

TRANSNATIONAL / INTRACOMPANY TRANSFER 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. Personal appearance is required.

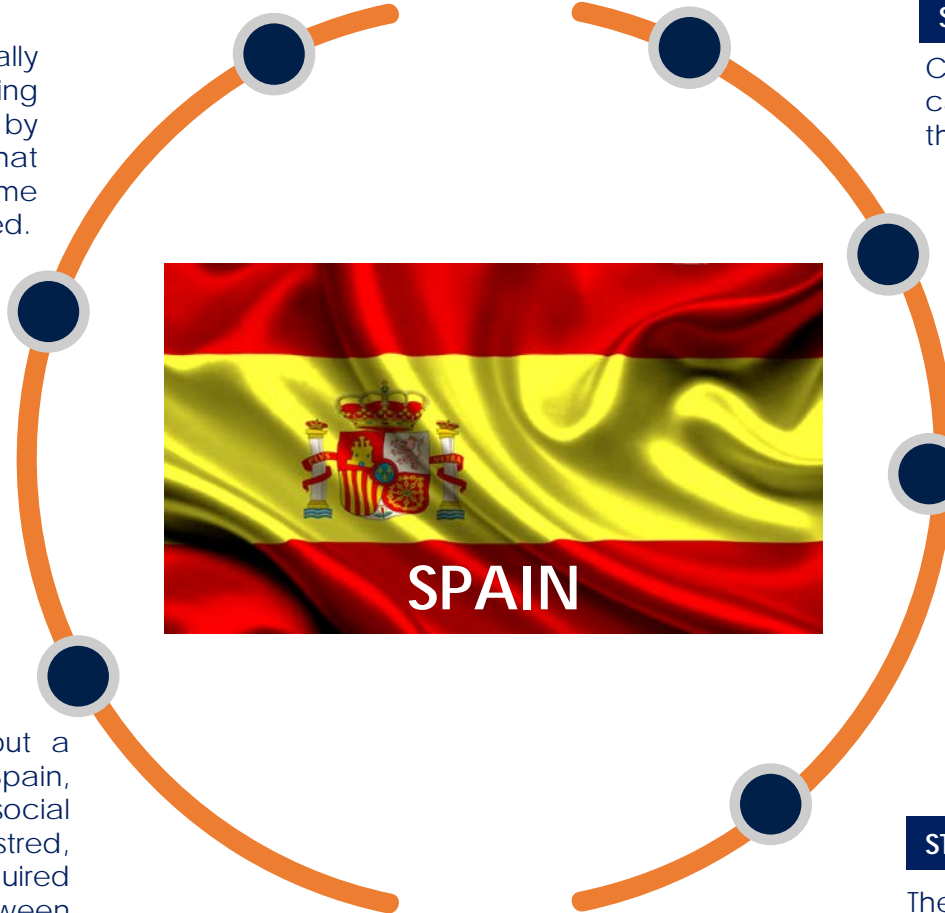
STEP 6: RESIDENCE CARD APPLICATION

The assignee and any accompanying dependents must apply for Residence Cards and submit their fingerprint data for the Residence Card application within one month of arrival. Residence cards are not required if the work permit is issued for under six months.

Processing time: 3-4 weeks

STEP 5: SOCIAL SECURITY REGISTRATION

If the applicant is hired in a country without a reciprocal social security agreement with Spain, he/she will need to be registered with Spanish social security prior to commencing work. Once registered, the applicant can begin working. This is not required if there is an agreement in social security between Spain and the sending country.



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

Once all documents are received, FGI submits the Residence Authorization application to the Spanish Ministry of Labour, via the Unidad de Grandes Empresas (UGE) in Madrid.

Processing time: 9 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 90 days) as stated on the visa.

Processing time: 2 weeks

STEP 4: ENTRY TO SPAIN

The assignee and any accompanying dependents may now enter Spain. Visas will be stamped at the port of entry.