

**UNIVERSIDAD POLITÉCNICA DE MADRID  
TECHNICAL UNIVERSITY OF MADRID**

**If you have been selected for a position at UPM**

**What steps do you have to take before signing your contract?**

**NON-EU RESEARCHERS**

➤ **BEFORE ARRIVING IN SPAIN:**

**You must go to the corresponding Spanish CONSULATE:**

**What Documents do you have to obtain?**

- **Visa TRE (residency visa and work permit exemption)**

**The following documents must be present:**

- **Schengen visa application EX-09 form  
([http://extranjeros.meys.es/es/ModelosSolicitudes/Mod\\_solicitudes2/index.html](http://extranjeros.meys.es/es/ModelosSolicitudes/Mod_solicitudes2/index.html))**
- **Original and copy of the researcher's passport**
- **"Police record" (i.e. record of offences), or equivalent document**
- **Medical certificate stating that the applicant does not suffer from any of the diseases listed by the International Health Regulations.**
- **Proof that s/he possesses the means of subsistence required to support him/herself during his/her stay in Spain (e.g.: Rector's nomination, Regulatory Bases and Call where the gross salary is specified)**

**In certain cases, certificate accrediting that the job offer will require registration with the Spanish Social Security**

**Please take with you a copy of the Resolution of the Rector where you are nominated and copies of the Call and Regulatory Bases.**

***NOTE: Please, once you have obtained your TRE VISA (residency visa and work permit exemption), and before leaving the Spanish consulate, you should ask for a copy of your NIE resolution communication (NIE= Foreigner Identification Number)***

**Are you coming to Spain with your family? Then:**

- **Proof of family ties and relationships, a de facto union and, if appropriate, age and legal dependency**
- **A copy of the passport, travel document, or valid ID of the applicant, and the person they wish to join them**
- **Proof of employment and/or sufficient economic means to be able to support the family, including health care cover (if not included under Social Security System)**
- **Written evidence, according to the regulations, of having adequate housing for the family's needs**
- **If you are applying to bring your wife or partner to join you, a sworn statement that you do not live in Spain with another wife or partner.**

The family members of an EU long term residence holder in another Member State can submit their own application for family reunification when the EU long residence holder applies for a residence permit in Spain.

#### **What procedures do my family have to follow?**

Within 2 months, of the application for reunification being granted, the family member must apply in person, notwithstanding exceptions, for a visa at the corresponding Spanish diplomatic mission or consulate, accompanied by the following documents:

- **A standard passport or travel document, valid in Spain and with a minimum validity period of 4 months**
- **A criminal record certificate, or equivalent, covering the previous 5 years, if the family member joining the resident is over the age of criminal responsibility**
- **Original documentation proving family ties and relationships, the existence of a de facto union and, when applicable, age and legal dependency**
- **A medical certificate stating that they do not suffer from any disease which could have a severe impact on public health in accordance with International Health Regulations**

*While the visa is being processed, the applicant may be required to appear in person and, if necessary, to attend an interview*

***If the family member to be reunited is already in Spain illegally, the visa application will not be processed***

***If the visa is granted, once it has been collected in person, except in the case of minors, the applicant must enter Spain within the visa's validity period (not exceeding 3 months), and requested (in person, except, in the case of minors) within a period of one month, a Foreigner's Identification Card (TIE)***

Contact us **BEFORE COMING TO SPAIN**. If any problems arise, we will get in touch with the Spanish Consulate.

Email: [mn.maillo@upm.es](mailto:mn.maillo@upm.es)

➤ **ONCE IN SPAIN**

**Required documents to sign your contract**

- **Passport with the entrance date stamp in Spain ( Please do not leave Madrid's Airport without this stamp at your very arrival)**
- **Visa (residency authorisation and work permit exemption)**
- **NIE (Foreigner Identification Number)**
- **Inscription at the Spanish Social Security System**
- **Residence Target**

**Required documents to obtain the TIE (Foreigner Identification Card) \***

- **Passport with the entrance date stamp in Spain ( Please, do not leave Madrid's Airport without this entrance stamp at your very arrival)**
- **NIE ( Foreigner Identification Number)**
- **Inscription at the Spanish Social Security System**
- **Municipal electoral registrar (Padrón Municipal)**
- **Three photographs**
- **Insurance for repatriation**

***( \* )The TIE is the document that identifies non-EU foreigners and accredits Thiers legal status in Spain***

***All foreigners which have been issued a visa or authorisation to remain in Spain for a period of over 6 months must obtain this Foreign Identification Card (TIE), which must be applied for within the term of one month from their entry in Spain***

## **EUROPEAN RESEARCHERS**

- European researchers have to visit the Foreign Nationals' Office ( Oficina de Extranjeros) and apply for registration with the Central Register of Foreigners ( "Registro Central de Extranjeros" )
- European Citizens have the same obligations as Spanish citizens in terms of employment, tax and Social Security liability etc. and must register on the electoral roll of the local council for the town or city in which they are domiciled ( referred to in Spain as " empadronamiento" . ).

**The Vice-Rectorate for International Relations will advise you through all these steps.**

**Please contact us:**

***Euraxess Service Local Contact Point***

***E-mail: [mn.maillo@upm.es](mailto:mn.maillo@upm.es) // Phone: +34 91 336 6148***