

Internship Visa Paperwork

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Summary of steps and documents.

Needed paperwork to obtain an internship visa for Spain. Two steps.

1. Obtain a Residency Permit for internship.

- a. Where: Spanish Authorities in Canary Islands.
 - b. Who is the requester: Isaac Newton Group (our company).
 - c. Documents you need to provide to ING for the request:
 - i. Passport (all pages scanned)
 - ii. Certificate of Student Status. (apostilled and translated).
 - iii. Medical insurance policy or University Insurance Certificate. (apostilled and translated).
 - iv. Medical certificate. ([recommended template](#))
 - v. Police clearance document (ACRO certificate). (apostilled and translated).
 - d. Documents provided by ING.
 - i. Internship Agreement.
 - ii. Proof of financial means.
- a. How long does it take: up to 3 months to receive a reply.

1. Obtain the Visa for internship.

- a. Where: Spanish Consulate (London or Manchester, depending on where you live).
 - b. Who is the requester: Student.
 - c. Documents you need to provide to Spanish Consulate.
 - i. National Visa Application Form.
 - ii. Passport photographs.
 - iii. Passport.
 - iv. Residency Permit (the one in point 1 above).
 - v. Police clearance document (ACRO certificate). (apostilled and translated).
 - vi. Medical insurance policy or University Insurance Certificate. (apostilled and translated).
 - vii. Internship Agreement.
 - viii. Proof of financial means. (1/2 apostilled and translated).
 - ix. Medical certificate.
- a. How long does it take? up to 3 months to receive a reply.

So, time for the whole process could be 3+3 months, starting to count when we request the Residency Permit in Spain.

Some **questions** that have arisen, below:

- **Is it legal for me to come to Spain on a tourist visa and start an internship while my internship visa is in process?**
 - No, it is not.
- **Do the documents proving you are student need to be apostilled?**
 - Yes. This step is only to verify the signature, and it is done in English and by the Foreign Office. It is not linked to Spanish or any other language
 - They do not accept printouts of an electronic document unless it has also been certified as a legitimate copy by a solicitor. They want a wet ink sign in the certificate.
- **Do you need the translated (Spanish) version of the document apostilled? Or the English version apostilled?**
 - The sequence is: you normally have an original English document. Then you will have to have it apostilled and then have it translated to Spanish.
- **The police check and getting the documents apostilled all cost money - is it possible to get this money reimbursed?**
 - ING will reimburse the expenses related to visa paperwork. Please remember to keep receipts or invoices. Sheffield Students need to ask at their University.
- **Do the documents need to be translated by an official body or could I ask a Spanish speaking friend to translate them?**
 - They need to be translated by a sworn translator.
- **In terms of a medical insurance policy, I have a UK Global Health Insurance card. Is this suitable?**
 - We tried that last year and they didn't accept it. We will need to contract a Medical Insurance Policy. We are trying to solve this here in Spain. Sheffield Students have their University Policy.
- **Send us the official documentation before we apostille it, so that we can confirm that it is suitable for what you need.**
 - If you have any doubts, you can send the documents and we will ask our lawyer. But please note that the immigration authorities have the last word.

- **Agreement in section 2 when it mentions "you are required to be a registered student", ¿Does this mean that I must remain registered at my home institution (University)**
 - Yes, you are correct. In order to carry out your internship at ING, and to fulfil one of the requirements of the immigration authorities in Spain, you need to prove that you are a higher education student at your hometown. This is regardless you are receiving an stipend there or not. This is usually solved by a certificate from your University. But pls, remember it must be wet-ink signed, and then apostilled and translated.