

Spain Internship Residence Permit

Requirements, process and frequently asked questions

Prepared by Bonvenon (Luis Lanuza) for students of theInterna.

How to use this guide

This guide brings together our service scope, the full list of documents you need, and answers to the questions we get asked most — including what "notarised", "apostilled" and "sworn translated" actually mean, and where in the UK to get each document done.

Start with the table in section 2. It shows every document, whose responsibility it is, and exactly what each one needs.

1. What's included in our service

We manage and coordinate the full internship residence permit application process in Spain. This includes:

- Reviewing all documentation provided by both the intern and the company
- Advising on legal requirements and ensuring compliance
- Preparing and submitting the application to the Spanish Immigration Office
- Acting as the legal representative of the company, once power of attorney is granted
- Monitoring the application and providing updates throughout the process
- Paying the government application fee on your behalf

The host company is the legal applicant for this permit, not the student. That is why a Power of Attorney is needed, and it is why several of the documents in the list below are our responsibility rather than yours.

Once the application is submitted, the Immigration Office in Barcelona has up to one month to issue a decision. If no response is received within this period, the application is deemed approved by positive administrative silence.

Once approved, the intern must attend a National Police Station to give fingerprints for their TIE (Foreigner Identity Card). The TIE can typically be collected around 30 days after the fingerprint appointment. This applies only if the student will be resident in Spain for more than six months.

2. Required documentation

Everything must be supplied as a PDF. Please do not send photographs of documents.

2.1 At a glance

Rows shaded in grey are handled by theInterna. You do not need to do anything for those.

Document	Whose responsibility	Notary	Apostille	Translation	Notes
Passport — all pages	Student	—	—	—	Photocopy every page. Take the copy after you arrive in Spain so it shows your entry stamp or Declaración de Entrada.
Convenio de prácticas	Student	✓	✓	✓	Request this from your university, not from the host company. Start this first — it is the longest lead item.

Document	Whose responsibility	Notary	Apostille	Translation	Notes
Proof of higher education qualification	Student	✓	✓	✓	Obtained within the last two years, or evidence you are currently studying towards one.
ACRO criminal record certificate	Student	—	✓	✓	Public document, so no notary is needed. Apostille only, then sworn translation.
Bank letter or certificate (proof of means)	Student	✓	✓	✓	Official bank letterhead showing your balance. €600 per month of the internship.
Private health insurance policy	Student	—	—	✓	Cover equivalent to Spanish Social Security. Typically €50–€100 per month.
Updated CV in Spanish	Student	—	—	—	Written in Spanish. No legalisation required.
Company NIF and certificate of incorporation	theInterna	—	—	—	We obtain this from the host company.
DNI/NIE of the legal representative	theInterna	—	—	—	Including proof of their authority to represent the company.
Spanish tax compliance certificate	theInterna	—	—	—	We obtain this.
Spanish Social Security compliance certificate	theInterna	—	—	—	We obtain this.
Power of Attorney	theInterna	—	—	—	We arrange this so Bonvenon can act for the host company.
Government application fee	theInterna	—	—	—	Covered by us. Nothing for you to pay.

2.2 Notes on your documents

Convenio de prácticas. This comes from your university, not from the host company. Ask your university's placement or study abroad office to issue it as early as you possibly can — university offices are slow, and this single document is the most common reason a student's application runs late. It must contain a description of the internship programme and its educational objectives, the duration, the conditions and supervision arrangements, the working schedule, and the salary.

Proof of financial means. You must already have at least €600 for every month of your internship available — for example €3,600 for a six-month placement. This figure is set at 100% of the Spanish IPREM, which can change annually. An official letter from your bank on headed paper stating your current balance is acceptable. A generic offer letter or a payslip is not.

Health insurance. Private cover equivalent to Spanish Social Security, typically €50–€100 per month. We can recommend a broker: Alejandra Beatriz Caballo Jiménez at ASISA Insurance — abcaballos@tuasesorasisa.es

Passport. Your passport must be valid for at least the full period of residence you are applying for. Photocopy every page after you have arrived in Spain, so that the copy shows your entry stamp or your Declaración de Entrada.

3. Understanding notarisation, apostille and sworn translation

This is the part that generates the most questions, so here it is in plain language.

The order matters more than anything else in this guide

1. Notarise → 2. Apostille → 3. Sworn translation

Doing these in the wrong order is the single most common cause of delay. If you translate before you apostille, the translation will not cover the apostille and you will have to pay for it twice.

Not every document needs all three steps. Check the table in section 2.1 before you start.

3.1 What does "notarised" mean?

A Notary Public — a specific type of lawyer authorised to certify documents — confirms that a document, a signature or a copy is genuine. The notary prints or witnesses the document, certifies it is a true and genuine copy, and attaches their own certificate, seal and signature. A notary does not check whether the content is true, only that the signature, seal or copy is authentic.

3.2 What does "apostilled" mean?

An apostille is a stamped certificate that a government office attaches to a document to confirm it is genuine, so that it can be legally used in another Hague Convention country such as Spain. In the UK, apostilles are only issued by the FCDO Legalisation Office.

3.3 What does "sworn translated" mean?

A sworn translation is a translation into Spanish carried out by a traductor jurado — a translator officially registered with the Spanish Ministry of Foreign Affairs, EU and Cooperation. The translator signs and stamps the translation and certifies it as a faithful and complete version of the original. A normal translation, however good, is not accepted, and neither is a translation you produce yourself. The sworn translation must cover the whole document including the apostille, which is why it is always the last step.

3.4 Public documents and private documents

Whether a document needs notarising depends on who issued it.

Type	What it means and what it needs
Public document	Issued directly by a government body, public registry, court or police authority — for example the ACRO certificate. These only need to be apostilled. No notary required.
Private document	Issued by a private party — a bank, a university, an employer, or you. These must be notarised first, then apostilled.

4. Where to notarise, apostille and translate

4.1 Notarising in the UK

You need a UK Notary Public, not simply any solicitor. Two that clients of theInterna have used successfully, both of which accept remote or postal instructions:

Notary / firm	City	Contact
The Yorkshire Notary — Faye Elizabeth Thorman	York	Blake House, 18 Blake Street, York YO1 8QG · theyorkshirenotary.co.uk
Ebury Notaries — Georgina Collings-Stamp	London	89 Elizabeth Street, London SW1W 9PG · 0207 167 8175 / 07795 345 992 · contact@eburynotaries.com

You can also find a notary near you, or a remote video service, via the Notaries Society directory at notariessociety.org.uk. If a UK university is party to the document — which it will be for your convenio — it must be notarised by an English notary and carry an English apostille.

4.2 Apostilling in the UK

The official route is the FCDO Legalisation Office, the only body that can legally issue a UK apostille.

- Website: gov.uk/get-document-legalised · Portal: get-document-legalised.service.gov.uk
- Phone: +44 3700 002 244 · Email: LegalisationEnquiries@FCDO.gov.uk
- Fee: £45 per document by post (£40 for registered business customers), as at 2026
- Postal turnaround: one to two weeks or more — plan ahead
- Each apostille has a unique number, for example APO-4E9W-X75N-6LET-W27P, checkable at verifyapostille.service.gov.uk

Private agents can submit to the FCDO on your behalf and often bundle the sworn translation, giving a faster turnaround at extra cost. One that clients have used:

Agent	Contact	What they did
The Apostille Service	Union House, 111 New Union Street, Coventry CV1 2NT · +44 (0)2476 103 104 · info@apostille.org.uk · apostille.org.uk	Submitted a notarised bank letter for FCDO apostille and provided the sworn translation in the same package

4.3 Sworn translation into Spanish

Once a document has been notarised (where required) and apostilled, it must be translated by a sworn translator registered with the Spanish Ministry of Foreign Affairs, EU and Cooperation. Sworn translations are not included in our fees. They are typically charged per page, at approximately €50–€60 per page depending on complexity.

Sworn translator	Reg. No.	Notes
Lexiapark (recommended)	—	admin@lexiapark.com · familiar with these requirements. Contact them directly — we do not manage communication with translation providers.
Beatriz Sancho Acevedo	Nº 8423	Based in Cardiff · translated a notarised, apostilled bank statement
Javier Jiménez Solanas	Nº 8002	Based in Logroño · via The Apostille Service (Coventry), bundled with the apostille order
Carolina López García	Nº 3664	Based in Alicante · translated an ACRO police certificate apostille

4.4 Order of operations — summary

1. Identify whether the document is public (for example the ACRO) or private (bank letter, university letter, convenio). The table in section 2.1 tells you.
2. If it is private, get it notarised by a UK Notary Public.
3. Apostille it — via gov.uk directly, which is official but slower, or through a private agent, which is faster and paid.
4. Send it for sworn Spanish translation.
5. Send us the final set — original, apostille and sworn translation — so we can include it in your application.

5. Important process notes

If the application is submitted while the intern is already in Spain, they must declare their entry to the Spanish National Police — for example at Barcelona El Prat Airport, Terminal 1 — and obtain an entry stamp in their passport. This can reduce processing times and help avoid an additional procedure at the Spanish Consulate in the UK after approval.

Regarding the Declaración de Entrada: if you request it and your passport is stamped on arrival, the Declaración de Entrada will not be necessary. If your passport is not stamped and the police also decline to stamp the Declaración de Entrada, please send us a copy of your flight ticket together with proof of a purchase made in Spain — a bus ticket, for example. This will serve as evidence that you have already entered the country.

Remember to photocopy every page of your passport after this step, so that the copy shows the stamp or the Declaración de Entrada.

6. What is not included, and additional costs

Our service does not include:

- Apostilles, notarisation or sworn translations
- Health insurance costs
- Any third-party fees or administrative charges
- Additional procedures outside the standard application process

All additional expenses vary by provider and circumstances. We provide guidance where needed, but these services are contracted and paid for separately from our fees. The government application fee is the exception — we cover that.

7. Common questions

Do I need to notarise my ACRO certificate?

No. The ACRO is issued by a UK police body, so it is a public document. It only needs to be apostilled, and then sworn-translated.

Who provides the convenio de prácticas?

You do, through your university. It does not come from the host company. Ask your university's placement or study abroad office for it as early as possible, because it then needs to be notarised, apostilled and sworn-translated before we can use it.

My bank gave me a letter, not a "certificate" — is that enough for proof of economic means?

It can be, as long as it is an official letter from the bank on headed paper stating your current balance, and it is then notarised, apostilled and sworn-translated. You must already have at least €600 per month of your internship available, for example €3,600 for a six-month internship. A generic offer letter or a payslip is not accepted.

Can I submit my visa application before all my documents are translated?

Yes. If you are travelling to Spain and your translation is not ready yet, it is usually better to travel anyway and upload the outstanding documents to your file afterwards, rather than delay your trip.

Does the convenio need an English or a Spanish notary and apostille?

If a UK university is party to the convenio, which it will be, it must be notarised by an English notary and carry an English apostille.

How long does the whole notarise, apostille and translate chain usually take?

The official FCDO postal route can take one to two weeks. Using a private agent, apostille and sworn translation together have taken as little as about a week end to end in the examples we have seen. Start this process as early as possible.

How much should I budget for insurance and sworn translation?

Private health insurance is typically €50–€100 per month — ask ASISA for a quote. Sworn translation is typically €50–€60 per page. Neither is included in our fees.

Do I have to pay the government application fee?

No. We cover that on your behalf.

Please note

This document is for general guidance only and reflects our current practice and the notaries, agents and translators our clients have actually used. Requirements and providers can change, so always confirm your specific case with us before booking an appointment or paying for a service.