



Procedure: Incorporation of non-EU foreign researchers in the framework of a research project.

Group: Pre-doctoral and Post-doctoral Researchers

UM Organisational Unit main responsible for the procedure: Human Resources Area HR

	<i>Actions by the applicant</i>	<i>Actions by the UMU</i>	<i>Actions by other bodies</i>
<b>PHASE 1</b>		To establish <b>initial contact</b> with the researcher and to initiate procedures to apply for a residence and work permit through the Large Companies and Strategic Collectives Unit. <a href="https://extranjeros.inclusion.gob.es/ficheros/UnidadGrandesEmpresas/ley_14_2013/tripticos/triptico-investigadores-ESP.pdf">https://extranjeros.inclusion.gob.es/ficheros/UnidadGrandesEmpresas/ley_14_2013/tripticos/triptico-investigadores-ESP.pdf</a>	
<b>PHASE 2</b>	<p>1. Sending personal documentation: Copy of the researcher's full valid passport, parents' names, marital status, and the researcher's criminal record certificate with apostille* and academic qualifications**.</p> <p>In case of coming with family members: Copy of the documentation proving the family ties with the researcher.</p> <p>2. Signature of the draft contract</p> <p><b>Search for residence</b> in Murcia: <a href="#">Accommodation at the Universidad de Murcia (VIMUR)</a>, others, free choice</p>	<p>1. To prepare a draft employment contract and its signature by the head of UMU (Human Resources HR).</p> <p>2. To prepare UMU documentation: CIF (tax identification code), Chancellor's ID card, Certificates from the General Secretary of appointment of the Chancellor and of being a Public University, delegation of signature to the official submitting the application (HR).</p> <p>3. To complete the International Mobility Application Form (IWP).</p> <p>4. Payment of fees (HR)</p> <p>5. Electronic submission, through the Electronic Headquarters of the Ministry of Inclusion, Social Security and Migration (HR).</p>	Ministry of Inclusion, Social Security and Migration e-Site



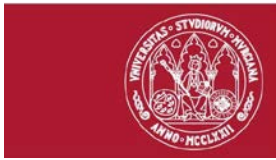
<b>PHASE 3</b>			Resolution of Residence Authorisation by the Large Companies and Strategic Collectives Unit (deadline: 20 days from submission)
	With the resolution, the researcher has to apply for a visa at the Spanish Consulate corresponding to the place of residence (deadline: 10 working days).	The decision is notified to the person concerned (HR).	Spanish Consulate in the country of residence: Issuance of the visa from the Spanish Consulate corresponding to the ER's place of residence (deadline: 10 working days).
<b>PHASE 4</b>	<p>Arrival in Spain and start of procedures in person/virtually.</p> <p>At the Foreigners' Office: Application for a foreigner's identity card (NIE), and submission of documentation: employment contract draft and a copy of your passport (IWP support).</p> <p>Application for a social security number</p> <p>Opening a bank account (free choice)</p>	Application for Social Security registration in the electronic office: attaching NIE, signed contract with UMU and TA-1 form (HR support).	<p>At the Foreigners' Office: Application for a foreigner's identity card (NIE).</p> <p>At the Social Security electronic/physical office</p> <p>Banking institution (free choice)</p>
	Contract signature once the above formalities have been completed	It will then be signed by the UMU representative and registered at the INEM (HR management).	

\* A criminal record certificate of the researcher with apostille is required to apply for the visa, it has to be presented by the person concerned at the Consulate. The Large Companies Unit indicates that the certificate must be presented if the researchers are in Spain.

\*\*Review of the academic qualifications submitted by the applicant and verification of eligibility with Academic Administration if necessary.

Regulation applied: [National Law 14/2013, of 27 September, on support for entrepreneurs and their internationalisation](#)

Other procedures:



- **Mandatory** (failure to complete this procedure may result in a penalty and even expulsion from the national territory): Apply for renewal of residence authorisations within 60 calendar days prior to their expiry date. The application for a residence permit or its renewal at the UGE-CE automatically extends the applicant's stay or residence until the procedure is resolved.
- Not compulsory but recommended for access to social benefits: Registration in the municipal census. This is done at the municipal offices.

**Information of interest:**

- [Guide for the management of the mobility of foreign research staff in Spain 2017](#) (FECYT)
- Euraxess Youtube channel: [Entry conditions to Europe for third-country national researchers](#) (Nov 2020)
- [Large Companies and Strategic Collectives Unit](#) (Ministry of Inclusion, Social Security and Migration)

Last update: July 2021