

WORK VISA CHECKLIST

Name Applicant :	D VISA (Work visa)
Passport Number :	
Date Apply :	

Document Required	Requirement	YES	NO	Reason
1. National Visa Application Form	Fully filled and signed by the applicant. For minors: Signed by both parents or legal guardian.			
2. One photo	One recent passport-size color photo (white background)			
3. Passport	Valid for at least 1 year Two blank pages Photocopy of the relevant data/information page			
4. Work permit ("Autorización de residencia inicial y trabajo por cuenta ajena")	Issued by the Delegation or Sub-delegation of the Government of the province where the internship will be carried out Original + photocopy			
5. Work contract	copy of the work contract stamped by the Foreign Nationals' Office			
6. Criminal record check certificate.	Issued by BAINTELKAM Jakarta (Indonesian applicants) Additional clearance if residing >6 months in other countries in the last 5 years. Apostilled/legalized Translated to Spanish Original + photocopy			
7. Medical Certificate	Issued in the 3 months preceding the submission of the visa application. Include a stamp from the issuing Medical Center, doctor's name and signature, doctor's License Number and date of expedition. Written on letterhead paper from hospital/doctor's office or directly on the provided template. Signed by a Doctor (Physician), not by a Nurse Practitioner or a Physician assistant. If the certificate does not include the text in Spanish, an official or certified translation into Spanish is required. Original + photocopy			
8. Proof of residence in the consular district	Indonesian: KTP + Kartu Keluarga Foreigners: KITAS or KITAP			
9. Proof of Representative's Identity & Capacity	If submitted by a representative: Power of attorney + representative's ID If minor: Copies of parents' ID/passport + proof of relationship			
10. Payment visa fee				

BLS Staff, Name and sign

Name & Sign of the Applicant
/Authorized representative