

## HIGHLY QUALIFIED EMPLOYEES WORK PERMIT PROCESS MAP

### STEP 7: COLLECTION OF RESIDENCE CARD

The residence card(s) can be personally collected 20/30 days after the fingerprinting appointment and should then be carried by the holder(s) at all times. Note that fingerprinting will also be required at the time of collection.

### STEP 6: RESIDENCE CARD APPLICATION

The applicant and all accompanying family members must attend an appointment at the foreign police to submit fingerprint data and apply for residence cards. Residence card application is required if the residence permit is longer than 6 months, otherwise the residence visa will be enough for the stay in Spain.

Processing time: 3-4 weeks

### STEP 5: SOCIAL SECURITY REGISTRATION

The employee will need to be registered with Spanish social security (Group 1 and 2) prior to commencing work.



### STEP 1: INITIATION

Client initiates the case with FGI. FGI assesses work permit category and sends document checklist to the client. Client sends the documents listed on the checklist to FGI.

### STEP 2: RESIDENCE AUTHORIZATION APPLICATION

FGI submits the Residence Authorization application to the Spanish Ministry of Labour, via the Unidad de Grandes Empresas (UGE) in Madrid. The Residence Authorization approval will be returned to the applicant to take with him/her to Spain.

Processing time: 4 weeks

### STEP 3: VISA TYPE D APPLICATION

The assignee and any accompanying dependents must apply for the Visa Type D at the Spanish Consulate in their country of origin or residence. Once the visa is ready for collection, the Spanish Consulate will notify the applicant. The Visa Type D must be collected within one month of issuance and then used within the period of validity (usually 1 year) as stated on the visa.

Processing time: 2 weeks

### STEP 4: ENTRY TO SPAIN

Applicant and family may now enter Spain. The date of entry to Spain should be stamped at the port of entry.