

# Foreign Personnel from outside the EU

## BEFORE ARRIVING IN SPAIN

### 1 Application for residence permit

The first step to working in Spain is to obtain a residence permit. Under Spanish law, research staff can obtain this through the [Large Companies Unit \(Law 13/2014\)](#).

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

- ✓ [Application](#) for residence authorization for holders.
- ✓ Photocopy of your whole passport.
- ✓ [Sworn declaration that you have sufficient resources](#).
- ✓ Criminal record certificate.
- ✓ Signed preliminary contract.
- ✓ [General](#) and specific documentation for [researchers](#)

All documents must be translated and stamped by the Hague. Find out more by clicking on the following [link](#).

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**Where** do I submit my application?

The University of Navarra will submit this request electronically. To do so, you must compile and send [the following documentation](#) to the Personnel Management Service.

A decision will be taken within one to two months.

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

If you are coming with family members (partner, spouse or other relatives), the procedure for applying for a residence permit is also handled online. To do this, you will have to submit the documents indicated in the following [link](#).

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## 2 Obtain a Visa

Before arriving in Spain, you must apply for a visa. A visa is used only to enter a country. Once you have obtained a residence permit, you must request an appointment at the [Spanish Embassy or Consulate](#) to arrange the visa.

## 3 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 come.

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## WHEN YOU ARRIVE IN SPAIN

### 4 Obtain a Foreigner's Identity Card (TIE)

Foreign personnel must apply for a Foreigner's Identity Card (TIE) when they arrive in Spain. It is necessary to make an appointment for this.

Making an appointment. To request an appointment, click on the following [link](#). On the day of the

appointment, you must take the following documentation with you:

- ✓ Employment contract.
- ✓ Passport (original and photocopy of the whole passport).
- ✓ [Application form for a Foreigner's Identification Card](#), duly completed.
- ✓ Payment of the fees indicated.
- ✓ Three colour passport photos, taken against a white background.

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## 5 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.

## 6 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](#).

# Foreign Personnel from outside the EU

7

## Apply for a Social Security Card

You must also go to your nearest health centre to request a health card. You can find out more about the range of services by clicking on the following [directory](#).

You should take the following documentation with you:

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

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## 8 Renewing Your Residence Permit

Initial authorization and renewals are granted for two years or for the term of the employment or professional relationship if an indefinite contract has not been signed and the term is for a shorter time period.

Applications to renew residence permits are handled exclusively [online](#).

What are the **requirements for renewing a residence permit**? To renew a residence permit, the terms and conditions that led to the original authorization must remain the same. In other words, highly qualified professionals and researchers must maintain the employment or professional relationship. [Here](#) you can find the documentation that is required for the renewal of the permit.

Family members may renew their residence permit if the foreigner who grants them the right to renew has renewed his or her own permit and also continues in the same position. Relatives over age 18 must provide proof of economic dependence to renew their residence permit.

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## 9 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. You are therefore recommended to obtain this certificate to handle online procedures with 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](#).