



DIGITAL NOMAD VISA (TEL)

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1. **TWO APPLICATION FORMS:** Two National visa application forms, duly filled out, signed by the applicant. All questions should be answered.
2. **PHOTO:** Two recent colour passport-size photo with white background (gents with uncovered head). It has to be glued (not stapled) on the application form.
3. **VISA FEE:** Paid at BLS on the day of submission.
4. **PASSPORTS:** Original and photocopy of ALL PAGES of valid passport and previous passports. The present passport should be valid for at least 4 months (1 year recommended). GD copy in case of any lost passport.
5. **ID CARD:** For applicants over 18, copy of national ID card (smart card).
6. **BIRTH CERTIFICATE:** Original birth certificate issued by the registrar's office in English.
7. **MARRIAGE CERTIFICATE AND "NIKAH NAMA":** In case of married, original and copy of marriage certificate and Nikah Nama issued by the registrar of marriage and divorce, in English and Bengali.
8. **NIE:** Applicant must apply previously for NIE number. (by contacting emb.dhaka@maec.es)
9. **MEDICAL INSURANCE:** Public or private health insurance, arranged with an insurance company authorized to operate in Spain that covers the entire period of stay and all types of healthcare without limitations with the same benefits as the Social Security system.
10. **EDUCATIONAL CERTIFICATES / ACREDITATION OF PROFESSION:** Original and photocopy of Educational Certificates from prestigious universities or business schools or certificate that the applicant has at least 3 years of experience in his/her business activity. Must provide Spanish homologation of those documents.
11. **ECONOMIC MEANS:** Proof of economic means to afford the costs of living during the period of residence in Spain as well as the return expenses. Must be at least 200% of the monthly Spanish national minimum wage. In the case of family members: For the first family member they must prove additional financial means of at least 75% of the Spanish minimum wage and 25% for each additional applicant.

It is convenient that you open a bank account in Spain from where the availability of said economic means is reflected, you will present the original and a copy of the permission of the Bank of Bangladesh by which you are allowed to make the transfer for the total of relatives and applicant for a full year.
12. **COMPANY ACREDITATION:** Accreditation of a real and continuous activity for at least one year by the company/s with which the worker maintains the employment or professional relationship. Certificate from the Business Registry (or similar body in the country) showing the date of incorporation of the company and the type of activity.

13. ACCREDITATION OF EMPLOYMENT OR PROFESIONAL RELATIONSHIP WITH FOREIGN COMPANY:

1. In case of **SELF-EMPLOYMENT:**

- 1) Accreditation of a minimum professional relationship of three months at the date of the application with the foreign company(s) with which said relationship is maintained.
- 2) Proof that the contractual or professional relationship can be exercised at a distance.
- 3) Copy of the employer's ID.

2. In case of **EMPLOYEE:**

- 1) Certificate from company where states the applicant's joint date.
- 2) Certificate that the contractual relationship and terms and conditions under which the professional activity will be exercised at a distance.
- 3) Copy of the employer's ID.

14. RESPONSIBLE DECLARATION SOCIAL SECURITY OBLIGATIONS: Responsible declaration by the company (if the applicant is an employee) or the applicant (if he/she is self-employed), stating their commitment to comply with the Spanish social security obligations before starting any work-related activity.

15. PROOF OF COVERAGE IN THE SOCIAL SECURITY SYSTEM: Proof of registration in the Spanish Social Security System:

1. **EMPLOYEE:** Registration of the Company in the Spanish Social Security System
2. **SELF-EMPLOYMENT:** Registration of the teleworker as a Self-Employed worker (RETA: Régimen de Trabajadores Autónomos de la Seguridad Social española) in the Spanish Social Security System. Please note that, if you do not have (as a non-resident foreigner) an electronic certificate or CLAVE, you will not be able to make the electronic registration request or obtain the aforementioned proof. In this case, you can obtain it through an authorized legal representative in Spain who will use a valid electronic certificate to interact and carry out all types of procedures with the Spanish administration.

16. POLICE CLEARANCE CERTIFICATE: For applicants who are over 16: Original and photocopy of Police Clearance Certificate issued by each country in which you have had your residence during the last 2 years, duly legalized. In Bangladesh, the document is issued by the Ministry of Home Affairs (with picture) and must be legalized by Ministry of Foreign Affairs (MOFA) and afterwards translated into Spanish. Only certificates which have been issued 1 year before the visa application are admissible.

17. CRIMINAL RECORD DECLARATION: Responsible declaration confirming the absence of criminal records for the last five years in Spain or in any other country where you have had your residence during the last 5 years.

18. HEALTH CERTIFICATE: Original and photocopy of a medical Certificate issued by a Bangladeshi hospital stating the applicant is "not suffering any of the diseases that may have serious public health impact listed in the International Health Regulations 2005."

IMPORTANT NOTICE

- All **certificates** must be **legalized by the relevant Ministry of Foreign Affairs (MOFA)** less than **six months** (except 1 year for Police Clearance) before submission of the application and afterwards **translated into Spanish language.**
- The whole file must be in A4 format - one side- in order to be properly scanned, a full set of photocopies must accompany the application.
- Documents should be submitted in the same order as in this requirement list.
- Please, note that during the examination of a visa application, some additional documents may be requested in order to determine that all requirements to obtain the visa are met. In some cases, a personal interview with the applicant may also be requested.
- Applications with false or untrue documents will be refused.
- A Spanish translation of all submitted documents is required in accordance to the provisions of Article 15 of the Act 39/2015, 01st October, that regulates Spanish Common Administrative Procedures of Public Administration. Translation from English into Spanish is to be done by an authorized Translator (Traductor autorizado).
- Please, note that compliance of the above-mentioned conditions does not automatically guarantee the visa issuance.
- Also note that after receipt of the visa the Authorities may refuse entry into Schengen Area upon arrival. In such cases, the Embassy of Spain accepts no liability.

FOR SUBMISSION OF APPLICATIONS (no appointment needed):

Spain Visa Application Centre, Dhaka

BLS solutions (Pvt.) Limited 2nd floor,
Concord Niharika Tower, Plot-138, Road-4,
Block-C, Banani, Dhaka-1213 (Bangladesh)

Long Term-Visa (RFK) Appointment:
+8801609208089 (Sun-Thu) – (14:00 – 15:30) hrs
BLS Helpline: +8801609208089 (9:00-16:00) hrs
BLS E-mail: info.dac@blshelpline.com
Website: <https://bgd.blsspainvisa.com>

Timings

Passport Collection time: 14:00 to 15:00 hrs (Sunday – Thursday)

Flexi Hours: 09:00 to 13:00 and 16:00 to 17:00 hrs

Submission Time 09:00 to 13:00 hrs

Submission Time 09:00 to 13:00 hrs (Sunday – Wednesday)

Prime Time: 13:00 to 15:00 hrs (Sunday to Wednesday)

Information: 14:00 to 16:00 hrs (Sunday – Thursday)