

## INTERNSHIP VISA CHECKLIST

<b>Name Applicant :</b>	<b>D VISA (INTERNSHIP)</b>
<b>Passport Number :</b>	
<b>Date Apply :</b>	

Document Required	Requirement	YES	NO	Reason
<b>1. Visa Application Form</b>	Fully filled and signed by the applicant. For minors: Signed by both parents or legal guardian.			
<b>2. Photograph</b>	One recent passport-size color photo (white background)			
<b>3. Passport</b>	Valid for at least 1 year Photocopy of the relevant data/information page			
<b>4. Residence Authorization for Internship</b>	Original + photocopy Issued by the Delegation or Sub-delegation of the Government of the province where the internship will be carried out			
<b>5. Police Clearance Certificate</b>	Applicants 18+ Original and copy Apostilled/legalized Translated to Spanish Issued by BAINTELKAM Jakarta (Indonesian applicants) Additional clearance if residing >6 months in other countries in the last 5 years.			
<b>6. Responsible Declaration</b>	To be requested by the hosting company / institution in Spain Declaration of no criminal record (last 5 years)			
<b>7. Proof of Residence</b>	Indonesian: KTP + Kartu Keluarga Foreigners: KITAS or KITAP			
<b>8. Payment of visa fee</b>				
<b>9. Proof of Representative's Identity &amp; Capacity</b>	If submitted by a representative: Power of attorney + representative's ID If minor: Copies of parents' ID/passport + proof of relationship			

BLS Staff, Name and sign

Name & Sign of the Applicant  
/Authorized representative