

UAB

Universitat Autònoma
de Barcelona



WELCOME



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Electronic signature

For all paperwork/applications it will be necessary to have an electronic signature, so we recommend that this is one of the first steps you take.

The IdCAT certificate can be obtained free of charge through remote validation, provided the person holds a valid DNI or TIE, by accessing the [IdCAT website](#) and following the video-validation procedure. If this requirement is not met, or if the procedure is preferred to be done in person and a visit to Barcelona is planned, once the form has been completed, it is necessary to attend the Registry Assistance Office (OAMR), located in the central administration and executive building (Rectorat) at the UAB, ensuring you request [an appointment](#) in advance, or any of the [town halls and citizen information offices in Catalonia](#).

There are alternative certificates available; for example the certificate from the [National Mint and Stamp Factory](#) allows you to validate it remotely.

Legal procedures for non-EU staff

Residency and work permits for researchers

Regulated in art. 72 of Law 14/2013, of 27 September, on support for entrepreneurs and their Internationalisation.

This entails the **payment** of **a fee** by your department.

Procedure:

- Researcher in Spain in a regular administrative situation
 - Processed by the International Support Service
 - Department approves the payment of the fee
 - Application by electronic means at the Large Companies Unit
- Researcher in the country of origin
 - Processed by the company
 - Department approves the payment of the fee
 - Application by electronic means at the Large Companies Unit
 - Taking the authorisation with them, the researcher must attend a Spanish consular office quickly

This procedure allows you to process a joint residency and work permit for all family members. It is **recommended** in cases where the researcher will travel **with family members** if the **department approves the payment of the corresponding fees**.

For more information and to complete the required paperwork, please write to:
international.support@uab.cat

Residency Permits and Work Permit Exceptions

Regulated in Art. 117 of Royal Decree 557/2011, of 20 April, approving the Regulation of Organic Law 4/2000.

This does not entail the **payment of a fee**.

Procedure:

- Researcher in Spain in a regular administrative situation
 - Processed by the interested party
 - Request an appointment at the Immigration Office and submit the application
- Researcher in country of origin
 - Processed by the interested party
 - Apply for a residency visa and exception to work authorisation at the relevant consular office

Recommended for researchers who are still located **in their country of origin**, since it is not necessary to process the work permit beforehand, and the visa can be applied for directly at the corresponding consular office.

This option is **not recommended** in the case of **trips with family members**.

For more information and to complete the required paperwork, please write to:
international.support@uab.cat

EU legal proceedings (EU and other States party to the Agreement on the European Economic Area)

This method does not require any legal formalities before arrival in Spain.

To **reside here for more than 3 months**, it is necessary to register at the Central Registry for Foreigners, where they will issue:

- A certificate of registration
- An identification number for foreigners (**NIE**), which is necessary for legal proceedings related to contracts of employment

To obtain a **registration certificate**, you must make a **prior appointment** at a **National Police Station** by following these [instructions](#).

Required documents:

- 2 copies of the [EX18 registration form](#), according to the [instructions you can read here](#)
- Original and copy of a valid passport or identity card from the country of origin
- A letter from HR with the details of the contract (issued by Human Resources, but to do this they will ask that a prior appointment has been made with the police)
- [Fee 790 Code 012](#): Option < Certificate of registration of an EU resident or residency card for a family member of an EU citizen
- Registration document

For more information and to complete the required paperwork, please write to: international.support@uab.cat

Social Security Affiliation Number (NUSS) or Affiliation Number (NAF)

The Spanish Social Security system is a public system of protection against situations of illness, disability, unemployment, old age, accidents at work, maternity, or loss of the main breadwinner. Before the start of your job, the UAB will register you with the Social Security office and for this it is necessary to have a NUSS/NAF, a number that identifies an individual person in their relations with the Social Security system.

If you are already a holder of a **NUSS/NAF**, **this must be linked to your NIE**. If the interested party processes a NUSS/NAF without having a NIE and instead it is associated with their passport, it is the holder who must process any changes, electronically, so that a link to that specific NUSS number can be made.

If you do not have a NUSS/NAF, it is **the Academic and Contracting Personnel Unit (UPAC)** who must **complete the paperwork**, prior to starting your new position. To do this, the [TA.1](#) document must be correctly filled in and signed.

Instructions for completing document TA.1:

- Fill in the entire form in **capital letters**.
- You only have to **fill in** the first paragraph "**1. Applicant data**":

SEGURIDAD SOCIAL Y VARIACIÓN DE DATOS

1. DATOS DEL SOLICITANTE

1.1 PRIMER APELLIDO _____ SEGUNDO APELLIDO _____ NOMBRE _____ 1.2 SEXO ☐ M ☐ F

1.3 TIPO DE DOCUMENTO IDENTIFICATIVO (Marque con una "X")
D.N.I.: ☐ TARJETA DE EXTRANJERO: ☒ PASAPORTE: ☐ 1.4 Nº DE DOCUMENTO IDENTIFICATIVO _____ 1.5 NÚMERO DE SEGURIDAD SOCIAL _____

FECHA DE NACIMIENTO _____ NOMBRE DEL PADRE _____ NOMBRE DE LA MADRE _____

LUGAR O MUNICIPIO DE NACIMIENTO _____ PROVINCIA DE NACIMIENTO _____ PAÍS DE NACIMIENTO _____

1.6 GRADO DE DISCAPACIDAD _____ NACIONALIDAD _____ 1.7 APELLIDO DE SOLTERA (Sólo nacionales Unión Europea excepto España) _____

1.8 DOMICILIO
TIPO DE VÍA _____ NOMBRE DE LA VÍA PÚBLICA _____ BLOQUE NÚM. BIS _____ ESCAL. _____ PISO _____ PUERTA _____ C.POSTAL _____
MUNICIPIO / ENTIDAD DE ÁMBITO TERRITORIAL INFERIOR AL MUNICIPIO _____ PROVINCIA _____

1.9 DATOS TELEFÓNICOS
CORREO ELECTRÓNICO _____
ACEPTO ENVÍO COMUNICACIONES INFORMATIVAS DE LA SEGURIDAD SOCIAL SI ☐ NO ☐ TELÉFONO MÓVIL _____

2. DATOS RELATIVOS A LA SOLICITUD (Marque con "X" la opción correcta)

- In **point 1.2** select **M** if you are a woman and **H** if you are a man.

NOMBRE _____ 1.2 SEXO ☒ M ☐ F

IDENTIFICATIVO _____ 1.5 NÚMERO DE SEGURIDAD SOCIAL _____

- In point **1.3** "Foreigner Identification Card" **is marked** by default, so in point **1.4** the Foreigner Identification Number (NIE) **must be indicated**.

1. DATOS DEL SOLICITANTE

1.1 PRIMER APELLIDO _____ SEGUNDO APELLIDO _____ NOMBRE _____

1.3 TIPO DE DOCUMENTO IDENTIFICATIVO (Marque con una "X")
D.N.I.: ☐ TARJETA DE EXTRANJERO: ☒ PASAPORTE: ☐ 1.4 Nº DE DOCUMENTO IDENTIFICATIVO _____

- Sign at the bottom** of that page indicating date and place (in the box place, date, and signature of the applicant) with a **digital signature valid** in Spain or with a **blue pen and then scan it**.

MUNICIPIO / ENTIDAD DE ÁMBITO TERRITORIAL INFERIOR AL MUNICIPIO _____ PROVINCIA _____

Lugar: _____ Fecha: _____

Firma: _____

Lugar: Bellaterra

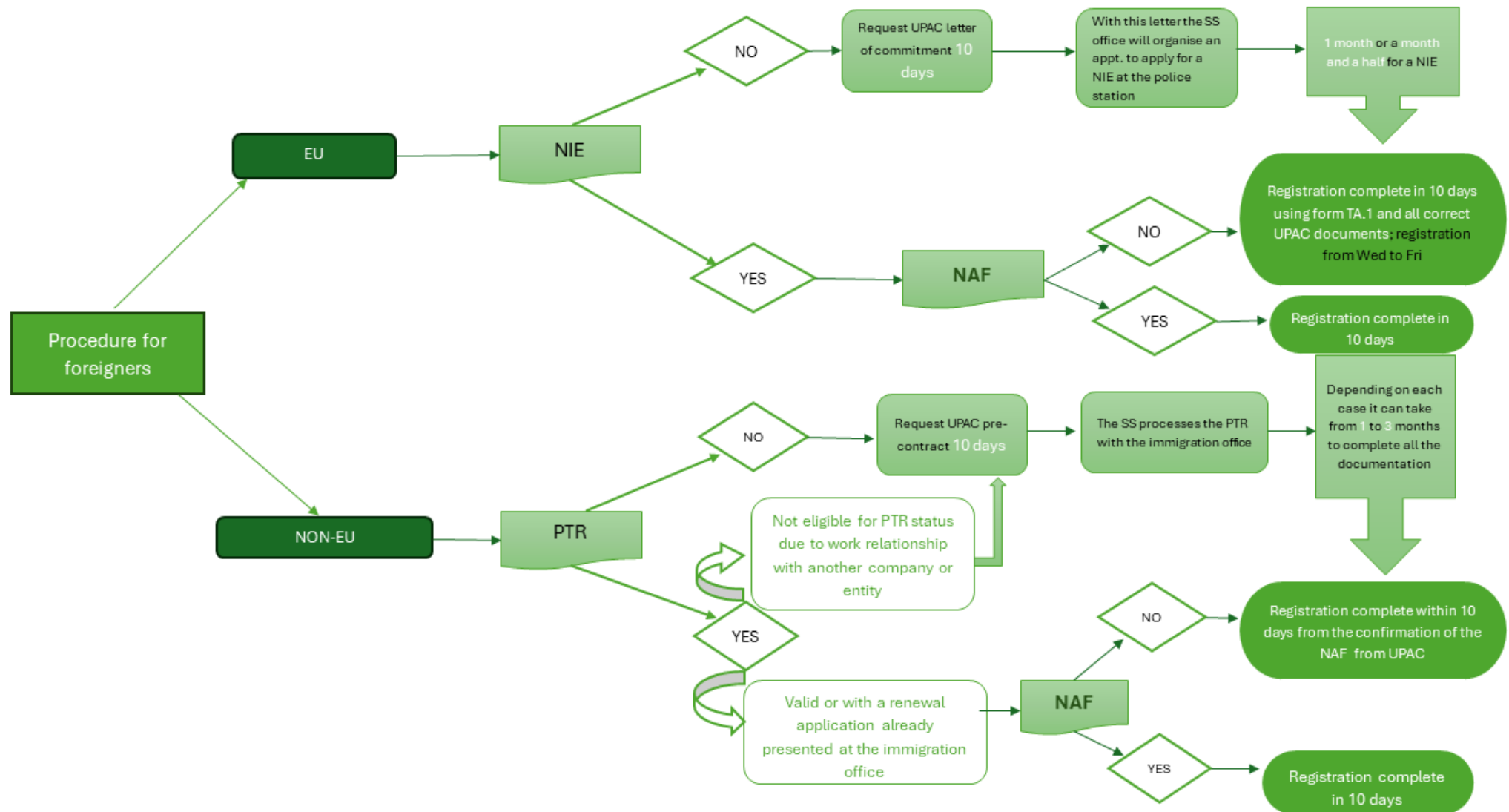
Firma: _____

ÓRGANO AL QUE SE DIRIGE LA SOLICITUD: DIRECCIÓN PROVINCIAL O ADMINISTRACIÓN DE LA T.G.S.S. _____

- It is **necessary** to indicate a **postal address in Spain**, even if this address is temporary. However, if necessary, you can use your department's address.
- EU citizens must mark "**Yes**" in **point 1.9**, and whenever "**Yes**" is **ticked** in this box, a **Spanish telephone number must be added** in the white box. Only non-EU citizens have the option to mark NO and leave the field blank.

In addition, **a copy of your passport must be provided** (the photo and signature must be clearly visible and must be identical to that provided on your TA.1 form if the document was signed by hand), **a copy of your VISA** (if you have one), the official **resolution document for your work permit** if it is type 14/2013 or a copy of both sides of your **TIE in PDF format**. If the **TIE** has **expired**, proof that it is in the process of being renewed must be provided.

For more information and to complete the required paperwork, please write to agp.vinculacions.pdi@uab.cat



Taxation

Foreign workers resident in Spain, like nationals, **are subject** to the payment of [Personal Income Tax \(IRPF\)](#). Companies make payroll deductions based on tables that consider the worker's salary and their personal and family situation. When you sign your work contract, you must submit form 145 covering [Personal Income Tax](#), duly completed.

Spain has signed **double taxation agreements** with a [list of countries](#), these aim to prevent income being subject to personal income tax and a similar tax in the country of origin. If you choose to take advantage of these agreements, you must submit a document demonstrating that income tax is being paid in the country of origin.

For further information, please visit this webpage: [JIRA consultations about the Payroll Unit](#).

To complete the required paperwork: <https://rrhh-portal.uxxi.uab.cat/ServiciosApp/faces/inicioServicios>.

Registration

Anyone living in Spain is **obliged to register** in the town or city where they reside and obtain their census registration certificate.

To sign up to the census you must provide an address, which does not need to be your own property, it can be rented (for at least 6 months) or the home of a relative or an acquaintance.

If you need to register urgently, but you are still residing in hotel accommodation or similar, you can request a [Collective Census Registration Authorisation](#) from the owners of the establishment.

This paperwork must be completed at a **Citizen Information Office** in the town or city where you live, and it is necessary to provide some documentation according to your connection with the place where you are residing.

Public Healthcare System

Catalonia has a public healthcare system that offers universal care to citizens.

To **sign up** for the Catalan healthcare service ([CatSalut](#)), first you must register. Once registration is complete, an **individual healthcare card** (TSI) will be issued to you, providing you with access to the centres and services available in the public

healthcare system. This card is personal, and each member of the family must have their own one, regardless of their age.

To access the **Public Healthcare system, you must first be registered in the Social Security system**. If you are not, we recommend private healthcare insurance during your stay in Spain.

Idiomes UAB

As is the case throughout Catalonia, the language used at the UAB is Catalan, which shares official status with Spanish. Between 60 and 70% of classes are taught in Catalan; the rest are mostly in Spanish, although each year the number of courses taught in English continues to grow.

For all subjects, students can take their work and exams in either Catalan or Spanish, even if their teachers use the other of the two languages. In some courses, English can also be used, even if every subject is not taught in this language.

[Idiomes UAB](#) has more than thirty-five years of experience in teaching languages at the University. This office also accredits and certifies levels based on the Common European Framework of Reference for Languages (CEFR).

The wide range of courses available includes Spanish and [Catalan courses](#), and there are **discounts for UAB staff**.

For more information and to complete the required paperwork, please write to: s.llengues.info@uab.cat

UAB Short-term Rentals

Renting in Barcelona can be complicated for newcomers. Currently, a minimum of 3 consecutive payslips are usually requested to ensure peace of mind for owners. In cases where this is not available, there is often an obligation to pay a deposit of 6 months' rent in advance, to cover potential non-payment.

If temporary housing is required, the UAB campus has apartments for 2 people available to rent. This is a good option for people who would like to explore a little before settling in permanently, and/or for people who need to gain enough time to receive 3 payslips.

For more information and to complete the required paperwork, please write to: talent@uab.cat