



## RESIDENCE AND WORK VISA (TRA)

Visa fee, in Bangladeshi taka equivalent to 90 €. This must be paid in the following bank: Standard Chartered Branch, North Gulshan, Plot # 189, Block.NW (A), Gulshan Avenue North, Gulshan 2, Dhaka

Please note: Applications are to be submitted within one-month time from the following day the employer was notified the granting of the Initial Temporary Residence and Work Permit in Spain.

### Required Documents:

1. Completed visa application form, duly filled in and signed by the applicant. All questions have to be answered; otherwise the application will not be accepted.
2. One recent colour passport-size photo with white background (gents with uncovered head). It has to be glued (not stapled) on the original application form.
3. Original and photocopy of ALL PAGES of passport or official travel document (non-Bangladeshi applicants have to have a residence permit issued in the current valid passport).  
All passports should be valid for at least 4 months (1 year recommended).
4. For applicants 16 and above: Police Clearance Certificate issued by each country in which you have had you residence during the last 5 years, duly legalized by the MoFA. Only certificates that have been issued within the 6 months previous to the submission of the visa application are admissible.

In Bangladesh, the document is issued by the Ministry of Home Affairs.

5. Medical CERTIFICATE stating you are **not suffering any of the diseases that may have serious public health impact according to the provisions set forth by International Health Regulations 2005**.
6. Photocopy of the contract related to the Initial Temporary Residence and Work Permit that has been granted, stamped by the relevant Foreign Office (Oficina de Extranjería) in Spain, professional qualification of the position offered in the contract.
7. Photocopy of the administrative resolution granting the Initial Temporary Residence and Work permit. As stated above, this document is valid for one-month time from the date of notification by the Spanish authorities to the employer and hence must be submitted within that period.
8. The whole file must be one side photocopied in A4 format in order to be properly scanned so a full set of photocopies must accompany the application.

### IMPORTANT NOTE:

Once the visa form has been filled in and signed, and the complete set of documents (listed above) are ready for submission

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.

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, 01<sup>st</sup> 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.

In some cases, a personal interview with the applicant may also be requested.

**Once you have all the requested documents, you have to send an e-mail to [emb.dhaka.vis@maec.es](mailto:emb.dhaka.vis@maec.es) with the Subject: “Appointment for RESIDENCE AND WORK VISA”, stating your full name and passport/ID number.**