

DOCUMENTS REQUIRED FOR APPLICATION FOR VISA WITH EXEMPTION FROM THE REQUIREMENT FOR A WORK PERMIT (STAYS UP TO 90 DAYS)

- 1) **Schengen visa application form**, attached with a passport-type photo
- 2) **Passport** valid for at least 3 months after your departure from the Schengen area or, in case of a multiple entry visa, after the last scheduled departure. It must contain at least 2 blank pages and have not been issued for more than 10 years. An A4 photocopy of all passport pages containing information (visas, stamps, etc.) must be provided.
- 3) **If the applicant is not a Vietnamese citizen**, he/she must provide documentation proving his/her residence in Vietnam (temporary or permanent residence card)
- 4) **Proof of travel history:**
 - a. Previous passport/s (original + photocopy)
 - b. **In case of having been refused with a visa by any of the member countries of the Schengen area during the last 5 years: resolution (or resolutions) of visa refusal**, accompanied by a brief **explanation** of the reason for the visa application(s) at that time and the **supporting documentation** (if applicable)
- 5) **Proof of falling into one of the cases of exception to the work permit requirement:**
 - a. **Professors, technicians, researchers and scientists invited or hired by a Spanish university to carry out teaching, research or academic tasks:**
 - Certificates, titles, letters of reference or recommendation, etc., that guarantee the applicant's academic and professional career. It must be taken into account that the said document, together with its supporting documentation, will be used for comparison with the invitation or employment contract described in the following point, in order to verify the adequacy of the applicant to the professional profile required by the inviting body.
 - Invitation or employment contract for the exercise of the said activities, signed by the person who has been attributed with the legal representation of the university.
 - b. **Technicians, researchers and scientists invited or contracted by public entities for the development of a technical, scientific or general interest activity or program:**
 - Certificates, titles, letters of reference or recommendation, etc., that guarantee the applicant's academic and professional career. It must be taken into account that the said document, together with its supporting documentation, will be used for comparison with the invitation or employment contract described in the following point, in order to verify the adequacy of the applicant to the professional profile required by the inviting body.

- Invitation or employment contract signed by the person who has been granted with the legal representation of the inviting or contracting body, stating the description of the project and the professional profile required for its development. In this regard, it should be clearly stated in the said document that:

- the project is of a technical, scientific or general interest activity or program, and
- the invitation is based on the applicant's knowledge, specialization, experience or scientific practices.

c. Staff of an international scientific mission posted to Spain:

- Work contract and/or appointment of the interested party together with a letter signed by the legal representative of the international organization or agency promoting the mission, stating the description of the project, the professional profile required for its development and the activities that form part of that.
- Official document from the competent Spanish authority authorizing the activities of the scientific mission.

d. Professors and directors of cultural or educational institutions that develop cultural and educational programs of their respective countries

- Employment contract or appointment to occupy a management, teaching or research position at the institution.
- Documentation that justifies the following points:
 - that the occupation of the applicant is going to be limited to the exercise of the activity mentioned in the previous point,
 - the validity and recognition, in the country of origin of the institution, of the courses, programs, titles or diplomas issued in Spain
 - in the case of private institutions, that the activities carried out are officially recognized and authorized by the competent Spanish authorities.

e. Civil or military officials who come to Spain to carry out activities under cooperation agreements

- Appointment issued by the competent authority to occupy a position in Spain by virtue of a cooperation agreement.
- Certification issued by the competent Spanish authority for the management of the cooperation agreement justifying that the activities to be carried out correspond to its content.

f. Correspondents and special envoys: Accreditation to carry out their work in Spain issued by the competent Spanish authorities.

g. Artists (excluding those belonging to the audiovisual sector)

- Applicant's contract for the development of artistic activities.
- List of the authorizations or licenses required for their development,

indicating the status of the procedures for their achievement, including, where appropriate, the application certifications before the corresponding bodies.

h. Religious members:

- Certification from the Ministry of the Presidency, Relations with the Courts and Democratic Memory certifying that the Church, confession, community or order is registered in the Registry of Religious Entities.
- Certification of the religious entity, endorsed with the agreement of the Ministry of Justice, which proves the following points:
 - that the applicant has, effectively and currently, the status of minister of worship, member of the hierarchy or professed religious for fulfilling the requirements established in its statutory norms;
 - that the activities to be carried out in Spain are strictly religious, or in the case of professed religious, merely contemplative or that they respond to the statutory purposes of the order and that work activities that are not carried out in this area are expressly excluded.
 - that the entity undertakes to take care of the living and lodging expenses of the applicant, as well as to comply with the social security requirements.
- Copy of the statutes of the religious order or community.

In fact, the first two requirements can be accredited with a single document issued by the General Subdirectorate for Religious Freedom of the Ministry of the Presidency, Relations with the Courts and Democratic Memory.

i. Trade unionists and representatives of business organizations

- Appointment or designation, issued by the competent body of the organization to carry out trade union activities in Spain. It must be expressly specified in this document that the activity to be carried out in Spain will be strictly limited to the performance of those functions.
- Certification of the status of internationally recognized trade union or business organization, issued by the competent body of the Spanish Ministry of Labor and Social Affairs or by the corresponding international Federation or Confederation.

j. Children over 16 and under 18 years of age:

- Proposal for an activity that favors the social integration of the child by the child protection service that claims to exercise his/her legal guardianship.
- Certification from the competent state authority for the protection of children certifying that the protection service mentioned in the previous paragraph exercises guardianship of the child.

6) Proof of availability of sufficient financial means for the entire stay in the Schengen territory: 10% of SMI (minimum interprofession salary) multiplied by the number of

days that the visa applicant intends to stay and by the number of people traveling at the expense of the visa applicant. In any case, a minimum amount of a **90%** of SMI per person must be accredited, regardless of the planned length of stay. **For exact information on the quantity established for each year's SMI, you are kindly requested to visit the following website:**

<https://www.exteriores.gob.es/DocumentosAuxiliaresSC/Vietnam/HANOI%20%28E%29/SMI.pdf>

7) Documents enabling the evaluation of the intention to leave the territory of the Member States:

a. Proof of labor roots:

- If the applicant is an entrepreneur: commercial registration certificate of the company in which his personal data appears.
- If the applicant is an employee:
 - Employment contract
 - Payroll with detailed breakdowns for the last 3 months
 - Bank statement of the salary receipt account for the last 3 months. Bank statements printed online are not accepted.
 - Travel decision
 - Document indicating the number of affiliation to the social/medical security system in Vietnam

b. Proof of financial roots:

- Savings book(s)
- proof of ownership of real estate (if applicable)

c. Proof of social/family roots: Marriage and birth certificate of the children (if applicable)

8) Air-ticket booking

9) Travel medical insurance: The insurance must cover the costs of repatriation for medical reasons or death and emergency medical assistance or emergency hospital care during the entire period of stay and throughout the Schengen area. The minimum coverage will be 30,000 euros or its equivalent in local currency. If a multiple-entry visa is requested, the health insurance will be valid for the first intended trip. The applicant will agree to take out insurance for successive trips.

10) Proof of accommodation or of having sufficient means to pay for it: hotel reservation(s) during the entire stay in the Schengen territory

PLEASE CLICK [THIS LINK](#) FOR DETAILED INFORMATION ON SCHENGEN VISAS (download of visa application form, fees, procedures, etc).