



VISA APPLICATIONS INTRA-COMPANY TRANSFER (traslado intraempresarial)

Note: Family members include a spouse, children, and descendants under 18 years of age, as well as ascendants for whom they are responsible.

INTRA-COMPANY TRANSFER

Requirements:

- 1) **National application form** FULLY COMPLETED and SIGNED by the applicant. [Microsoft Word - 20240201-Formulario nacional español-inglés](#)
- 2) **Two recent photographs** (35-45 mm) of the applicant with white background must be attached in the application form.
- 3) **Original passport.** Passport has to be valid, at least, for one year. The passport must contain the signature or the fingerprint of the holder and 2 or more empty pages
- 4) **Original Criminal Records** (one per each country in which the applicant has lived in the previous two years)
 - a) **Living in KSA during the last 2 years**, the criminal records must be legalized with the **Apostille certification** and **translated** into Spanish by a sworn/ certificated translator. (FROM ABSHER)
 - b) **Living abroad during the last 2 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", or **Apostille** Translated to Spanish.

The apostille can be requested to the Saudi authorities at the following address:

<https://services.mofa.gov.sa/Ratification/ApostilleRatification/Create>

- 5) **For non-Saudi Nationals:** Copy of Iqama and Absher information. (Translated to English or Spanish).
- 6) **Residence authorization for highly-qualified professionals.**

Family of Highly qualified professionals

Requirements:

- 1) **National application form** FULLY COMPLETED and SIGNED by the applicant. [Microsoft Word - 20240201-Formulario nacional español-inglés](#)
- 2) **Two recent photographs** (35-45 mm) of the applicant with white background must be attached in the application form.
- 3) **Original passport.** Passport has to be valid, at least, for one year. The passport must contain the signature or the fingerprint of the holder and 2 or more empty pages.
- 4) **Original Criminal Records** (one per each country in which the applicant has lived in the previous two years)
 - c) **Living in KSA during the last 2 years**, the criminal records must be legalized with the **Apostille certification** and **translated** into Spanish by a sworn/ certificated translator.
 - d) **Living abroad during the last 2 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" or **Apostille**. Translated to Spanish



- 5) **For non-Saudi Nationals:** Copy of Iqama and copy of the valid Exit/Re-entry document. (Translated to English or Spanish.
- 6) **Copy of approved visa** for the main applicant.
- 7) **Family Book / Marriage Certificate** that justifies the relationship with the main applicant. Legalized and translated into Spanish.
- 8) **Residence authorization as a family of intra-company transfer professionals.**