

## ORIENTATIVE DOCUMENTATION TO PRESENT TO PROCESS FOR STUDIES

### REQUIRED DOCUMENTATION

- If the procedure is initiated from outside Spain, national visa application form, in official model, in duplicate, duly completed and signed by the foreigner or his representative. This form can be obtained on the website of the corresponding consulate at [www.exteriores.gob.es](http://www.exteriores.gob.es)
- Valid passport or travel document, recognized as valid in Spain, with a minimum validity of the period for which the stay is requested.
- If the procedure is started in Spain: Official model application form (EX00, duly completed and signed by the foreigner. This model can be obtained at the following link), and proof that you are regularly in Spanish territory and that the Submission of the application is made at least one month before the expiration date of your situation.
- Documentation accrediting having the financial means necessary for the period requested and for the return to the country of origin. Any means of proof may be used, such as own means or from family members, subsidies, grants and scholarships, among others.
- Documentation accrediting having health insurance. This requirement will also be understood to be fulfilled if the educational institution takes out insurance for the student that covers all the risks normally covered for Spaniards.
- Documentation accrediting being admitted to an educational center, admitting a letter of admission or a certificate of enrollment, among other options.
- In the case of underage students, authorization from parents or guardians stating the center, organization, entity and body responsible for the activity and the period of stay planned.
- If the duration of the stay exceeds six months:
  1. Medical certificate certifying that you do not suffer from any of the diseases with repercussions on public health.
  2. If you are of legal age, criminal record certificate issued by the authorities of the country of origin or the country in which you have resided for the last five years.



*Important note: when documents from other countries are provided, they must be translated into Spanish or the co-official language of the territory where the application is submitted. On the other hand, all foreign public documents must be previously legalized by the Consular Office of Spain with jurisdiction in the country in which said document was issued or, where appropriate, by the Ministry of Foreign Affairs and Cooperation except in the case in which said document has been apostilled by the competent Authority of the issuing country according to the Hague Convention of October 5, 1961 and unless said document is exempt from legalization by virtue of the International Convention. For more information on the translation and legalization of documents, you can consult the information sheet.*

## **REQUIRED DOCUMENTATION (WORK AUTHORIZATION FOR EMPLOYEES)**

- Official model application form (EX-12) in duplicate, duly completed and signed by the employer.
- Complete passport or valid travel document of the worker.
- Documentation accrediting possession of the training and, where appropriate, the professional qualification legally required for the exercise of the profession as well as an approved degree and membership, when necessary.
- Documentation accrediting the compatibility of the studies with the work activity.
- Documentation that identifies the company requesting the authorization:

1. If it is an individual entrepreneur:

NIF or NIE or consent to verify identity data through the Identity and Residence Data Verification System.

2. If it is a legal entity (S.A., S.L., Cooperative, etc.):

NIF of the company and copy of the deed of incorporation duly registered in the corresponding Registry.

Public document that proves that the signatory of the authorization request holds the legal representation of the company.

NIF or NIE of the signatory of the request or consent to verify the identity data through the Identity and Residence Data Verification System.

- Employment contract signed by the employer and the worker.
- Documentation accrediting the financial means to meet the contractual obligations.



## REQUIRED DOCUMENTATION (SELF-EMPLOYED WORK AUTHORIZATION)

*Note: in general, copies of the documents must be provided and the originals must be exhibited at the time of submitting the application.*

- Official application form (EX-12) in duplicate, duly completed and signed by the student.
- Full or valid passport or travel document.
- List of authorizations or licenses required for the installation, opening or operation of the projected activity or for the exercise of said profession.
- Documentation accrediting the training, and, where appropriate, the professional qualification legally required for the exercise of the profession, where appropriate, an approved qualification.
- Documentation accrediting the compatibility of the studies with the work activity.
- In independent professional activities that require it, collegiate certificate.
- Copy of the documentation that accredits the sufficiency of the investment planned for the implementation of the project and on the incidence, where appropriate, in the creation of employment, including self-employment as such.
- In retail business activities and provision of services listed in the Annex to Law 12/2012, which are carried out in permanent establishments, whose useful area is equal to or less than 750 square meters, responsible declaration or prior communication (under the terms of article 71.bis of Law 30/1992) and, if applicable, proof of payment of the corresponding tax.

In the rest of the activities and provision of professional services, a list of the authorizations or licenses that are required for the installation, opening or operation of the projected activity or for the professional practice, indicating the situation in which the procedures for its achievement, including, where appropriate, the application certifications before the corresponding bodies.

Regardless of their justification through other legally admissible means, the last two sections can be accredited by the valuation report issued by one of the following organizations:

1. National Federation of Associations of Entrepreneurs and Self-Employed Workers (ATA)
2. Union of Professionals and Self-Employed Workers (UPTA)
3. Intersectoral Confederation of Self-Employed of the Spanish State (CIAE)
4. Organization of Professionals and Self-Employed (OPA)
5. Union of Associations of Self-Employed Workers and Entrepreneurs (UATAE)

