TTI

Residencia traslado intraempresarial

Further to your application for a **INTRA-COMPANY TRANSFER VISA** we list below the documents that have to be submitted.

Submitted	Pending	DOCUMENTS
		*** National visa application form:** Each applicant must complete and sign a visa application, filling in each of its sections. If the applicant is a minor, both of their parents or a duly accredited representative must sign the application.
		Valid, unexpired passport. Original and a photocopy of the page or pages of the passport that contain biometric data. The passport must have a minimum validity period of 1 year and contain two blank pages. Passports issued more than 10 years ago will not be accepted.
		***Previous Passports.**
		***Legalized and translated Shenasnameh:** (Spanish translation for the last 6 month). If anyone has been born in Spain, he/she should provide it.
		***Photograph:** A recent, 3.5*4.5,(for the last 3 month) color photograph,, taken against a light background, facing forward, without **dark or reflective** glasses, or any garments concealing the oval of the face.
		***Criminal record check certificate. (for the last 3 month): Applicants of legal age who apply for a visa for a stay of more than 180 days must submit the original and a copy of the criminal record check certificate(s) issued by their country or countries of residence for the past ~~5~~ 2 years. Foreign documents must be legalized or apostilled and, where applicable, must be submitted together with an official translation into Spanish. Additionally, a declaration will be submitted stating that there is no criminal record for the last five years.**
		***Residence permit**: Original and a copy of the permit issued by the Large Companies and Strategic Groups Unit.
		*** Work Contract**
		***For employees who are transferred from one branch to an international branch in the same company or within a subsidiary of the same group:** **Approval of a permit must be submitted and obtained in advance from the Large Companies and Strategic Groups Unit of the General Directorate of Immigration.**
		Proof of residence in the consular district (only for non Iranian nationals).
		Proof of the representative's identity and capacity. If the visa application is submitted through a representative, a copy of the identity document or passport of the representative and of the power of attorney or document accrediting representation

		must be submitted. The originals must be shown when submitting the application. Foreign documents must be legalized or apostilled and, where applicable, must be submitted together with an official translation into Spanish.

Tehran,

Date: _____

Signature: _____

Applicant full name: _____