

## CHECKLIST APPLICATION UGE INDEPENDENT CONTRACTOR USING OWN COMPANY AS CLIENT

**Financial Requirements (more information on step n. 10):**

DNV 2025	ID	FAMILY MEMBERS	SMI	MONTHLY
	1	Main applicant	€ 1.381	€ 2.763
	2	Spouse (and adult dependant)	€ 1.381	€ 1.036
	3	Child	€ 1.381	€ 345
	4	Child	€ 1.381	€ 345
	<b>TOTAL</b>		<b>€ 5.525</b>	<b>€ 4.489</b>

### Important information

- Once you arrive in Spain, the application is submitted online, so there's no need to go anywhere in person. We handle the entire submission process **through the UGE Portal.**
- After submission, you can choose to stay in Spain or leave—the UGE only requires your presence on the day of submission. After that, you're free to wait for the resolution anywhere.
- The resolution is typically received within 20 business days, and we will notify you via your Dashboard.

### Prioritized Checklist:

1. **Criminal Record with apostille** (or legalization). Most time consuming document. Required for all adults older than 18. **Valid for 6 months from the date of issuance.**
  - i. Please let us know where you have lived the past 2 years and we will share useful links for you to request it.
2. **Passport**
  - a. **Now:** Upload PDF of Bio Pages: Ensure your passport is valid for 12 months beyond the tentative applying date.
  - b. **Once in Spain:** Upload Full Scan of Passport: This includes the full passport booklet, with the entry stamp once you arrive in Spain. This will be done once you arrive in Spain, because it will have the entry stamp provided at customs.

- i. We highly recommend when booking flights to Spain to arrange flights to enter the Schengen Area directly to Spain. This means, any layover (if applicable) should be OUTSIDE the Schengen area.

3. **Proof of Professional Relationship** (For main applicant)

- a. Provide the original contract with your company (is if it was a client) for at least 3 months of relationship.
- b. Bear in mind that this client will be between you (as contractor) and your company (as client) as if you were providing services. **For that, you cannot sign the contract as owner of the company, another person needs to sign it for you.**
- c. The contract should reflect (we have samples to share if needed):
  - i. Both names (company and contractor).
  - ii. Start date of the relationship
  - iii. End date: (DNV approval will be linked to this date). We recommend indefinite contract
  - iv. Responsibilities.
  - v. Type of payment

4. **Accreditation of Real and Continuous Activity** (For main applicant)

- a. Show proof that the foreign company has been operating for at least one year via a legalized document (e.g., Certificate of Good Standing) with apostille. **Please avoid notarization, the UGE does not accept it.**
- b. Please let us know where the company is registered so we can share useful links.
- c. In the Certificate your name as owner cannot appear.

5. **Letter from Foreign Company** (For main applicant)

- a. Letter from the company authorizing you to work remotely from Spain and detailing position, salary, and working conditions. See samples in your Dashboard.
- b. **You cannot sign the authorization as owner of a company. The same person who signed the contract will sign the authorization.**

6. **Qualifications** (For main applicant)

- a. University (or analogous) diploma with apostille.
  - i. Your studies must be related to the work you are doing at the moment of the application.
- b. Three years of relevant experience (with a certificate of employment).
  - i. If using this option, **please also share your working history** (for the UGE is mandatory).

7. **CV/Resume** (For main applicant)

- a. One-page document of your recent experiences, translated to Spanish using DeepL or ChatGPT. Bear in mind that you need to add the experience as contractor of your company. You cannot put owner in your CV.
8. **Registering as Autónomo** after the visa is granted (For main applicant)
- a. You will need to become Autónomo in Spain, which is the equivalent of self-employed abroad.
  - b. Mandatory to sign (and register after) the RETA letter, compromising yourself to register. You can find this template on your dashboard.
  - c. You also need to provide **evidence that you're registered as self-employed in your country of origin**. These are some of the documents accepted to prove this: In those countries where such a registry does not exist, you may justify this situation with one of the following documents: certificate of registration in the tax registry, proof of registration in the tax regime for the self-employed or similar, certificate of affiliation to the social security system for the self-employed, business license or municipal permit authorizing the economic activity, registration with the chamber of commerce or equivalent, annual tax return showing the independent activity, proof of tax payments (VAT, ISR, GST), certificate of registration in the census of economic activities or registration of a sole proprietorship or similar.
9. **Health Insurance** (not mandatory)
- a. Private health insurance is optional for non-Autónomo applicants, though public healthcare is accessible once you register as Autónomo.
    - i. Although if you are interested in purchasing a private health insurance policy, let us know and we will share the details of a company that can assist you.

## 10. Financial Documents

- a. 3 months of bank statements (prior submission) in which the payments are sent to
  - i. You will send the transfer from your **business account** to **your personal bank account** and the amount that is deposited must be the above OR more.
  - ii. In these statements, please highlight ONLY the deposits coming from the client we are applying with.
- b. 3 months invoices/payment letters (prior submission)
  - i. If you usually do not use invoices, you will need to create them to submit with this application. Refer to [Canva](#) for templates.

- c. If you use a third party to manage payments such as Deel/Payoneer or others, we will request the last three months of transactions, highlighting the ones coming from the client in this application.

**11. Family Documents** (if applies)

- a. Marriage Certificate: Certified copy (issued within the last 6 months) with apostille. Let us know where did you get married.
- b. Birth Certificates: Certified copy (issued within the last 6 months) with apostille. Let us know where your kids were born.
  - i. *Additional documents if kids are older than 18.*

**Final documents to sign upon your arrival in Spain:**

- 1. **MI-T Form** (Visa Application Form). We will fill this out for you.
  - a. Requires your Spain address (could be temporary/hotel/AirBnB) and both parent names for all adult applicants.
    - i. If you have a NIE number, please share it with us (this is not required to have prior to the DNV application).
- 2. **Fee:** Included in our services.
  - a. We will pay this fee after receiving the 2nd payment from you.
- 3. **Authorization Letter:** Allowing us to submit the application on your behalf when you arrive in Spain. (Last document to sign). Template available on your dashboard.

**ADDITIONAL INFORMATION:**

**Apostille:** *A certification that authenticates the signature and validity of a public document for international use.*

**Notarization:** *A process where a notary certifies the authenticity of a document or signature, sometimes required for certain documents. **However, avoid this in the DNV application, as UGE does not accept it.***

**UGE Processing Time:** *As mentioned, the UGE has up to 20 business days to notify an answer or a requirement.*

**Additional documents:** *The list of documents above is not an exhaustive list of documents and the applicant could be asked for additional documents.*

*Translations are covered up to a certain amount. For details, please refer to "Legal" in your personal Dashboard.*