



INTERNSHIP VISA

JAN 2026

OVERVIEW

Visa for foreigners who have obtained a university degree in the past two years or who are pursuing studies, that will lead to their obtaining a university degree in Spain or abroad, and who are participating in an internship programme in Spain (through the signature of an internship agreement or of a trainee contract) with the purpose of improving their knowledge, their skills and their experience in a professional environment.

In order to apply for an internship visa, the applicant must have an “Authorization of Initial Residence for Internship” (Autorización de residencia inicial para prácticas) issued by the Delegation or Sub-delegation of the Government of the province in which the internship will be carried out.

If these conditions are not met, it is possible to apply for a study visa for the undertaking of other internships in Spain



GENERAL INFORMATION

- The application must be submitted in person or by a duly accredited representative at the BLS Visa Application Center for Spain in Jakarta. The representative must provide proof of his/her identity through an original passport or identity document and provide an authorization letter signed by the applicant.

More information and appointments at:

<https://idn.blsspainvisa.com/>

- Only applications from residents in Indonesia and Timor Leste will be accepted.
- Residents in other countries must apply for their visas at their country of residence.
- All submitted documents must be originals and copies of those. At the end of the procedure, original documents will be delivered back to the applicant and the copies will be kept with the file at the Embassy.
- All documentation in a foreign language must be translated into Spanish:
- You may find a sworn translator in Spain here:
<https://www.exteriores.gob.es/es/ServiciosAlCiudadano/Paginas/Buscador-STIJ.aspx>
- The translations made by a sworn translator in Spain do not need to be legalized, but if other translators make the translation it must be legalized by the Embassy/Consulate of Spain in the country where the document was issued.
- **Translated documentation Bahasa Indonesia into Spanish will be legalized by the Embassy. Legalization fee will be applied. (More information at emb.yakarta.sc@mae.es)**
- When necessary to assess the application, the Consular Office may request additional documents or data and may ask the applicant to come in for a personal interview. Please check said contact details are correct and accurate.
- No information will be provided about the status of the visa before the process has ended.



DOCUMENTATION REQUIRED IN ORDER TO APPLY FOR A INTERNSHIP VISA VISA WITH THE EMBASSY OF SPAIN

1. National Visa application form Each applicant, or their representative, must complete a visa application form, filling in each of its sections and sign the visa application.

2. Photograph: Glued or clipped (not stapled) onto visa application form. Photo specifications: Passport-size Size:, colour photograph, recent (taken within the last 6 months to reflect your current appearance), printed on matte/glossy paper, taken against a white, light, clear, uniform background, facing forward, without dark or reflective glasses, or any garments concealing the applicant's full oval of the face.

Photos with a dark background or with objects or people that can be seen behind the head will not be accepted.

3. Valid, unexpired passport. Original and a photocopy of the page or pages of the passport that contain biometric data. The passport must have a minimum validity period of 1 year and contain two blank pages. Passports issued more than 10 years ago will not be accepted.

If the passport does not meet the requirements, it must be renewed before applying for the visa.

4. Authorization of Initial Residence for Internship ("Autorización de residencia inicial para practicas"). Original and a copy of the Authorization issued by the Delegation or Sub-delegation of the Government of the province in which the internship will be carried out. The company is the institution in charge to ask about this document.

5. Criminal record check certificate.

Applicants of legal age (18 years old and older) must submit the original and a photocopy (not notarized) of their criminal background check certificate(s) issued by their country or countries of residence for the past 2 years.

Once this document has been issued, it must be:

- First: Apostilled/Legalized

In case of Indonesian Police Record:

The Embassy of Spain only will accept Indonesian police records issued by the "Badan Intelijen Keamanan" (BAINTELKAM) in Jakarta (address: JL. Trunojoyo 3 – Kebayoran Baru – Jakarta 12110) in Indonesian and English languages.

The Embassy will not admit neither legalize Indonesian police records issued by organizations other than the abovementioned.

Once the Indonesian Police Record has been issued, it must have the Apostille of La Hague issued by the Ministry of Law and Human Rights (KEMENKUMHAM).

In case of Timor Leste Police Record:



It must be legalized by Ministry of Justice of Timor Leste after that, it must be legalized by Ministry of Foreign Affairs of Timor Leste and finally by the Embassy of Spain in Jakarta.

- Second: All the documentation must be translated into Spanish.

If the applicant has spent more than 6 months (more than 180 days) during the last 2 years in another country (outside the Indonesia, Timor Leste or Spain), an additional criminal background check from every country of residence must be provided. The criminal background checks must be authenticated with the The Hague Apostille, unless it is issued by an EU member state. The criminal background check issued by an EU authority does not need to be apostilled to be accepted. If the country in which the applicant has lived in the past 2 years does not subscribe to The Hague Convention of 1961, the background check must be authenticated by the Ministry of Foreign Affairs of the issuing country and then by the Consulate of Spain in this country. The background check must be accompanied by an official translation into Spanish (if the original is not written in Spanish).

Please submit an original and a copy of all documents: Criminal background check, Apostille and official translation.

6.- Responsible Declaration of the absence of criminal records in the countries where you have resided during the previous 5 years.

7. Proof of legal residence in the consular district Indonesian KTP and KARTA KELUARGA or in case of foreigners KITAS or KITAP.

8. Payment of the visa fee.

Payment made to BLS. Non-refundable. Different rates apply due to reciprocity.

Fees from January 1, 2026:

U.S. citizens: Additional cost of 2 340 000 IDR in addition to the general visa fee

Citizens of Canada: 16 550 000 IDR (Prácticas)

Citizens of the UK: 6 660 000 IDR (Visados investigadores y familiares RIN y RUE)

All other nationalities: 1 760 000 IDR

Visa fees are revised quarterly according to current exchange rates and can be subject to changes.



Procedure

This Consular Office is competent to accept visa applications from individuals residing in the consular district. (Indonesia and Timor Leste)

- **Who can apply for a visa:** The visa application must be submitted in person by the applicant, or by one of their parents if they are a minor
- **Place of submission:** The application must be submitted by appointment only to the BLS Spain Visa Application Center for Spain in Yakarta.

BLS – SPAIN VISA APPLICATION CENTER, YAKARTA

Unit No. 805, Lantai 08, Menara Thamrin,
Jalan MH Thamrin Kav. 03, Jakarta Pusat,
Jakarta 10250, Indonesia

Email: info.jkt@blshelpline.com, feedback.jkt@blshelpline.com

Phone number: +62 213 117 2169

Please be sure that you have already all the required documents before scheduling an appointment, as only complete applications with all the requirements will be admitted.

To find more information and schedule an appointment at BLS Spain Visa Application Center in Yakarta, please contact BLS Spain Visa Application Center

Rectifying the application: The Consular Office may ask the applicant to submit any missing documents, or to provide additional documents or data that are necessary for a decision regarding the application. The applicant may also be called in for a personal interview.

Decision period: The legal period for reaching a decision is **10 days** as of the day after the submission date of the application, but this period may be extended when an interview or additional documents are requested.

Collecting the visa: BLS Office will inform the applicant regarding the procedure to collect /return the passport and any other original documentation.

Visa refusal: Visa refusals will always be notified in writing, setting forth the grounds on which the decision adopted was based.

Appeals: If a visa is refused, the applicant may submit an appeal for reconsideration to this Consular Office within 1 month of the day following the date on which notification of the refusal is received. An application for judicial review may also be filed with the High Court Justice of Madrid within the 2-month period beginning the day after the date on which the applicant receives notification of the visa refusal or of the dismissal of the reconsideration appeal.



Validity period of the visa: The visa will be valid for the authorized internship period, with a maximum validity period of 6 months (in the case of an internship hosting agreement) or of 1 year (in the case of a trainee contract). The visa accredits legal residence in Spain. If the authorized internship period is longer than 6 months, it is possible to apply for a Foreigner Identity Card (T.I.E., Tarjeta de Identificación de Extranjeros) from the Foreign Nationals' Office or the corresponding Police Station.