



**Universitat de Lleida**

**GUIDE FOR THE ACCOMPANIMENT OF  
FOREIGN POSTDOCTORAL RESEARCH  
STAFF**

**NON-EU CITIZENS**



HR EXCELLENCE IN RESEARCH

## GUIDE FOR THE ACCOMPANIMENT OF FOREIGN (NON-EU) POSTDOCTORAL RESEARCH STAFF ON CONTRACT

Which UdL services can give me support to join the UdL?

- **GESTIÓ D'AJUTS (GRANT MANAGEMENT UNIT):**  
<http://www.udl.es/ca/serveis/ajuts/gestioajuts@udl.cat>
- **PERSONAL (HUMAN RESOURCES UNIT):**  
<http://www.udl.es/ca/serveis/personal/personal.pdi@udl.cat>
- **RELACIONS INTERNACIONALS (INTERNATIONAL RELATIONS UNIT):**  
<http://www.udl.es/ca/serveis/ori/incoming@udl.cat>

What you will find in this Guide?

You will find the procedures you will have to follow to join the UdL as postdoctoral research staff and to obtain the necessary documents to sign the employment contract with the University.

## PROCEDURES

### **Procedures to be carried out chronologically**

1. Application for UdL contracting: (internal procedure between management units)
  - Who applies for the contract: Gestió d'Ajuts (Grant Management Unit)/Suport a l'R+D+i (R+D+i Support Unit)
  - When: once a final decision has been taken to award the grant
  
2. Pre-contract:
  - Who: Human Resources Unit
  - When: 10 days from receipt of the contracting order
  - Where: Human Resources Unit
  - Procedure mode: the scanned contract is sent by e-mail to the researcher, so that he/she can print it out, sign 2 originals of the contract and the basic copy (handwritten signature) and send it back to the Human Resources Unit by post.
  
3. Work permit:
  - Who: Human Resources Unit and Postdoctoral Researchers
  - Procedure: First the researcher has to apply for a permit to work as a national researcher.

3.1) Apply for a work permit as a national researcher (non-EU researcher), which is mandatory prior to applying for a visa

- Who: Training, Integration and Social Assistance section (FIAS section, Human Resources Unit)
- When: once the recruitment order arrives at the Human Resources Unit
- Where: via e-mail and the website of the Foreigners' Office Large Companies Unit (UGE).
- Procedure mode: online
  - How: This procedure is carried out on the basis of Law 14/2013 on Entrepreneurs.
  - 1) FIAS contacts the researcher by e-mail with a copy to the project tutor, Human Resources Unit and Grant Management Unit, and informs them of the required documentation, which is:
    - Copy of ALL current passport pages
    - Criminal record certificate from the countries in which you have resided in the last 5 years. This documentation must be issued by the embassy or consulate or equivalent institution in the country, and must be duly translated into Spanish.
    - Justification of being in a legal situation in Spain (in the case of a person who is already in Spain). This can be done by means of a valid student NIE or any other type of permit, as long as it is valid.
    - Proof of payment of the fee model 790 code 038
    - Pre-contract signed with the UdL

S/ Payment of the fees: The amount of these fees will be paid by the project itself or by any other project indicated by the person responsible at the UdL or by the Vice-Rectorate responsible for Research and Transfer. If the researcher is outside Spain, the material management of the payment will be carried out by the person in charge (directly, through the relevant economic department, department, or R+D+I Support Unit). If the researcher is in Spain, the payment management can be carried out by the person concerned.

FIAS will send the fee document (to the researcher and the responsible person) to be printed and paid through a banking institution.

2) Once FIAS has all the documentation and sends it together with the application to the Foreigners' Office - UGE at the following link: [https://extranjeros.inclusion.gob.es/es/unidadgrandesempresas/ley14\\_2013/index.html](https://extranjeros.inclusion.gob.es/es/unidadgrandesempresas/ley14_2013/index.html), this institution has 20 working days to decide on the application or request amendments.

At this point, FIAS informs the interested party, the person in charge, Human Resources Unit and Grant Management Unit of the submission of this application (at which point the deadline for a decision begins to run), and attaches **the proof of submission, which the interested party must keep for future renewal of the permit** or any future submission required.

3) When FIAS receives the resolution from the Foreigners' Office - UGE (we understand that it authorizes the residence permit), it sends the following documentation by e-mail to the researcher, to the person in charge, Human Resources Unit and Grant Management Unit, the following documentation:

- Resolution document authorizing the residence permit as a national researcher and informing him/her of the NIE.
- Pre-contract of employment signed by both parties.

4) More information on this permit: **information** on the website of the Ministry of Labour, Migration and Social Security - Large Companies Unit (**FAQ**)<sup>ii</sup>

4.2) Apply for a residence permit for a family member (spouse or similar relationship and/or dependent children), **as long as this is done simultaneously with that of the holder** (and that you travel and carry out the procedures at the same time).

Regarding the family members for whom the permit must be requested, the necessary documentation will be, for each of them:

- Copy of ALL current passport pages
- Criminal record certificate from the countries in which you have resided in the last 5 years. This documentation must be issued by the embassy or consulate or equivalent institution in the country, and must be duly apostilled and translated into Spanish.
- Justification of sufficient economic means (depending on the number of people accompanying you, this must be checked to ensure that it is covered by the amount of the employment contract). A family unit that includes the holder + 1 family

member will justify at least 150% IPREM. If the family unit includes the holder and more than 1 family member, it will be 50% IPREM for each additional member.

- Proof of health care coverage (by means of an insurance policy or agreement with a mutual insurance company, with coverage comparable to the national health system and which is registered in the Register of Insurance and Reinsurance Companies, for example, travel insurance is not valid). This documentation must be duly translated into Spanish.
- Supporting documentation of the family relationship. This documentation must be issued by a consulate or embassy and must be duly apostilled and translated into Spanish.
- Proof of payment of the fee model 790 code 038 for each of the persons

Duration of processing the residence permit: it depends on the time needed to obtain the documents (especially the official ones). It can vary between 15 days and 1 month. It is also necessary to add the 20 working days for the decision of the Foreigners' Office (Extranjería-UGE).

#### 4.3) Applying for a visa:

- Who: Postdoctoral researcher
- Where: in person at the embassy or consulate.
- How: you need the documentation required by your country (such as the resolution of the permit, pre-contract, valid passport, criminal record, etc.). If you are in Spain, this procedure must be carried out at the police station of the territory where you will be residing and working.

NOTE: This information is valid as of March 2022 but it is subject to legislative changes...

#### 4. Registration:

- Who: Postdoctoral researcher
- When: it will be formalized upon arrival in Lleida. It is recommended to make an appointment as indicated in the "how to" section
- Where: OMAC. The office is located at Rambla Ferran, 32
- How: you must make an appointment at <https://citaoficines.paeria.cat/> and mark the option in the red box "OMAC" in the drop-down menu you have to choose the option "EXPEDICIÓ PADRÓ", then choose the red box "DADES DE LA CITA" there you have to choose the date and time. Once you have chosen the date and time, go to the option "DADES PERSONALS". It is necessary to bring an original passport and photocopy and the rental contract where the name of the person is stated.
- Modality of the procedure: online/in person
- [More Information](#)

#### 5. Apply for NIE-TIE:

- Who: Postdoctoral researcher

- When: it will be formalized on arrival in Lleida. It is recommended to make an appointment as indicated in the "how" section.
- Where: Police - c/ de l'Ensenyança, 2
- How: ask for an appointment at:  
<https://sede.administracionespublicas.gob.es/icpplus/index.html> , select province Lleida, and process Police-Fingerprinting (card issuance). Necessary documentation:
  - **Document EX\_15:** Download, fill in, print out and sign
  - **Document model 790 code 12:**
    - **Main:** Download, select the option: Assignment of Foreigner's Identity Number (NIE) at the request of the interested party, print and pay the fee
    - **Complement:** additional fee to be paid, in order to officially obtain the certificate of registration in the Central Register of European Union Citizens and, therefore, a permanent NIE. The recommendation is to pay it now and avoid wasting time. Fill in the same [form](#) indicating:
      - "Self-assessment: complementary". There, fill in the code and the cost of the previous tax. (\*\*).
      - Fee: Community Resident Registration Certificate or Residence Card of a family member of a Union citizen
      - Print and pay at the bank. Original passport and copy.
  - Certificate of census registration
  - Pre-contract signed with the UdL
  - European Health Insurance Card or a private health insurance (original and 1 photocopy)
  - 32\*26 mm colour photo

Procedure type: in person

#### 6. Social Security number:

- Who: Postdoctoral researcher
- When: with the visa you already have the NIE and with the NIE you can apply for registration at the Social Security.
- Where: <https://www.seg-social.es/wps/portal/wss/internet/Inicio>
- How: scan the page where the NIE appears and go to <http://www.seg-social.es/> . Fill in the [TA1 document](#) and submit it at the Social Security e-Office <http://www.seg-social.es/> once there (on the right-hand side of the screen), click on "Sede Electrónica", a large blue box opens where you must tick the option "Presentación de otros escritos, solicitudes y comunicaciones" (Tesorería General de la Seguridad Social). Moving to the end, there is a box indicating "Access to procedures", choose the option without certificate, fill in the form and attach the files (a copy of the visa (where the NIE scanned before appears) and the TA1 document filled in).
- Procedure type: online/Presencial (C/ Salmerón 14-16. Phone: +34 973 701700)
- More Information:  
<http://www.seg-social.es/wps/portal/wss/internet/Trabajadores/Afiliacion/7332>

7. Bank account:
  - Who: Postdoctoral researcher
  - When: Once the researcher already has the NIE
  - Where: Bank selected by the researcher
  - Modality of the procedure: online/in person  
More information: look up the options at Gestió d'Ajuts (Grant Management Unit)
  
8. Digital certificate:
  - Who: Postdoctoral researcher
  - When: Before signing the addendum to the contract, it is necessary to have a digital certificate recognized by the Ministry of Economic Affairs and Digital Transformation, for example:
    - **IdCAT:** <https://www.idcat.cat/idcat/ciutada/menu.do> (*Opció recomanada*)
    - e-DNI: <https://www.dnielectronico.es/PortalDNIe/>
    - FNMT: <https://www.sede.fnmt.gob.es/certificados/persona-fisica>
    - Any other that is recognized:  
<https://sedeaplicaciones.minetur.gob.es/Prestadores/>
  - Where: on the corresponding websites listed above
  - Modality of the procedure: Combination of online and in person in most cases.
  - More information: You can apply for the IdCAT with the NIE (you do not need to have the physical TIE card)
  
9. Sign addendum contract:
  - Who: The employee/Manager/Rector
  - When: When you have a decision authorizing work permit, social security number and bank account.
  - Where: Portafirmas/*Portasignatures* (UdL app for digital signature)
  - Processing mode: online\*.

\* In exceptional cases, if you do not have a digital certificate, you may request that the contract be signed by an authorized official. Request an appointment at the Human Resources Department.

## OTHER UdL SERVICES AND PROCEDURES

1. UdL Card:
  - Who: Postdoctoral researcher
  - When: Once your data are entered into the relevant database.
  - Where: Banco Santander branch located on the Cappont campus in Lleida or Banco Santander branch in Igualada, Rambla Sant Isidre, 1
  - Modality of the procedure: In person. The researcher must contact by telephone; telephone: 973200239, or make an appointment: <https://citapreviaudl.simplybook.it/>
  - More information: Banco Santander University Office (Campus Cappont) or University Information and Guidance Unit.

2. UdL e-mail account AS A WORKER (REQUEST AND ACTIVATION))
  - Where: In person, with a document to be filled in by the researcher
  - Who manages: SIC
  - Who activates it: Researcher in training (UdL website)
  - When: As soon as possible
  - Modality of the procedure: online and UdL website
  - More Information: <https://cv.udl.cat/portal/site/directori/tool/eb7ede84-d2e5-4651-8092-d0f9ba2a6a80/main>
  
3. UdL digital certificate: (**only in case a certificate as a public worker is needed**)  
IMPORTANT: All UdL procedures can be carried out with the certificate with which the contract has been signed.
  - More information: [ercd@udl.cat](mailto:ercd@udl.cat) <http://www.udl.cat/ca/udl/signaturaelectronica/>
  
4. Renewals of the Work Permit as a researcher (researcher from outside the EU)
  - Who: Postdoctoral researcher
  - When: 1 month before the expiry date of the permit
  - Where:  
[http://extranjeros.inclusion.gob.es/es/unidadgrandesempresas/ley14\\_2013/index.html](http://extranjeros.inclusion.gob.es/es/unidadgrandesempresas/ley14_2013/index.html)  
Electronic submission / Registration / Renewal
  - Procedure mode: online
  - How: By making the application and attaching the documentation indicated on the processing page. For example:
    - Current Passport
    - Contract extension document (to be requested at [personal.pdi.contractes@udl.cat](mailto:personal.pdi.contractes@udl.cat))
    - Proof of paid renewal fee
    - Other documents that may be requested (such as proof of initial presentation of the residence permit - see above).
  - Processing time: it depends on the country, approximately 1 month.

Failure to renew the corresponding residence and work permit will lead to the suspension of the researcher's contract.

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[https://extranjeros.inclusion.gob.es/ficheros/UnidadGrandesEmpresas/ley\\_14\\_2013/documentacion/preguntas\\_frecuentes\\_30\\_09\\_2016.pdf](https://extranjeros.inclusion.gob.es/ficheros/UnidadGrandesEmpresas/ley_14_2013/documentacion/preguntas_frecuentes_30_09_2016.pdf) o

[https://extranjeros.inclusion.gob.es/ficheros/UnidadGrandesEmpresas/ley\\_14\\_2013/documentacion/documentos\\_ingles/preguntas\\_frecuentes\\_sobre\\_la\\_Ley\\_14-2013\\_ingles.pdf](https://extranjeros.inclusion.gob.es/ficheros/UnidadGrandesEmpresas/ley_14_2013/documentacion/documentos_ingles/preguntas_frecuentes_sobre_la_Ley_14-2013_ingles.pdf)