issued by itself entitles its holder to legally reside in Spain for the first year, without needing to apply for the corresponding Foreigner's Identity Card (TIE).

If the visa is denied by this Consular Office, it will issue a decision rejecting the application, which will always be communicated in writing to the interested party, including information on the legal basis for the denial, the available appeals, and the bodies to which they must be filed.

#### Documentation to be submitted

All applicants must present:

1. Original passport or travel document.
2. National visa application form (1 copy).
3. 1 photograph.
4. Alternatively:
  - a. Certificate of no criminal record for offenses under Spanish law, issued by the country or countries in which the applicant has resided in the last 5 years.
  - b. Certificate of no criminal record for offenses under Spanish law, issued by the country or countries in which the applicant has resided in the last 2 years, and a signed declaration by the applicant stating that there is no criminal record in the last 5 years.
5. Copy of the residence permit for internships issued by the corresponding Immigration Office and previously processed by the host institution in Spain.
6. Amount of the corresponding consular fee; if the fee is claimed to be free of charge, supporting documents.
7. Document proving the applicant's actual and permanent residence in this consular district (rental contract for a home, utility or telephone bills, proof of enrolment in an educational institution as long as classes are compulsory in person, etc.).

8. If the applicant is a third-country national, official document proving their legal residence and/or stay with authorization to return (visa, foreign resident identity document, etc.). Driver's licenses issued by local authorities, certificates of residence registration, and rental contracts for a home, utility or telephone bills will not be accepted.

Finally, the Consular Office may request, for information purposes only, additional documentation, specifically a document proving that the interested party is pursuing studies leading to a university degree or, where applicable, that they have already obtained a higher education degree within the two years prior to the date of the application, or a copy of the internship agreement or contract signed by the interested party with a host institution.

#### General rules on the documentation to be submitted

The procedure for applying for a NIE is explained in a separate information note available at this Consulate General and on its website. You must use the corresponding forms, also available at this Consulate General, and pay the corresponding consular fee.

The passport or travel document must be recognized by Spain, must be valid for at least 3 months after the visa validity period (i.e., 6 months for stays of less than 3 months and 15 months for all other periods), have at least 2 blank pages, and must allow return to the country of issue. In addition to the original, a photocopy of ALL pages, including those left blank, must be submitted.

The visa application form must be completed in all sections and signed by the applicant (or by their representative in the case of minors). Applications with unsigned forms will be deemed inadmissible. The applicant's home address or postal address (which must always be within the consular district), telephone number, and email address must be clearly stated for communication purposes. This form is free of charge.

The photograph must comply with the technical requirements of ICAO Document 9303 (close-up of the head and shoulders, taken from the front, with eyes open, against a plain, light background, without glare, dark glasses, hats, or clothing that obscures the face, which must be visible from the hairline to the chin, taken within the six months prior to the visa application).

The criminal record certificate, civil registry certificates, and other official Spanish and foreign documentation must not be dated more than three (3) months ago, and in exceptional cases, six (6) months. This consular office reserves the right to request official foreign documentation that has been apostilled<sup>2</sup> or, where appropriate, legalized (except for a current bilateral or multilateral agreement<sup>3</sup>), as well as a translation into Spanish (documentation in English or French<sup>4</sup> is accepted). The applicant is responsible for providing the apostilled/legalized documents and their translation into Spanish, and the applicant must bear the cost of these procedures.

Criminal record certificates must be submitted in their simplest form (without fingerprints).

The visa fee is payable in advance and is not refunded to the applicant in the event of visa denial<sup>6</sup>.

All documents must be presented in the **original and a copy**. Documents submitted will not be returned (except upon express and reasoned request).

**THIS CONSULAR OFFICE RESERVES THE RIGHT TO REQUEST ADDITIONAL DOCUMENTATION OR CARRY OUT NECESSARY CHECKS IF IT DEEMS IT NECESSARY TO RESOLVE THE CASE. DOCUMENTATION PROVIDED THAT HAS NOT BEEN EXPRESSLY REQUESTED WILL NOT BE TAKEN INTO ACCOUNT WHEN RESOLVING THE CASE.**

**COMPLIANCE WITH THESE INSTRUCTIONS IS STRONGLY ENCOURAGED, AND INTERESTED PARTIES ARE KINDLY REQUESTED TO SUBMIT ALL REQUIRED DOCUMENTATION AT THE SAME TIME TO AVOID DELAYS IN VISA PROCESSING.**

**THIS CONSULAR OFFICE DOES NOT OFFER PHOTOCOPYING SERVICES TO THE PUBLIC.**

<sup>2</sup> The updated list of member states of the Hague Convention of 5.10.1961, which abolishes the requirement for legalization of foreign public documents (Apostille Convention), can be consulted at the following link: <https://www.hcch.net/es/instruments/conventions/status-table/?cid=41>

<sup>3</sup> Consult the list of current Conventions at this Consular Office.

<sup>4</sup> For documents drawn up in other languages, please consult this Consular Office.

<sup>5</sup> Please check the current fee for this type of visa at this consular office at the following link: <https://exterioresedicion.maec.es/Consulados/melbourne/es/Comunicacion/Noticias/Paginas/Precios-Recaudaci%C3%B3n-Consular-a-1012024.aspx> Please note that payment will only be accepted by money order or cash.