



VISA FOR HIGHLY QUALIFIED WORKERS AND INTRA-COMPANY TRANSFERS JAN 2026

Visa for highly qualified workers: Visa to carry out a work activity as an employee in Spain as a highly qualified professional, member of senior management personnel meeting certain criteria set forth in prevailing legislation, or as a graduate or post-graduate of a prestigious university and/or business school.

In order to apply for a Visa for highly qualified workers the applicant must have an Authorization of Initial Residence for Highly Qualified workers (“Autorización de residencia inicial para trabajadores altamente calificados”) issued by the UGECE (“Unidad de Grandes Empresas y Colectivos Estratégicos”, del “Ministerio de Inclusión, Seguridad Social y Migraciones” de España – “Large Companies and Strategic Groups Unit”, “Ministry of Inclusion, Social Security and Migration” of Spain).

Visa for intra-company transfers: Visa to carry out a work activity as an employee in Spain as a member of senior management personnel, a specialist or a trainee, to perform a contract, or in regards to a professional relationship, when the transfer is made within the same company or group of companies.

In order to apply for a Visa for intra-company transfers the applicant must have an Authorization of Initial Residence for Intra-company Transfers (“Autorización de residencia inicial para traslado intraempresarial”) issued by the UGECE (“Unidad de Grandes Empresas y Colectivos Estratégicos”, del “Ministerio de Inclusión, Seguridad Social y Migraciones” de España – “Large Companies and Strategic Groups Unit”, “Ministry of Inclusion, Social Security and Migration” of Spain).

Visa for family members of the highly qualified worker or of the intra-company transferred worker

The following family members of the worker may also obtain the visa:

- The spouse or unmarried partner.
- Children and adult children who are financially dependent on the worker and who have not created a family unit of their own.
- Relatives in the ascending line in the worker's care.



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/>

- Kindly note that 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 foreign OFFICIAL documents must be dully legalized/apostilled.
- 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 don't need to be legalized, but if the translation is made by other translators 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 also 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 come to an end.



REQUIRED DOCUMENTS FOR THE WORKER

1.- National Visa Application form (National Visa Application form):

Each applicant must complete and sign a national visa application, filling out every section. It can be filled out electronically or handwritten in capital letters. If the applicant is a minor, one of their parents or a duly accredited representative must sign the application.

2.- One photo: Glued or clipped onto visa application form. Photo specifications: Recent (taken within the last 6 months to reflect your current appearance), passport-size, color photograph, 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 your head will not be accepted.

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

4.- Residence authorization. Authorization of Initial Residence for Highly Qualified workers ("Autorización de residencia inicial para trabajadores altamente calificados") or Authorization of Initial Residence for Intra-company Transfers ("Autorización de residencia inicial para traslado intraempresarial"). These authorizations are issued by the UGECE ("Unidad de Grandes Empresas y Colectivos Estratégicos", del "Ministerio de Inclusión, Seguridad Social y Migraciones" de España), or the Large Companies and Strategic Groups Unit of the Ministry of Inclusion, Social Security and Migration of Spain.

Each family member accompanying the worker must submit a Residence authorization issued in favor of the family member.

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. A written declaration signed by the applicant stating the absence of a criminal record from the last five years.

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

8. Proof of the representative's identity and capacity. If the visa application is submitted through a representative, a copy of the identity document or passport of the representative and of the power of attorney or document accrediting representation must be submitted. The originals must be shown when submitting the application. Foreign documents must be legalized or apostilled and, where applicable, must be submitted together with an official translation into Spanish.

9. Payment of the visa fee. 1.760.000 IDR.



For nationals of Australia, Canada, Ethiopia, Mauritania, UK and US, different rates are applied for reasons of reciprocity. In these cases, the amount of the fee must be consulted with the Consular Office.

Required documents for family members

For each family member accompanying the worker, the following must be submitted:

All the required documents specified in sections 1, 2, 3, 4, 5, 9 and where applicable, those specified in 5,6 also. In the case of minors, the visa application must be signed by one of their parents or by a duly accredited representative.

Please note that in case of accompanying family members, each applicant must submit a different residence authorization (point 6). That means every residence authorization must indicate the name of the family member.

- Documents proving family relationship with the worker: Birth certificate, marriage certificate issued by the civil registry, certificate of registration as an unmarried couple.
- In the case of adult children (18 years and older), documents proving financial dependence, the adult child's civil status and that they continue to form part of the family unit. It can be certificates of disability, of cohabitation at the same address, etc.
- In the case of relatives in the ascending line, documents proving financial dependence and that they form part of the family unit. Foreign documents must be legalized or apostilled and, where applicable, must be submitted together with an official translation into Spanish.
- In the case of an unregistered couple with a stable emotional relationship equivalent to a registered couple: Documents proving the unregistered partnership with the applicant for at least 1 year, for evaluation. When there are children in common, it will be sufficient to submit the children's birth certificate and prove stable cohabitation.

Foreign documents must be apostilled or legalized and, where applicable, must be submitted together with an official translation into Spanish.

Please submit the original and a copy of all the documents proving family relationship.

When necessary to assess the application, the Consular Office may request additional documents or data and may also ask the applicant to come in for a personal interview.

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: Visa applications must be submitted in person by the applicant or by a duly accredited representative (provided with a power of attorney). If the applicant is accompanied by his/her family members, the applicant (or the representative) can submit the applications for all the family members. It is not necessary that the family members come in person to the BLS Office to submit their application.

Place of submission: The application must be submitted in person at the BLS Visa Application Center for Spain in Jakarta. More information and appointments at:

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

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: The visa must be collected in person by the applicant or by their representative within a maximum period of 1 month, counted as of the day after the date on which the favourable decision is notified. The Consular Office will inform the applicant regarding the procedure for the return of 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 of 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 is valid for 1 year, or for the same period as the residence permit granted, provided that this is for less than 1 year.

The visa accredits residence in Spain during its validity period, making it unnecessary for the worker to obtain a Foreigner Identity Card. However, it is advisable to apply for a Foreigner Identity Card (TIE, "Tarjeta de Identificación de Extranjeros") after the worker's entry into Spain, especially if the residence authorization is valid for more than 1 year. The TIE is renewable, if the required conditions persist, and it is possible to initiate the TIE renewal procedure within 60 days before the expiration of the card.