



### INTERNSHIP VISA

***Visa for foreigners who have obtained a university degree in the past 2 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. If these conditions are not met, it is possible to apply for a study visa for the undertaking of other internships in Spain (see "study visa").***

REQUIRED DOCUMENTS	CHECKING	NOTES
Duly completed <b><u>national application form</u></b> signed by the applicant.	<input type="checkbox"/>	
One <b><u>recent passport photograph</u></b> in colour with a white background, frontal view (3.5 x 4.5 cm) according to ICAO regulations.	<input type="checkbox"/>	
<b><u>Original passport with a minimum validity of 1 year.</u></b>  Note: If applying with a foreign passport, <u>one of the following documents must be provided</u> : <ul style="list-style-type: none"><li>• A Lebanese or Syrian Passport *,</li><li>• A Lebanese ID or Civil Register ("EKHRAJ KAID FARDE") *,</li><li>• A valid residency permit in Lebanon or Syria ("IKAMA") *.</li></ul>	<input type="checkbox"/>	
<b><u>Photocopies of the biometric data page and of page/s where previous visas are stamped</u></b> (Schengen, USA, UK and/or Canada) <b><u>of the current passport and/or previous passports.</u></b>	<input type="checkbox"/>	
<b><u>Permit approval issued by the Delegation or Sub-delegation of the Spanish Government in the province in which the internship will be carried out</u></b> *.	<input type="checkbox"/>	
<b><u>Criminal record certificate</u></b> ("SEJEL AADLEH / LA HOKM AALE") issued by the authorities <b><u>of the country of origin and all countries where the applicants have resided during the last 2 years</u></b> and where it is shown that the person has not been sentenced for offences included in the Spanish Penal Code *.  <u>It has to be legalized by the Ministry of Foreign Affairs</u> of the country that has issued the document.  This document should have a <u>maximum validity of 3 months</u> on the moment it is handed with the application.  <u>Only applicable to applicants above 18 years old.</u>  <b><u>THE POLICE CERTIFICATES ISSUED OUTSIDE LEBANON AND/OR SYRIA SHOULD ALSO BE LEGALISED BY THE EMBASSY OF SPAIN LOCATED IN THE COUNTRY WHERE THEY WERE ISSUED OR APOSTILLED ACCORDING TO THE HAGUE CONVENTION.</u></b>	<input type="checkbox"/>	



<b><u>Declaration of responsibility</u></b> signed by the applicants stating the absence of criminal record <b><u>in the countries where they have resided during the last 5 years.</u></b>	<input type="checkbox"/>	
<b><u>Visa fee</u></b> (amount in USD equivalent to 80 euros).  Note: Different fees may apply depending on the nationality of the applicant.	<input type="checkbox"/>	

**All documents written in a different language from Spanish have to be handed with a translation into Spanish by a juror translator.**

**\*The originals and the copies of all the documents must be handed.**

If needed for the assessment regarding the application, the Embassy may ask the applicant to submit any documents or additional data and to call the applicant for an interview.

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

**Once the visa** is approved, the applicant has a **maximum of 1 month to retrieve the visa in person**. Otherwise, the Embassy will consider that the applicant has renounced the right to get the visa and the application will be filed.

Applicants may leave the passport at BLS office or retain it during the processing of the application. If the visa is approved, it will only be delivered once the applicant hands his passports back to the Embassy.