

# Hosting Protocol for Faculty

January 16<sup>th</sup>, 2019



HR EXCELLENCE IN RESEARCH

**uc3m**

Universidad **Carlos III** de Madrid

Vicerrectorado de Profesorado

Recursos Humanos y Organización

## PREARRIVAL PRACTICAL ISSUES

## ACCOMMODATION IN MADRID

Finding housing in Madrid is not too difficult, but is better to do some research and compare accommodation sites before choosing.

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

Temporarily you could get a room at the University Residences, while you find the right place.

You could also stay in any of the hotels, located close to the different UC3M Campus:

**University Residences:**

[https://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoMixta/1371206554332/Residence\\_halls](https://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoMixta/1371206554332/Residence_halls)

**Hotels:**

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

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

**DFlat Housing**

Offers its services in Spanish and English, also translates contracts.

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:** [gabriela.serrano@dflatmadrid.com](mailto:gabriela.serrano@dflatmadrid.com) - [www.dflatmadrid.com](http://www.dflatmadrid.com)

## ENTRY INTO SPAIN

**A. EMPLOYED 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.

We will 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 Frames: 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 Frames: The VISA will be issued in 2 week.

**B. GUEST AT THE UNIVERSITY**

In order to carry out activities in Spain as a Guest Researcher you must request a "STUDY/RESEARCH VISA" issued by the Spanish Consulate or the closest Embassy to your place of residence.

International Relations and Cooperation Service will give you support with the process:

<https://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoDosColumnas/1371221466660/>

## ON-ARRIVAL PRACTICAL ISSUES

## WELCOME SESSION IN UNIVERSITY

We will offer you to have a welcome meeting within the first day of arrival in UC3M, to let you know some basic aspects of University: location of main facilities, IT account, official UC3M ID, etc.

HR Service is located at "Rectorado building" (number 8) - Getafe Campus

**How to get here:**

[https://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/ListadoHijas/1371206554301/How\\_to\\_get\\_here](https://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/ListadoHijas/1371206554301/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 Frames: The document will be issued immediately.

**Opening a bank account:**

It is required to have a Spanish bank account to pay your monthly salary directly.

Where: The University suggests doing this at the branches of the Banco Santander on Campus.

Time Frames: 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 Frames: 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. Fiscal obligation: IRPF** is a Personal Income Tax. Progressive rates around **25%**

You must certify 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 (STAY LONGER THAN 6 MONTHS)****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 Frames: The document will be issued immediately.

**Identification Card for Foreigners (FOR NON-EUROPEAN UNION CITIZENS)**

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

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

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

**EU Citizen Certificate (FOR EUROPEAN UNION CITIZENS AND LIECHTENSTEIN, NORWAY AND SWITZERLAND)**

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 Frames: the document will be issued immediately

**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 Service will give you support with the process

Time Frames: within 1 month from the renewal application

**Sanitary Health Card:**

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

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

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>

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

Time Frames: The document will be sent to your home address