

## INTERNATIONAL STAFF WITH A CONTRACT

### EU CITIZENS

#### BEFORE COMING TO SPAIN

EU staff do not need to do any prior procedures before travelling to Spain.

Citizens from **European Union** countries and those from **Norway, Iceland, Liechtenstein** and **Switzerland** do not require any previous permit to work and live in the country.

#### ONCE YOU ARRIVE IN SPAIN

##### PRIOR TO SIGNING THE WORK CONTRACT

1. In order to work in Spain you need to register at Social Security at *Tesorería General de la Seguridad Social*, in Avenida Galicia number 5, Pamplona.  
You will be assigned a **Registration number** (*Número de afiliación a la Seguridad Social*).

##### REQUESTED DOCUMENTS:

- [Application form](#)
- Valid Passport

2. Apply for a **NIE** (Número de Identidad de Extranjero) en la “*Oficina Única de Extranjería*”, Avenida de Guipúzcoa número 40, Pamplona.  
Prior appointment at [welcome.office@unavarra.es](mailto:welcome.office@unavarra.es)

##### Requested documents for **NIE**:

- [Application Form](#) (EX 15)
- Valid Passport
- Receipt of [fees payment](#) (9,84€)

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

#### WORK CONTRACT

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.

## NEXT PROCEDURES

1. EU citizens who want to **stay in Spain longer than 3 months** are obliged to apply for registration with relevant authorities in the host country ([Certificado de Registro de Ciudadano de la Unión](#))

### Requested documents

- [Application form](#) (EX 18)
- Valid Passport
- Certificate of house registration (*empadronamiento*), issued by the city council of your home address. In Pamplona, prior appointment required ([cita previa](#)).
- Work Contract
- Receipt of [tax payment](#) 12€

These documents must be delivered at “**Oficina Única de Extranjería**”, avenida de Guipúzcoa 40, Pamplona (prior appointment at [welcome.office@unavarra.es](mailto:welcome.office@unavarra.es))

2. Working people who register at the Social Security System are entitled to **health coverage** at the Public Health System 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 [Tarjeta Individual Sanitaria](#).