

## HOSTING PROTOCOL FOR CONEX-Plus

**uc3m**

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Universidad  
**Carlos III**  
de Madrid



**EU, EEA AND 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](http://www.roomspace.com)

Contact email: [reservationsiberia@roomspace.com](mailto:reservationsiberia@roomspace.com);  
[globalreservations@apartmentservice.com](mailto: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](mailto:miriam.romero@dflatmadrid.com); [www.dflatmadrid.com](http://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

If you are **an EU, EEA, Swiss citizen**, you have the right to work and stay in Spain, nevertheless you will need to register with the Spanish authorities and receive your **certificate of European union citizenship**.

#### HEALTH INSURANCE

##### EUROPEAN HEALTH INSURANCE CARD (EHIC):

A free card that gives you access to medically necessary, state-provided healthcare during a temporary stay in any of the 27 EU countries, Iceland, Liechtenstein, Norway, Switzerland and the United Kingdom, under the same conditions and at the same cost (free in some countries) as people insured in that country

You have to apply for this card in your country of origin.  
<http://ec.europa.eu/social/main.jsp?catId=559>

### ON-ARRIVAL – PRACTICAL ISSUES

#### CONEX-WELCOME DAY 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, DNI or ID.**

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.

##### EU CITIZEN CERTIFICATE (FOR EU, EEU AND SWISS CITIZENS)

Required documents: You must register at the Registro Central de Extranjeros (Central Immigration Office) and request a **Resident Certificate for EU citizens** which is associated with an identification code called **NIE**.

Where: at the Police Station in the place where the cardholder is to reside (scheduled appointment).

Time Frame: the document will be issued immediately

##### SANITARY HEALTH CARD:

Required documents: **NIE 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.

##### European Health Insurance Card (EHIC):

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, It's highly recommended you also bring the European Health Insurance Card(EHIC).

You have to apply for this card in your country of origin.

<http://ec.europa.eu/social/main.jsp?catId=559>

## Welcome Office for Faculty

Do you have questions? We are here to help

✉ [welcomeroice4faculty@uc3m.es](mailto:welcomeroice4faculty@uc3m.es)