



**Universitat de Lleida**

**GUIDE FOR THE SECONDMENT OF  
FOREIGN POSTDOCTORAL RESEARCH  
STAFF ON CONTRACT**

**EU CITIZENS**



HR EXCELLENCE IN RESEARCH

## GUIDE FOR THE SECONDMENT OF FOREIGN POSTDOCTORAL RESEARCH STAFF ON CONTRACT

### INTRODUCTION

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 will I 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. Census certificate (city 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, 25007 Lleida.
  - 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, choose the option "PADRÓ HABITANTS" then choose the red box "DADES DE LA CITA" and there choose the date and time. Once you have selected the date and time for the appointment, go to the option "DADES PERSONALS". You must bring the original passport and photocopy and the rental contract where the name of the person is.
  - Processing mode: online/in person
  - [More Information](#)
  
2. Apply for NIE-TIE
  - 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: Police c/ de l'Ensenyança, 2, 25004 Lleida
    - How: make an appointment at <https://sede.administracionespublicas.gob.es/icpplus/index.html> and select province Lleida, and the procedure *Policia-Assignació de NIE*. Necessary documentation
    - Original passport or original identification card from country of residence and copy.
    - Indicate the reason for the request
    - Recommendation: decision to award the grant
  - Modality of the procedure: in person
  
3. Social Security affiliation number:
  - Who: Postdoctoral researcher
  - When: as soon as the NIE is issued
  - Where: <https://www.seg-social.es/wps/portal/wss/internet/Inicio>
  - Modality of the procedure: [on line](#)/In person (C/ Salmerón 14-16, 25004 Lleida. Phone: +34 973 701700)
  - More information: <http://www.seg-social.es/wps/portal/wss/internet/Trabajadores/Afiliacion/7332>
  
4. Bank account:
  - Who: Postdoctoral researcher
  - When: When the NIE is already issued
  - Where: Bank selected by the researcher
  - Mode of procedure: in person/on line

- More information: look up the options at Gestió d'Ajuts (Grant Management Unit)
5. Application for UdL contract: (internal processing between UdL units)
- Who is applying for the contract: Gestió d'Ajuts/Suport a la I+D+i
  - When: minimum 10 working days before the start of contract
  - Who makes the contract: Human Resources Unit
  - When: Before the start date and when digital signature is available
  - Where: Human Resources Unit
  - Mode of procedure: online
  - More information: [personal.pdi.contractes@udl.cat](mailto:personal.pdi.contractes@udl.cat)
6. Digital certificate:
- Who: Postdoctoral researcher
  - When: Before signing the contract, it is necessary to have a digital certificate recognized by the Ministry of Economic Affairs and Digital Transformation, e.g:
    - **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 recognized:  
<https://sedeaplicaciones.minetur.gob.es/Prestadores/>
  - Where: On the corresponding websites indicated
  - 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)
7. Contract signature - Electronic signature required
- Who: The employee/ Manager/ Rector
  - When: Before the start of the employment relationship
  - Where: Portafirmas/*Portasignatures* (UdL digital signature app)
  - Modality of the procedure: online.\*

\* In exceptional cases, if you do not have a digital certificate, you can request the signature of the contract through the authorized official. Request an appointment with the Human Resources Unit (Personal).

## OTHER SERVICES AND PROCEDURES OF THE UdL

### 8. UdL Card:

- Who: Postdoctoral researcher
- When: Once the data is entered in the corresponding database
- Where: Banco Santander branch located at the Capped campus in Lleida or Banco Santander branch in Igualada, Rambla Sant Isidre, 1
- Type of procedure: In person. The postdoctoral researcher should contact by telephone; telephone: 973200239, or make an appointment: <https://citapreviaudl.simplybook.it/>
- More information: University Office of Banco Santander (Campus Capped) or University Information and Orientation unit.

### 9. 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: Postdoctoral researcher (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>

### 10. UdL digital certificate: (only in case you need a certificate as a public worker) IMPORTANT: All UdL procedures can be carried out with the certificate with which the contract was signed.

- More information: [ercd@udl.cat](mailto:ercd@udl.cat) <http://www.udl.cat/ca/udl/signaturaelectronica/>