



**TTI**

Deadline: \_\_\_\_\_

Further to your application for a **SPANISH INTRA-COMPANY TRANSFER VISA** we list below the documents that have been presented and those you are still to submit. You have a fifteen-working days deadline to submit the outstanding documents; failure to do so before the deadline will result in your application being dismissed.

Surname: \_\_\_\_\_

Name \_\_\_\_\_

Applicant Passport No. \_\_\_\_\_

Represented by: \_\_\_\_\_

Relationship: \_\_\_\_\_

Reason for appointing a representative: \_\_\_\_\_

| Sub-<br>mitted | Outstan-<br>ding | DOCUMENTS   |
|----------------|------------------|---|
|                |                  | * <b>National visa application form</b> dully fulfilled and signed by the applicant or their representative if applicable   |
|                |                  | * <b>Applicant's passport valid for at least one year</b> , with at least one blank page to affix the visa.   |
|                |                  | * <b>One photocopy of the data page of applicant's passport</b>   |
|                |                  | * <b>Two recent color passport photographs</b> on white background  |
|                |                  | <b>Copy of the residence permits issued during the last 5 years by The UAE or any other country</b>   |
|                |                  | <b>Good conduct certificate or equivalent</b> (only for applicants over 18 years old) issued by the local police authorities of the country (countries) of residence over the last 5 years. The certificate issued by the UAE <b>must be legalized</b> both by the EAU Ministry of Interior and Ministry of Foreign Affairs (MOFA). <b>This document must be translated into Spanish</b> by a sworn translator. |
|                |                  | * <b>From Spain: "Autorización de Residencia para Trabajadores Altamente Cualificados"</b> issued by "Unidad de Grandes Empresas".  |
|                |                  | <b>In case of applying through a representative: <u>Power of Attorney dully legalized and translated into Spanish by a sworn translator.</u></b>  |

**\* Application will not be accepted without this document**

Dubai,

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Applicant full name: \_\_\_\_\_