



**VISA APPLICATIONS FOR A TEMPORARY RESIDENCE VISA  
AND PAID EMPLOYMENT VISA (WORK VISA)**

Prior to the application is submitted, the employer has to get in Spain “**the approval for the working permit and residence visa**” issued by the corresponding services.

**Requirements:**

1. **National application form** FULLY COMPLETED and SIGNED by the applicant.  
*Note: For children under 18 years old, parent (father or mother) must sign instead of them. [Microsoft Word - 20240201-Formulario nacional español-inglés](#)*
2. **Applicant must submit his application IN PERSON.**
3. **Two recent photographs** (35-45 mm) of the applicant with white background must be attached in the application form.
4. **The authorization** issued by the corresponding services in Spain, duly registered and bearing the “NÚMERO DE ENLACE DE VISADO (NEV)” (visa connection number). The text box designated for the notification date has to be completed as well as the text box designated for the signature and the Foreigner's Identification Number (NIE) of the individual reuniting his/her family.
5. **The contract** whereby the working permit and residency have been approved.
6. **Original passport.** Passport has to be valid, at least for 1 year.
7. **Photocopy of the passport significant pages** (personal data, visas, etc.).
8. **Original Criminal Records for older 18 years old** (one per each country in which the applicant has lived in the previous five years)
  - a) **Living in KSA during the last 5 years**, the criminal records must be legalized with the **Apostille** certification and translated into Spanish by a sworn/ certificated translator.
  - b) **Living abroad during the last 5 years** Criminal record report officially stamped by the Ministry of foreign affairs of the country concerned and legalized by the “Spanish embassy in that country”. Translated to Spanish.
9. **Original Medical Report** certifying the applicant is not suffering from any infectious or contagious disease (in accordance with the provisions of the International Health Regulations 2005) and officially stamped by the Ministry of Health and the Ministry of Foreign affairs of the country concerned. Legalized with the **Apostille certification** and translated into Spanish by sworn/certificated translator.  
  
*\*\* **Criminal Certificate and Medical Certificate** must be legalized with the Apostille certification. The apostille can be requested to the Saudi authorities at the following address:*  
[Apostille Request](#)
10. **Form EX 03** – duly completed and signed by the applicant. [Microsoft Word - EX03. Formulario autorización de residencia temporal y trabajo por cuenta ajena o autorización de trabajo por cuenta ajena.](#)
11. **For non-Saudi Nationals:** Copy of Iqama. (Translated to English or Spanish)
12. **Absher information** that shows your status in KSA (iqama validity/exit-re- entry/family,etc)