

“European regime” (for EU, EEA and Swiss citizens only)

Countries: Germany, Austria, Belgium, Bulgaria*, Cyprus, Denmark, Slovakia, Slovenia, Estonia, Finland, France, Greece, Holland, Hungary, Ireland, Italy, Latvia, Lithuania, Luxemburg, Malta, Poland, Portugal, United Kingdom, Czech Republic, Romania*, Sweden and Norway, Iceland, Liechtenstein and Switzerland.

*Although Bulgaria and Romania are EU members, until January 2009 citizens of these countries are under the “Foreigners General Regime” described further down and, therefore, a work permit is mandatory for them to live in Spain.

Once in Spain, citizens from these countries, , don’t need a special ID card for foreigners, but they have to **register** with the Police within **3 months** after arrival in Spain. The Police station is in Plaça d’Orleans, near Plaça Imperial Tarraco. In order to have an appointment you need to go to the Police Station first and get an appointment ticket. On the day of the appointment you need to take with you:

a) a form with your data and a photocopy of the filled-in form which you can download at: http://www.mir.es/SGCAVT/modelos/extranjeria/modelos_extranje/ex_15.pdf

b) your passport and a photocopy

c) your **“empadronamiento”** certificate (it’s a certificate from the Town Hall stating that you live in Tarragona. You get that at the OMAC office in Rambla Nova, 59 and you need to take with you: 1) passport and photocopy 2) rent contract or letter from your landlord that states the address where you reside).

Besides, you will be given a tax form which you’re to take to a bank for payment and then hand it back to the Police.

“General regime”

For citizens of countries not listed above (including Romania and Bulgaria) a work and residence permit is required. The process to get this permit takes at least 4 months. These are the steps to follow to get a residence and work permit:

1-Group leaders have to write a description of the position to be filled and the requirements needed to apply for this job offer. This will be used to make the the job offer public at Servei Català d’Ocupació.

2-Documents and information needed: Date of birth, current address (in the country of origin) and parents’ full names; 4 passport-size pictures; certified copy of the passport; certified copy of the PhD certificate.

(ICIQ sees to all bureaucracy in steps 1) and 2)

3- Once the resolution document is issued, the person to be employed has to apply for a visa in the Spanish Embassy or Consulate of their country. Note that the time required to get this visa depends on how busy (or efficient) is the Embassy or Consulate that has to deal with it.

NIE: Once in Spain, you have to get your NIE and residence certificate. This is a document of the Spanish Government which gives you a Spanish ID number and proved that you are in Spain legally. ICIQ needs this number too.

In order to get your NIE you need to go to the Police Station (Plaça d’Orleans) and get an appointment ticket (you are likely to be given a date in 3 months’ time). On the day of the appointment you need to bring the documents listed on the resolution document (see the information on “empadronamiento” above).

“Students Regime”

If you are joining ICIQ as a student (with no work or grant contract) and you are not from the EU, EEA countries or Switzerland, you need to get a student’s visa at a Spanish Consulate or Embassy in your country. ICIQ will assist you and give you any documents (invitation to study here etc.) you are asked to obtain the visa.

Once in Spain you need to get a study permit at “Subdelegación de Gobierno” (Plaça Imperial Tàrraco)