

HOSTING PROTOCOL FOR CONEX-Plus

uc3m

Universidad
Carlos III
de Madrid



NON-EU, EEA or SWISS CITIZENS

BEFORE YOU ARRIVE – PRACTICAL ISSUES

ACCOMMODATION IN MADRID

Finding housing in Madrid can be challenging and it is best to plan ahead, do some research and compare accommodation sites before choosing.

It is important you take into account the accessibility via public transport.

while you find the right place, you could get a room at the University Residences or even stay in any of the hotels, located close to the different UC3M Campus:

University Residences:

<https://www.uc3m.es/about-uc3m/residence-halls>

Hotels:

<https://www.uc3m.es/ss/Satellite/ApoyoEstudiante/en/TextoMixta/1371215921371/Accommodation#hotels>

If you are looking for accommodation, we suggest you to contact:

Roomspace: www.roomspace.com

Contact email: reservationsiberia@roomspace.com;
globalreservations@apartmentservice.com

DFlat Housing

Service charge of up to 300€.

The contract is signed directly with the owner, but remains DFlat intermediary company, and contact with researchers. The services offered are: contract, check-in/outs, receive documents and mediate between tenant-owner throughout the contract, if there be any type of incident. They offer apartments that are rented from one month to a maximum period of one year.

Contact: miriam.romero@dflatmadrid.com; www.dflatmadrid.com

Recently, we have received good references from a researcher about this Company
Spotahome: <https://www.spotahome.com>

TO ENTER SPAIN

AS NEW EMPLOYEE AT THE UNIVERSITY

It is advisable the UC3M receive this documentation 75 days before your arrival. This procedure **involves 2 steps**:

1.- FIRST STEP: The UC3M starts the procedure in Spain.

From the Welcome Office for Faculty we will arrange to get your **Work Permit** (via Law 14/2013 "Ley de Emprendedores")

Required documents:

- **UC3M contract proposal**
- Scanned copy of the **Passport** (spouse and children, if applicable): all the pages, even these are in blank
- **Marriage certificate** (if applicable). We need the original of the certificate, issued in the last 6 months, legalized with La Haya Apostille, and translated to Spanish (by sworn translator)
- **Birth Certificate** of your children (if applicable). We need the original of the certificate, issued in the last 6 months, legalized with La Haya Apostille, and translated to Spanish (by sworn translator)

Time Frame: The Work Permit will be issued in 4 weeks

2.- SECOND STEP: You have to apply for the **VISA** at the corresponding Spanish Consulate.

Required documents:

- **Work Permit** + others (please, check at your corresponding Spanish Consulate, the documents you will need for the second step).

Time Frame: The embassy or consulate will inform you of the deadlines.

ON-ARRIVAL – PRACTICAL ISSUES

CONEX-WELCOME WEEK AT UC3M

We will offer you to have a welcome meeting, which will allow you to meet the rest of the members of the CONEX family and gather information about basic aspects of University: location of main facilities, IT account, official UC3M ID, etc.

HOW TO GET TO UC3M:

<https://www.uc3m.es/about-uc3m/how-to-get-here>

ESSENTIAL REQUIREMENTS TO EXECUTE THE CONTRACT

SOCIAL SECURITY AFFILIATION DOCUMENT:

Required documents: **passport + VISA + UC3M contract proposal**

Where: The University suggests doing this at the **Social Security office** in Getafe.

Time Frame: The document will be issued immediately.

OPENING A BANK ACCOUNT:

The payment will be done only in a **Spanish Bank checking account**. Thus, you may have to open your own bank account.

Where: There are branches of the local bank "**Banco Santander**", conveniently located around the UC3M Campus, nevertheless we can always advise you and help you if you wish to open your account in a different bank.

Time Frame: The account will be opened in 24 hours.

CONCLUDE A CONTRACT AND SALARY

Signing the contract and other documents:

Required documents: **passport/identity card + PhD diploma (or equivalent) + Social Security affiliation document + bank account**

Where: At **HR Service of UC3M**

Time Frame: This procedure will be done immediately

Your salary shall be paid in **14 monthly installments**.

Gross salary is subject to deductions established by current Spanish legislation:

1. **TAXES: IRPF** is a Personal Income Tax. Progressive rates **around 25%**. This **regardless a possible application of a Convention for the Avoidance of Double Taxation**, relevant with the country where you were registered as tax resident before your arrival in Spain, **which may imply different taxation**. Therefore, **it is necessary to provide a valid certificate of tax residence** through a:

Certification of Residence for Tax Purposes within the meaning of the Tax Convention

This document should be applied at the Tax Office in your home country

2. **Social Security deduction:** Social Security is the channel through which all citizens receive health care and social benefits in case of need. A flat rate around 6.50 %



ON-ARRIVAL – PRACTICAL ISSUES

RESIDENCE REQUIREMENTS

CITY HALL REGISTRATION:

Required documents: **housing contract + passport**. If you don't have a rental contract, a letter written by a colleague at the department stating that you are living in their house as a guest will be valid (it must specify the period of time that you will live there).

Where: At the town hall (the nearest office from your home address)

Time Frame: The document will be issued immediately.

IDENTIFICATION CARD FOR FOREIGNERS (NON-EU CITIZENS)

Required documents: You must register at the Registro Central de Extranjeros (Central Immigration Office) and request a **Tarjeta de Identificación de Extranjeros TIE** (Foreigner's Identity Card) which is associated with an identification code called **NIE**.

Where: where indicated in the **authorization** (scheduled appointment).

Time Frame: within 1 month from arrival in Spain. The document will be issued in 30 days.

WORK PERMIT AND NIE CARD RENEWAL:

Application deadline: For researchers and their relatives, within the **60 calendar days prior to the expiration date** of the current permit.

The resolution procedure will also be extended if the request is presented within 90 calendar days after the expiration date of the previous permit, notwithstanding the implementation of a sanctioning procedure for the infraction incurred.

Required documents: **labour contract** (University) + **passport + NIE card**.

Where: HR & Organization Service will give you support with the process

Time Frame: within 1 month from the renewal application

With the renewed work permit you have to go to a police station and renew your TIE card

SANITARY HEALTH CARD:

Required documents: **TIE Card + City Hall registration document + Social Security Registration**.

Where: at your corresponding **health care centre** (Centro de Salud)

Find here your nearest Health care center:

<https://www.comunidad.madrid/servicios/salud/buscador-centros-sanitarios>

Time Frame: The document will be sent to your home address.

From the Welcome Office for Faculty we will help you during the whole process, however, while the procedures are being carried out and, in order to have medical coverage, you will have to contract **your own medical insurance**.

Welcome Office for Faculty

Do you have questions? We are here to help

✉ welcomeroffice4faculty@uc3m.es