

## VAN DER ELST VISA PROCESS MAP



### 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: SPANISH AUTHORITY

FGI submits the visa application to the Spanish Labor authorities for approval of the van der elst visa.

### STEP 3: VAN DER ELST VISA APPLICATION

Upon approval, the assignee must apply for the Van der Elst visa at the nearest Spanish consulate. The consulate will send the application to the Labour Authorities in Spain for verification and approval (this includes background checks, security checks, etc.)  
Processing time: 2-3 months

### STEP 4: ENTRY TO SPAIN

Once the visa is approved, the assignee can travel to Spain.

### STEP 5: POSTED WORKER NOTIFICATION

An online declaration should be submitted to the Spanish labour inspectorate prior to the assignment and be kept on file along with documents about the assignment.

### STEP 6: TOWNHALL REGISTRATION/RESIDENCE PERMIT

The assignee must register at the local town hall if they will be in Spain for less than 6 months and must apply for a residence permit if they will be in Spain for more than 6 months.