

# Foreign Personnel from the EU

Citizens of an [EU member state](#) or another [state that is party to the Agreement on the European Economic Area or Switzerland](#) who are planning to work in Spain must carry out the following procedures:

## 1 Apply for a Foreigner's Identification Number (NIE)

The first step is to apply for a Foreigner's Identification Number (NIE) and a Foreigner's Identity Card (TIE).

**What documents do I have to submit?**

- ✓ Preliminary contract.
- ✓ Passport (original and photocopy of the whole passport).
- ✓ [Form EX-15](#) application for a Foreigner's Identification Number (NIE), duly completed.
- ✓ [Fee](#) payment form [790-012](#) (*EU Registration Certificate or residence card of a family member of an EU citizen*) paid and stamped by a bank.

For more information, click on the following [link](#).

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**Where** do I submit my application?

It can be submitted directly to the Directorate General of Police, or to an Immigration Office or a police station by making an [appointment](#). If you are not in Spain when applying, you can apply for assignment of an NIE with the General Commissariat for Immigration and Borders through Spain's Consular Offices abroad.

What should I do if I'm coming with **family members**?

If you are coming to Spain with family members (partner, spouse or other relatives), you will have to apply for a residence card of a family member of an EU citizen. You must submit the following:

- ✓ EX-19 form
- ✓ Fee payment form 790-012
- ✓ Follow the procedures indicated in this [link](#).

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## **2 Obtain a Social Security Number**

Once you have a Foreigner's Identification Number (NIE), you must submit your NIE document, or confirmation that you have been assigned a NIE, and [form TA.1](#), duly completed. The Personnel Management Service will request assignment of the Social Security number. Having the Social Security number and an NIE will enable you to inform the University of Navarra that you can be hired.

## **3 Open a Bank Account**

Once you have a Foreigner's Identification Number (NIE), you must open a bank account. To do this, you must have your Foreigner's Identification Number (NIE) document or confirmation that you have been assigned an NIE.

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## 4 Register as a Resident

To register in the town where you live, you must make an appointment with the [council](#) or Public Service Office corresponding to your address. Request an appointment by contacting the council corresponding to your address by phone. In Pamplona, you can call the telephone number 060 or go to the [website](#).

## 5 Apply for a Social Security Card

You must also go to your nearest health centre to request a health card. You should take the following documentation with you:

- ✓ Foreigner's Identification Number.
- ✓ Social Security number.
- ✓ Certificate of residence.

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## 6 Obtain a Cl@ve Certificate

Cl@ve is a system designed to unify and simplify citizens' electronic access to public services. It is an identification method for **handling procedures online** in the systems of the public administration.

There are two ways to obtain the Cl@ve certificate:

- ✓ Online through the following [link](#).
- ✓ In person at the Spanish Tax Agency at Calle Yangüas y Miranda 31. Tel.: (+34) 948 22 60 60.  
To do this, it is necessary to request an [appointment](#).