

INTERNATIONAL STAFF WITH A WORK CONTRACT

NON-EU CITIZENS

BEFORE COMING

Precontract

After being selected, you will have to sign a “**precontract**” with UPNA. This document collects the working conditions of the job such as the type of contract, duration, salary and holidays. With this precontract signed by both parties, the University applies for the “*Autorización Inicial de residencia y Trabajo en España*”. Once the authorization is granted (one month later approx.), the researcher will have to apply for the Visa in the closest Spanish consulate or embassy.

If you want to come to Spain with your family, you must tell in advance because they will also need an authorization for residence. You can contact the University Welcome Office for further information (welcome.office@unavarra.es).

If your documents are issued in a language different from Spanish, they must be **translated** into Spanish language. Moreover, all foreign public documents must be **legalised** by the Spanish Consulate.

Visa Application

All consulates require to schedule an appointment for this procedure ([consulados y embajadas de España](#)). It is the researcher’s responsibility to learn in advance the **documents requested** by each consulate to apply for a *Visa for Researching Purposes*.

ONCE YOU ARRIVE

PRIOR TO SIGNING THE WORK CONTRACT

1. In order to work in Spain you need to register at **Social Security System**. Submit [here](#) the application to be assigned a Social Security Number.

Documents to be attached:

- [Application form](#)
- Copy of Passport
- Copy of Initial Work and Residence Permit

2. Opening a **bank account** in Spain to receive your **payslip**.

Contract signature

All these documents will be delivered at the **Human Resources Office** to prepare the work contract, fixing a date to sign and begin to work.

AFTER ARRIVAL

1. Once in Spain, it is mandatory to apply for an ID, the **Tarjeta de Identidad de Extranjero (TIE)** in a month after the arrival. The TIE is processed at the local **Oficina de Extranjería**. Ask for prior appointment at University Welcome Office (welcome.office@unavarra.es)

Requested documents:

- [TIE Application Form](#)
- Copy of passport (personal data and visa)
- Certificate of house registration (*empadronamiento*), issued by the city council of your home address. In Pamplona, a prior appointment is required ([cita previa](#)).
- Receipt of fees payment ([tasa](#)) (16,08€)
- Copy of Initial Work and Residence Permit
- 1 ID size photograph

This card is valid for **one year**, so it must be renewed every year.

2. Working people who register at the Social Security System are entitled to health coverage for themselves and for their relatives: spouses and children under 26. Health assistance is not provided to ascendants.

To have health coverage in Navarra you must apply for a **Tarjeta Individual Sanitaria** by email utisco01@cfnavarra.es

Documents to be attached:

1. [Application form](#)
2. Copy of NIE or Passport.
3. Document of house registration in Navarra, issued max. 15 days before the card application.

If your application is correct, your health card will be sent to your home address in 2 months' time.