BLS INTERNATIONAL

CHECKLIST – INTERNSHIP/RESEARCH/PHD STUDIES

Intended date of travel to Spain:	DD	MM	YYYY

Minimum documentation

SR	Documents	Yes	No
1	**Residence Permit / Authorization:** Original and a copy of the permit issued by the Large Companies and Strategic Groups Unit (Unidad de Grandes Empresas - UGE) in Spain. Without this permit, the application cannot be accepted.		
2	**Passport:** Valid passport with a minimum validity of three months and at least two blank pages.		
3	**Photograph:** One recent color photograph with white background (taken within last 6 months), 3.5 cm x 4.5 cm.		
4	**National Application Form:** Duly completed in blue ink and capital letters, or printed online, and signed in each section.		
5	**Passport Copy:** Copy of all pages of the current valid passport.		
6	**Valid Residence Permit/Visa:** Applicable only for applicants who are non-nationals of Thailand, Cambodia, Myanmar, or Laos.		
7	**Certificate of Criminal Record & Signed Declaration:** Required for persons over 18 years. Issued by country/countries lived in during the last 2 years (valid for 6 months). In addition, a signed declaration confirming absence of criminal records for the last 5 years must be submitted.		
8	**Dependants Documentation (if accompanying):** • **Spouse:** Marriage certificate or civil partnership certificate. • **Children:** Birth certificate. If minor travels with only one parent, consent letter or proof of sole custody.		

Important Notes:

(1) All Foreign documents must be translated into Spanish.

(2) All foreign documents must be duly legalized or apostilled, except official documents issued by a Member State of the European Union.

This is not an exhaustive list. Applicants can be requested to submit additional documents or can be called at an interview if required by the Embassy.

The visa fees and the BLS Service fees are non-refundable. All original documents must be accompanied with one photocopy.

Please help us save paper and space by presenting your documents printed in both sides and avoiding unnecessary and unrequired information and/or documents.

DECLARATION:

I holder of Passport no……

voluntarily agrees to avail the services of BLS International (Thailand) Ltd. to apply for a visa for Spain.

I am responsible for checking all the details on the visa sticker (personal information—name, surname, passport number; validity period of the visa, etc.) to ensure they are correct. Should I find any mistake, misspelling, or inaccuracy on the visa sticker, I will inform BLS for correction immediately for correction.

In the case of a Travel Agency, name of the agency……

Contact number of applicant/agency ……

Signature of the Applicant/Agent ……

Date ……

BLS Staff Name: ……