



Procedure: Incorporation of EU researchers through employment contracts within the framework of a research project.

Group: Pre-doctoral Researchers and Doctors.

Organizational Unit UMU. 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> |
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| PHASE 1 | | To establish first contact with the PI of the project and with the selected researcher . Start of procedures for drawing up and signing the contract. | |
| PHASE 2 | <p>Personal documentation delivery: Copy of the researcher's full valid passport, account number (valid if belonging to the Schengen Area), academic qualifications*.</p> <p>Search for residence in Murcia: Accommodation at the Universidad de Murcia (VIMUR), others, free choice</p> | | |
| | <p>Arrival in Spain and start of procedures in person/virtually:</p> <p>Contact IWP to make an appointment at the Immigration Office to apply for a Foreigner Identification Number (NIE).</p> <p>Registration in the Central Register of Foreigners of citizens of a Member State of the European Union or of another State party to the Agreement on the European Economic Area who are going to reside in Spain for a period of more than 3 months.</p> | <p>To prepare a draft employment contract (Human Resources HR) and a letter declaring the validity and veracity of the data contained in the draft contract (signed by the responsible person in HR appropriate Head of Section) to obtain the NIE.</p> | <p>At the Foreigners' Office they have to apply for the NIE and register in the Central Register of Foreigners.</p> |



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| | <p>https://sede.policia.gob.es/portalCiudadano/extranjeria/pr_cer_reg_ue.html</p> <p>Registration in the Central Register of Foreigners Residence EU citizen (Royal Decree 240/2007). Filling out form EX-18 https://extranjeros.inclusion.gob.es/ficheros/Modelos_solicitudes/mod_solicitudes2/18-Certificado_residencia_comunitaria.pdf</p> <p>This procedure is carried out in the offices of the PN in the Foreigner office.</p> | | |
| | <p>Application no. Social Security (NIE or passport no.) in person or at the electronic headquarters.</p> | <p>Support in applying for Social Security registration in the <u>electronic office</u>: attaching NIE or passport, signed contract with UMU and <u>TA-1 form</u> (HR support).</p> | <p>General Social Security Treasury</p> |
| <p>PHASE 3</p> | <p>Contract signature once the above formalities have been completed</p> | <p>It will then be signed by the UMU representative and registered at the INEM (HR management).</p> | |

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

Other procedures:

- Not compulsory but recommended for access to benefits and social assistance: 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: September 2021