



Embassy of Spain in Nairobi

Requirements for Work Visa

What is a Work and Spanish residence authorization document?

A Work and Residence authorisation is issued by the Labour Authorities in Spain. A work permit relates to a specific person and a specific job. The Work and Residence authorisation allows employers in Spain to recruit people from outside the European Union (EU). Citizens from the EU, Norway, Iceland, Liechtenstein and Switzerland do not need any permit or visa to work in Spain.

How do I apply for a Work and Residence Permit?

You cannot apply directly for a work permit. The employer in Spain who wants to employ you must do this. The employer should contact the Immigration Office (Oficina de Extranjeros) at the nearest *Subdelegación De Gobierno* or the *Unidad de Grandes Empresas*.

As soon as you receive the Work and Residence authorisation document (***Autorización de Residencia*** via email) from your employer, you can apply for a Work Visa at the Embassy.

IMPORTANT! Once the work permit is notified to your employer, you have one month to apply for the visa. After this deadline applications will not be accepted.

How to apply for the work visa

Please submit the '*Application for a National Visa*' form and present it along with the required documents. Application form must be signed and submitted **in person**. Every document must be in Spanish or officially translated into Spanish or English. Applicants might be invited for **an interview** concerning the visa application.

Provide a scanned copy of the documents required to the email address:

emb.nairobi.vis@maec.es

After checking the documents, we will give you an appointment to apply.

Where should I apply for a Visa?

Only Kenyan/Ugandan residents and citizens can apply for a visa at the Embassy of Spain in Nairobi.

Requirements to be completed by applicants: (Original and 1 copy of every document is needed)

- **1 form '*Application for a National Visa*'** duly filled in and signed by the applicant.
- **1 recent colour photo**, 26-35mm width and 32-45mm height, with white background.
- **Passport** of the applicant which must be valid for at least **120 days**, including photocopies of all pages
- **Kenyan/Ugandan ID card or proof of residence in the two countries covered by this Embassy in Kenya.**



- Work and Residence Permit (***Autorización de Residencia inicial y Trabajo por cuenta ajena***) issued by the Ministry of Labour (Ministerio de Trabajo y Asuntos Sociales). As stated above, no more than 1 month should elapse between the day in which the approval is notified to your employer and the day you apply for the visa.
- **Copy of the employment contract** submitted and stamped by the Spanish Immigration Department (Oficina de Extranjería).
- **Certificate of Good Conduct** from every country that the applicant has lived in the last 5 years; this is applicable for persons over the age of 18 yrs. (original – duly legalized).
- **Medical certificate:** with results of laboratory tests attached, stating the following “This medical certificate guarantees that Mr./Mrs./Ms. XXXX does not suffer from any disease that may constitute a serious danger to public health as stated in the International Health Regulations of 2005”. (Original – **duly legalized**)
- Please note that the Consulate General reserves the right to request additional documents

Once the applicant collects the visa:

- The worker must enter into Spain during the validity of the visa (3 months). The work visa allows to enter and to stay in Spain.
- The worker must be registered into the Social Security System (*afiliación, alta y posterior cotización*) within 3 months after he/she enters into Spain. Within 1 month from the registration into the Social Security System the worker must apply in person for an ID card (*Tarjeta de Identidad de Extranjero*) at the *Oficina de Extranjería* or the Police Station (Comisaría de Policía) where he resides. Address can be located at this website:
https://www.policia.es/documentacion/oficinas/oficinas_extran.html
- Register as resident (empadronarse) at the city hall.

Important Notice:

The mere submission of the listed documents does not guarantee the issuance of a visa. Individual assessments are made in every case.

The visa must be collected personally within a period of two months from the date of notification of authorization.

Visa Fee: Kshs. 10,394

Legalization fees per document (if applicable): Kshs. 973