

Guidelines for foreign researchers
at the
Instituto de Neurociencias

INTRODUCTION

The [Instituto de Neurociencias](#) (IN) is a joint centre of two public research organisations, the Spanish National Research Council (CSIC) and the Miguel Hernández University (UMH). The development of a research activity in the IN as a member of its staff requires the completion of a formal **work contract**, that can be managed by the Human Resources department of one of these two public bodies, CSIC or UMH.

Foreign students and researchers must also complete a number of administrative procedures that are summarized in the schemes below and explained in detail throughout this Guide (pages 2-16). **The IN's Internationalisation Unit will be pleased to provide support with these procedures and the start of your stay at the IN** (contact Bibian García at bibian.garcia@umh.es). Note however, that it is not an immigration office. Everyone is responsible for her/his own legal situation in Spain. For further doubts in this respect, the Immigration Office in Alicante can be contacted at <http://www.consultor.com/oue/>.

Additional information of interest can be found in page 15.

PAPERWORK BEFORE ARRIVING IN SPAIN

Legalisation/ apostille of academic documents

Page 4

* Only for academic qualifications **NOT** obtained in EU, EEA or CH!

Translation of documents

Page 4

Equivalence of foreign academic qualifications

Page 5

Work contract by CSIC or UMH

Page 7

EU, EEA, CH citizens

Foreigner Identity Number (NIE)

Page 8

European Health Insurance Card

Page 9

Citizens of other countries

Residence & work permit

Page 9

Visa

Page 10

Accreditation for animal experimentation

Page 11

PAPERWORK IN SPAIN

Bank account

Page 11

Digital certificate

Page 11

Census registration

Page 12

Medical certificate

Page 12

* Only for CSIC contracts!

Public health card

Page 13

EU, EEA, CH citizens

EU registration
certificate

Page 13

Citizens of other countries

TIE

Page 14

Renewal of residence &
work permit

Page 15

LEGALISATION AND APOSTILLE OF ACADEMIC DOCUMENTS

Legalisation and apostille of the Hague Convention are administrative acts through which a foreign public document is validated, verifying the authenticity of the signature on a document and the capacity in which the document's signatory has acted. Unless there is a legal instrument that provides an exemption from this obligation, all foreign public documents must be legalised or apostilled in order to be valid in Spain. Given the growing number of exchanges between different countries around the world, many of them have signed agreements aimed at facilitating this type of procedure for their citizens.

>>**Note** that the legalisation or apostille procedures depends on the country to which the academic authority / university that has issued the documents belongs, and not on the nationality, country of origin or residence of the concerned person.

The academic documentation issued by universities of a country within the European Economic Area (EEA; EU countries, Iceland, Liechtenstein and Norway) do not need to be legalised according to **Regulation (EU) 2016/1191** of the European Parliament and of the Council of 6 July 2016, which promotes the free movement of citizens by simplifying the requirements for presenting certain public documents in the European Union.

Along with EU Regulation 2016/1191, many countries have signed up to the 12th **Hague Convention** of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents, more commonly known as the **Apostille Convention**. This text stipulates that between Member States legalisation is not required for the mutual recognition of documents, but a seal or apostille is required.

Further information on legalisation or apostille of documents can be found at:

<https://www.exteriores.gob.es/en/ServiciosAlCiudadano/Paginas/Legalizacion-y-apostilla.aspx>

TRANSLATION OF DOCUMENTS

Once the documents have been legalised / apostilled, if they are not in Spanish they must be translated by a sworn translator. The list of available sworn translators by country is updated regularly at:

<https://www.exteriores.gob.es/en/ServiciosAlCiudadano/Paginas/Legalizacion-y-apostilla.aspx>

If it is not possible for you to translate the documentation in your country of residence, or it is too expensive, the Internationalisation Unit can help you with it.

EQUIVALENCE OF FOREIGN ACADEMIC QUALIFICATIONS

The formalization of an employment contract may require a specific academic qualification. Qualification equivalence gives foreign qualifications the same validity, across Spain, corresponding to the academic level of the qualifications in the specific training area and field for which equivalence has been declared.

>>**Note** that if the objective is also to practice a regulated profession in Spain (medicine, veterinary medicine, nursing, etc.), the equivalence is not enough. You must request the recognition or homologation of your academic qualification. Consult the regulated profession database at <https://ec.europa.eu/growth/tools-databases/regprof/>.

Equivalence has only academic effects and allows you to carry out research activities. In addition, the application for equivalence is a simpler procedure than recognition/homologation.

The application form and a proof of payment of the corresponding fee is sufficient to formalise the employment contract (see below).

Application for equivalence of a Bachelor's or Master's degree

It must be done through the Ministry of Universities' website:

<https://universidades.sede.gob.es/procedimientos/portada/ida/3513/idp/1030/language/en>

When accessing the procedure (click *Acceder al Procedimiento*), a user code must be first created (click *Acceso con Usuario*)

Requested documents

The online form must be completed and the following documents uploaded:

- a) Document certifying the identity and nationality of the applicant, issued by the competent authorities of the country of origin or country of provenance (passport copy).
- b) Legalised or apostilled diploma whose declaration of equivalence is applied for, or the certificate attesting to its issue.

- c) Legalised or apostilled academic certification of the studies carried out by the applicant, stating, among other things, the official duration in academic years of the study plan followed, the subjects taken, the time load of each subject and, where applicable, the corresponding ECTS credits obtained.
- d) When documents b) c) are not in Spanish, official translation of them (remember that the official translation must always be done after the legalisation or apostille of any document).
- e) Proof of payment of the corresponding fee*

**The method of payment is different if it is made from Spain or from outside Spain. The equivalence application fee was € 166.5 as of February 2023. Follow instructions on how to make the payment at*

https://universidades.sede.gob.es/pagina/index/directorio/Equivalencias_InfoGeneral/languag e/en

Once the process has been completed, the system generates a proof of submission of the application (pdf). Keep a copy of this document, you will need it to sign the employment contract.

>>Note: It is recommended that you provide a non-institutional email address. You should be aware of the notifications you receive, in case additional documentation is requested or to correct any other deficiency. Pay attention to deadlines.

Application for equivalence of a doctoral degree

The equivalence of a doctoral degree is the direct responsibility of the Spanish universities. The specific procedure of the Miguel Hernández University (UMH) can be consulted at

<https://estudios.umh.es/expedicion-titulos/homologacion/doctorado/>

The Academic Management Service (*Servicio de Gestión de Estudios*) can be also consulted at doctorado@umh.es to resolve any doubts you may have about the procedure.

Requested documents

- a) Application letter

- b) Document certifying the identity and nationality of the applicant, issued by the competent authorities of the country of origin or country of provenance (passport copy).
- c) Original and copy (or certified copy *-copia compulsada* in Spanish-) of the of the PhD diploma or of the certificate attesting to its issue, legalised or apostilled
- d) Original and copy (or certified copy) of the academic certification of the studies carried out to obtain the doctoral degree, including, among other data, the official duration, in academic years, of the programme of studies followed, the subjects taken, the time load of each subject and their grades. This documentation must be legalised or apostilled.
- e) When documents b) c) are not in Spanish, official translation of them (remember that the official translation must always be done after the legalisation or apostille of any document).
- f) A summary report of the doctoral thesis in Spanish, including the composition of the thesis committee and the final grade.
- g) Electronic copy of the thesis.
- h) Proof of payment of the corresponding fee.

EMPLOYMENT CONTRACT

Recruitment by CSIC

It is a combined procedure of both the candidates and the receiving researcher. Please contact her/him before proceeding. The procedure begins with the registration of candidates in the official **CSIC Job Bank** at

https://www.bolsatrabajo.csic.es/bolsa_trabajo/?site_lang=en

Requested documents

- a) Document certifying the identity and nationality of the applicant, issued by the competent authorities of the country of origin or country of provenance (passport copy).
- b) Proof of the application for the equivalence of the corresponding academic qualification, depending on the type of contract.
- c) Academic qualifications and certificates, depending on the type of contract.
- d) Curriculum Vitae (CV).
- e) Proof of further studies, courses, employment contracts, grants. etc.*

*>>Note that admission to the CSIC Job Bank is based on the applicant's academic and research merits included in the CV, and no merit will be assessed without documentary proof or referenced through a public link.

The duration of the process is about 5 weeks, from the time the candidates submit their application until they are selected to fill the position.

Recruitment by UMH

The procedure is similar to the one described above for CSIC. In this case, the procedure begins with the **publication of a call for applications for the job position**. Candidates must apply to the call and provide similar documents as described above for CSIC.

The estimated duration of the procedure is 4 weeks, from the time of the call announcement until the candidate is selected.

>>Note A work contract by UMH or CSIC is always necessary to work at the IN even when the candidate has got a grant, fellowship or any other external funding source.

FOREIGNER IDENTITY NUMBER (NIE)

The NIE is a personal, unique and exclusive number that is assigned to foreigners who, for economic, professional, or social reasons, are engaged in activities related to Spain and require identification in this country.

EU citizens

It is highly recommended to get the NIE before arriving in Spain. The physical presence of the applicant is mandatory in any case. Contact the Spanish diplomatic mission or consular office (<https://www.exteriores.gob.es/en/EmbajadasConsulados/Paginas/index.aspx>) for the area where you live and arrange an appointment according to applicable local procedures. Alternatively, it can also be obtained upon arrival in Spain. Book your appointment **in advance** at the Police Station at <https://icp.administracionelectronica.gob.es/icpplus/index.html> Choose “Alicante” and the office that is the easiest for you to go to. In “TRÁMITES CUERPO NACIONAL DE POLICÍA” choose “Asignación de NIE”

Non-EU citizens

Non-EU citizens will automatically receive their NIE when they apply for their residence permit (see below).

EUROPEAN HEALTH INSURANCE CARD

It is a free card that allows access to medically necessary public health care during a temporary stay in any of the 27 EU Member States, plus Iceland, Liechtenstein, Norway and Switzerland, under the same conditions and at the same cost (care is free in some countries) as people insured in that country. The cards are issued by the social security offices of your country. Find more information at <https://ec.europa.eu/social/main.jsp?catId=559&langId=en>

RESIDENCE AND WORK AUTHORISATION FOR RESEARCHERS (LAW 14/2013)

Private and public entities willing to hire non-EU citizens to carry out training or research activities in Spain may apply for the residence permit regulated by *Law 14/2013 on Support for Entrepreneurs and their Internationalisation*. With this authorisation, **researchers can stay and work in Spain**, as well as move freely within the Schengen Area (<https://www.schengenvisainfo.com/schengen-visa-countries-list/>). At the time of application, the researcher may be abroad or in Spain legally. Its processing is simple and once granted, the visa can be obtained quickly.

The initial residence permit has a maximum duration of two years, or the duration of the contract or hosting agreement if this is less than two years. After this period has expired, renewal may be requested.

In applying to work at the IN, the residence permit must be processed through the contracting entity (CSIC or UMH). The IN's Internationalisation Unit / Management Unit will provide the relevant model form to applicants, collect the required documentation, and submit the application to the relevant office (*Unidad de Grandes Empresas y Colectivos Estratégicos; UGE-CE*). From that time, the average time for the resolution is about 20 working days.

Requested documents

- a) Residence permit application form (Law 14/2013), unsigned.
- b) Contract proposal (or pre-contract), signed. *(If the researcher to be hired is outside Spain, a scanned signature is permitted).*
- c) A summary of the research project, signed by the principal investigator, with the approval of the IN's director. It must include at least the following: purpose and justification of the research, research team, budget, work plan and tasks to be carried out by the foreign researcher.
- d) Copy of the complete valid passport (all pages including covers).
- e) Copy of identity card for foreign citizens (TIE), if applicable.
- f) Proof of payment of the corresponding fee. For initial permits the fee is paid by the contracting entity.

When the residence permit is received by the IN, the Internationalisation Unit / Management Unit will send it to the person concerned. This authorisation will include the foreigner identity number (NIE).

VISA WITH RESIDENCE AND WORK AUTHORISATION

With the residence and work authorisation, researchers can easily apply for the **visa** at the Spanish diplomatic mission or consular office

(<https://www.exteriores.gob.es/en/EmbajadasConsulados/Paginas/index.aspx>)

in her/his country of origin or residence, when they are outside Spain.

>>Note that in order to obtain the visa it is also necessary to provide a **NEGATIVE Criminal Record Certificate** for offences under Spanish law, issued by the country or countries of residence of the person concerned during the last 5 years. This certificate must be legalised/apostilled and translated into Spanish if necessary.

ACCREDITATION FOR ANIMAL EXPERIMENTATION

If you are going to work with animals you will need to have the authorization of the Regional Government of the Valencian Community (GVA). To obtain this authorization, contact the RMG Animal Service of the IN (in.animalariormg@umh.es; g.moreno@umh.es), they will inform you of the procedure to follow in your case, whether you already have an accreditation issued in your country, have taken the FELASA course or have no training. It is recommended that you start the process as soon as possible.

>**Note** that to request authorization from the GVA you will need the NIE (see FOREIGNER IDENTITY NUMBER, NIE) and the digital certificate (see DIGITAL CERTIFICATE).

BANK ACCOUNT

To formalise the employment contract, it is first mandatory to open a **current account** with a bank in Spain.

Requested documents

- a) Identity card/passport
- b) NIE assignment certificate document or residence and work authorisation
- c) Document certifying that you are going to be hired in the IN (pre-contract, letter from the IN Manager certifying the hiring).

DIGITAL CERTIFICATE

Like nationals of Spain, foreigners in possession of a NIE can request and obtain their personal **Digital Certificate** free of charge. This certificate is very useful when signing documents or accrediting your identity securely on the Internet.

The UMH's Management Centre in San Juan de Alicante Campus is authorised to issue digital certificates. You can contact them by email at cgc.sjuan@umh.es so that they will inform you on the procedure.

To obtain the digital certificate outside of Spain, contact the Spanish Embassies or Consular Offices in your country of residence.

CENSUS REGISTRATION

Census registration is the administrative register of residents in the territory of a municipality. It serves to prove the place of residence and is necessary to apply for the TIE, as well as to obtain a permanent public health card (see below).

Registration must be done at the Town Hall offices of your residence.

Requested documents

- a) Identity card/passport
- b) NIE
- c) Rental contract for the accommodation

To register in Alicante city, please consult

<https://www.alicante.es/es/tramites/altas-y-cambios-domicilio-padron-municipal-habitantes>

To register in San Juan de Alicante, please consult

<https://santjoandalacant.sedelectronica.es/dossier.1>

(click on “Solicitud Alta de Empadronamiento”). This procedure is carried out in person.

For other municipalities, please consult the local council website.

MEDICAL CERTIFICATE

Researchers to be hired by CSIC need a **medical certificate** issued in Spain. For UMH contracts it is not necessary.

The medical certificate can be obtained from any private clinic. The official form can be purchased at a pharmacy, and must be brought to the medical appointment together with the identity card/passport. We can inform you about the nearest clinics for this purpose.

PUBLIC HEALTH CARD (SIP)

From the start date of an employment contract, the employee and his/her family members residing in Spain will be covered by the **Spanish Public Health Care**. To access any public health care service a personal card is required, which can be obtained from the health centre (primary care) corresponding to the place of residence.

Requested documents

- a) Identity card/passport
- b) Social Security number
- c) Social Security registration, which can obtain online with your digital certificate at

<https://sede.seg-social.gob.es/wps/portal/sede/sede/Ciudadanos/informes+and+certificates/201846?changeLanguage=en%20>

>>Note that with only this documentation a temporary card will be issued that must be renewed every six months. To obtain a permanent card, it is necessary to register on the census and provide a certificate of census registration.

EU REGISTRATION CERTIFICATE

Citizens of the EU, EEA or Switzerland, who are going to reside in Spain for more than three months, are obliged to apply for registration in the Central Register of Foreigners. The application must be submitted within three months from the date of entry into Spain. The registration certificate will be issued immediately, stating the name, nationality and address of the person concerned, their NIE, and the date of registration.

Information on this respect can be obtained at

<https://extranjeros.inclusion.gob.es/es/InformacionInteres/InformacionProcedimientos/CiudadanosComunitarios/hoja101/index.html>

The appointment can be obtained and the fee can be paid at

(<https://icp.administracionelectronica.gob.es/icpplus/index.html>)

Requested documents

- a) Official model form (EX-18) in duplicate, completed and signed
- b) Identity card/passport

In addition, you will have to provide any of the following documents

- c) Employer's statement of employment or certificate of employment
- d) Employment contract
- e) Social Security registration document (see above Public Health Card)

FOREIGNER'S IDENTITY CARD (TIE)

TIE (foreigner's identity card) is the document used to accredit the foreigner's legal status in Spain. Non-EU citizens with a residence permit for more than six months must apply for the TIE within one month of their arrival in Spain. Book your appointment in the Police Station at

<https://icp.administracionelectronica.gob.es/icpplus/index.html>

(Select first the province: "Alicante", and then in "TRÁMITES CUERPO NACIONAL DE POLICÍA" select "POLICIA- TOMA DE HUELLA (EXPEDICIÓN DE TARJETA), RENOVACIÓN DE TARJETA DE LARGA DURACIÓN Y DUPLICADO")

Clicking on "Aceptar" you will find information about the documentation that you must submit and where you can download the application and fee payment forms.

Requested documents

- a) Official model form, completed and signed (**>>Note that there is a specific model form when the TIE is associated with Law 14/2013 -researchers-**)
- b) Passport
- c) Proof of payment of the fee Model 790 Code 012
- d) A recent colour photograph
- e) Certificate of census registration (see above "Census registration")
- f) Resolution granting the residence and work permit
- g) Copy of contract (recommended)

RENEWAL OF RESIDENCE AND WORK AUTHORISATION FOR RESEARCHERS

The IN's Internationalisation Unit / Management Unit will contact and provide you with the relevant model form, and collect the required documentation to apply for the renewal of the residence permit. Renewal may be requested within 60 calendar days prior to the expiry of the authorisation. It may also be applied for within 90 calendar days thereafter, at the risk that the corresponding sanctioning procedure may be initiated.

Requested documents

- a) Two copies of the residence permit application form (Law 14/2013). (**>>Note that the first one must be completed electronically and sent as a pdf, unsigned and without altering the original format. The second copy may be completed by non-electronic means, and must be signed by the person concerned**).
- b) Copy of the complete valid passport (all pages including covers).
- c) Copy of the TIE or previous residence permit.
- d) Fee paid. For renewals, the concerned person must pay the fee.
- e) Proposal for renewal of the contract, or pre-contract when it is a different contract. In this case, a description of the new project must also be submitted.

ADDITIONAL INFORMATION

Accommodation

Find below a few websites where you can find accommodation.

- [International relations - UMH - Accommodation and transport](https://internacional.umh.es/en/incoming/welcome-office/alojamiento/)
UMH website with information about possible accommodation, public transport and other information of interest.
<https://internacional.umh.es/en/incoming/welcome-office/alojamiento/>
- [University of Alicante Accommodation Exchange](https://web.ua.es/en/oia/alojamientos/accommodation-service.html)
Offers accommodation for individual or shared rental in Alicante.
<https://web.ua.es/en/oia/alojamientos/accommodation-service.html>
- [Houses4you](https://www.housesforyou.es/en/homes/)
Shared accommodation for short stays in Alicante and San Juan de Alicante.
<https://www.housesforyou.es/en/homes/>

- Idealista
Most widely used website for rental accommodation in Spain.
<https://www.idealista.com/en/>

Spanish and English language courses

UMH offers Spanish courses for foreigners at

<https://www.idiomasumh.es/es/espanol/cursos-online/precios>

as well as English courses at <https://www.idiomasumh.es/es/umh>.

Other useful links

- UMH International Relations: <https://internacional.umh.es/incoming/welcome-office/>
- Foreigners' Office in Alicante: <http://www.consultor.com/oue/>
- Immigration portal. Information on procedures:
<https://extranjeros.inclusion.gob.es/es/InformacionInteres/InformacionProcedimientos/index.html>
- EURAXESS Spain: <https://www.euraxess.es/>
- Guide for the management of the mobility of the foreign researcher in Spain, 2017:
<https://www.fecyt.es/en/publicacion/guidelines-management-mobility-foreign-researcher-spain-2017>
- Law 14/2013, of 27 September, to support entrepreneurs and their internationalisation:
<https://www.boe.es/buscar/act.php?id=BOE-A-2013-10074>
- Information leaflet on Law 14/2013 and its application to the mobility of researchers:
https://extranjeros.inclusion.gob.es/ficheros/UnidadGrandesEmpresas/ley_14_2013/tripticos/triptico-investigadores-ESP.pdf
- Regulations on the Declaration of Equivalence of foreign higher education qualifications at the academic level of official university Bachelor's or Master's degrees, Royal Decree 889/2022, 18 October: <https://www.boe.es/buscar/doc.php?id=BOE-A-2022-17045>
- San Juan Health Centre in Alicante: <https://sanjuan.san.gva.es/centros-de-asistencia/atencion-primaria/zona-basica-9-san-juan/c-s-s-san-juan/>