



CONSULADO GENERAL DE ESPAÑA  
MANILA

WORK VISA (TRABAJO)

**PROCEDURE:**

1. Complete the documents required. Put all the documents in 1 large brown envelope (with the applicant's surname, name and contact number written in bold letters on the upper left corner of the envelope).
2. The applicant must come personally on the appointment date and must pay the visa fee upon submission of the application.
3. Always include 2 photocopies of filled-up application form and 1 photocopy of the rest of the documents.

**REQUIREMENTS:**

1. Duly accomplished **National** application form.
2. One (1) recent passport-size photo with white background (to be pasted on the application form)
3. Valid passport (with validity of at least 4 months).
4. **1 photocopy** of the data page of the valid passport.  
**"AUTORIZACION DE TRABAJO Y RESIDENCIA"** (Authorization to Work) issued by the Spanish Labour Authorities, likewise a copy of the employment contract which was used to approve the abovementioned Authorization, duly stamped by the corresponding Immigration Office in Spain. ***This authorization to work must be submitted within the 30-day validity period, from the date of receipt of the employer. The document must indicate the date of receipt.***
5. **Medical Certificate** (done at any DOH accredited hospital or clinic) indicating the non-existence of diseases that may have a serious effect on public health, according to International Sanitary Regulations of 2005 (authenticated by the Department of Foreign Affairs) (validity 3 months from date of issuance).
6. **NBI Clearance** (National Bureau of Investigation) authenticated by the Department of Foreign Affairs (validity is 6 months from date of issuance). Must present Police/NBI Clearance from the places of residence within the last 5 years, authenticated by the corresponding authorities).
7. All documents presented in English must be translated to Spanish by a recognized Spanish translator (traductor jurado) accredited by the Spanish Ministry of foreign Affairs.

**NOTE: OTHER DOCUMENTS NOT INDICATED MAY BE REQUIRED**

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**Important Reminder:**

FOR SECURITY REASONS, CELLPHONES AND BAGS ARE NOT ALLOWED INSIDE THE CONSULATE GENERAL. THEREFORE IT IS ADVISED NOT TO CARRY ANY DURING YOUR VISIT. IN CASE VISITORS COME WITH A BAG OR CELLPHONE TO THE CONSULATE PREMISES, THEY WILL HAVE TO LEAVE THEM OUTSIDE. THE CONSULATE GENERAL WILL NOT BE HELD LIABLE FOR ANY LOSS OF OR DAMAGE TO PERSONAL BELONGINGS.