

The Pre-arrival Guide for Teaching and Research Staff

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Universitat
de Girona



Welcome

We are pleased to welcome you to the University of Girona (UdG), an institution that will do whatever it can to help you adapt to your new job.

This pre-arrival guide is intended to assist you and other new teaching and research staff (PDI) during your incorporation into the UdG and with legal matters and other issues of personal interest before you arrive in Girona.

The UdG is highly regarded for its teaching and research, and is also firmly committed to the University's third function, the transfer of knowledge. This commitment means more than the mere dissemination of information; it entails a willingness to collaborate and to achieve a more just and progressive world, respectful of human rights and all cultures.

Vice-Rector for Teaching and Research Staff (PDI)



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Introduction

This pre-arrival guide explains the legal procedures and provides basic information you will need to know before and after arriving in Girona.

To know which specific steps you need to take, you must identify which PDI group you belong to (local, community or non-community) and click on the corresponding link to access specific instructions.

In each slide you will find the links indicated with this symbol ►, They will direct you to a website where you can carry out the procedures online or request further information. We also provide you with the documents that you will have to submit to complete the procedures indicated by this symbol ●.

We hope you find this information useful. If you have any questions, please contact the Human Resources Service:

Tel. 972 41 81 48
rh.pdi@udg.edu

Teaching and Research Staff

The procedures you need to follow depend on your country of origin.



From Spain



From the European Union



From non-EU countries



Before arriving in Girona

For the purposes of employment, the documentation mentioned previously must be submitted before you arrive in Girona. Click on the corresponding link to access the procedures.





Local teaching and research staff (PDI)

1

Admission email and signing of the contract

The Human Resources Service will send you an email informing you of your admission to the UdG and providing guidance on [signing the contract](#) through the University of Girona's [Signatures Folder](#)



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Community PDI

1

Social Security number

If this is your first time working in Spain, the UdG's Human Resources Service will process your Social Security Number for you.

You will need the following documents to request a Social Security Affiliation number:

- [SSAN Application](#) filled in and signed by the person concerned
- Scanned copy of your foreign-national identity number /Passport

2

Tax authority

You will need to choose where you wish to pay your taxes:

- **In your country of origin:** you will need to apply for a certificate from your country's tax authority before you come to Girona, which you will then have to deliver to Human Resources during your incorporation process.

If your country has a [double-taxation avoidance agreement](#) with Spain, your certificate must be expressly issued for that purpose, and the exemptions that apply will be those applicable under the corresponding agreement with your country.

If the application of the double-tax avoidance agreement with Spain does not appear on your certificate, an IRNR (Non-Residence Income Tax) withholding rate of 19% will apply for EU residents.

If you fail to present a tax-residence certificate from a country other than Spain, the withholding rate will be 24% for your first 6 months.

If you have been residing longer than 6 months in Spain you will be regarded as a tax resident in Spain and the rules of Spain's IRPF (Personal Income Tax) will then apply, taking account of the special features listed in the [145 Form](#). (supporting documentary evidence must be attached, to demonstrate your period of residence was longer than 6 months)

- **In Spain:** you will need to fill in the Communication of Move to Spanish Territory with the [147 Form](#).

The withholding rate is 24% for your first 6 months or until you receive a reply from the Communication of Move to Spanish Territory and present the Human Resources Service with the Supporting documentary evidence for the purposes of the obligation to carry out withholdings on work income in cases of change of residence. Spain's IRPF (Personal Income Tax) rules will then apply to you, taking account of the special features set out in the [145 Form](#).

3

Signing the contract

The Human Resources Service will send you an email providing guidance for [signing the contract](#) through the University of Girona's [Signatures Folder](#).



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Non-community PDI



The initial email confirming your admission to the UdG will include an attached file for processing, where the Human Resources Service will ask you for the following information:

- Which country do you currently reside in?
- Have you ever resided in Spain?
- Have you ever had a foreign-national identity number (NIE)?
- Have you ever been assigned a Social Security Affiliation Number?
- Are you travelling with a family member?
- Details for filling in your [Residence Authorisation application](#) (FOREIGN NATIONAL'S DETAILS section)

● Documents:

- Scanned passport (all pages)
- Criminal-background check certificate from the countries you have lived in during the last 5 years
- Foreign-national identification number (NIE) (if you have already resided in Spain)
- Social Security affiliation number (NASS) (if you have already resided in Spain)

Visa

▶ The UdG's Human Resources Service processes the residence and work permit. Once you have received authorisation, you will need to contact the Spanish consulate in your country of residence to process the visa.

1

Foreign-national identity number (NIE) card

Once you have received authorisation for residence, you will then be allocated a Foreign-National Identity Number.

Given the lengthy process involved in obtaining a Foreign-National Identity Card, you are advised [to arrange an appointment in advance](#), before you come to Girona.

2

Social Security Number

If this is your first time working in Spain, the UdG's Human Resources Service will process your Social Security Number for you.

You will need the following documents to request a Social Security Affiliation number:

- [SSAN Application filled in](#) and signed by the person concerned
- Scanned copy of your visa
- Scanned copy of the page of your passport with the entry stamp for Spain



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Tax Authority

You will need to choose where you wish to pay your taxes:

· **In your country of origin:** you will have to apply for a certificate from your country's tax authority before you come to Girona, which you will then have to deliver to Human Resources during your incorporation process.

If your country has a [double-taxation avoidance agreement](#) with Spain, your certificate must be expressly issued for that purpose, and the exemptions that apply will be those applicable under the corresponding agreement with your country.

If the application of the double-tax avoidance agreement with Spain does not appear on your certificate, an IRNR (Non-Residence Income Tax) withholding rate of 24% will apply for EU residents.

If you fail to present a tax-residence certificate from a country other than Spain, the withholding rate will be 24% for your first 6 months.

If you have been residing longer than 6 months in Spain you will be regarded as a tax resident in Spain and the rules of Spain's IRPF (Personal Income Tax) will then apply, taking account of the special features set out in the [145 Form](#). (supporting documentary evidence must be attached, to demonstrate your period of residence was longer than 6 months)

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Signing of the contract

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The process of obtaining the residence and work permit and the arrival in Girona to join can take up to 3 months.



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Arriving in Girona

Once you arrive in Girona, you will have to go to the corresponding institutions and public offices to complete the procedures. To access the procedures, click on the corresponding link.





Local, community and non-community PDIs

Certificate of registration

▶ This document certifies registration with local or municipal authorities in the town or city of habitual residence. This administrative register contains the names and surnames, place of habitual residence, sex, nationality, place and date of birth, DNI, NIE or similar document and level of education of all registered persons.

You can apply to be registered in the municipal register of inhabitants in the Citizen Information Office (OIAC) of the municipality where you live.

Registration will give you the right to:

- ▶ · public health care
- ▶ · basic social services
- ▶ · services for adolescents and children
- ▶ · emergency social assistance

▶ **Required documents**

[Click here to know which documents you will need to complete the process.](#)

Non-community PDI

If you are not a long-term resident in Spain, you will have to reregister with the municipal authorities (census) every 2 years. Otherwise, your name will be removed from the census.



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Community PDI

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EU Citizens' Register

Anyone who needs to stay longer than three months will need to be registered with the EU citizens' register.

You can register with the [EU citizens' register](#) through the [Official application form \(EX-18\)](#) at the Girona Immigration Office (by prior appointment).

Health insurance card

You can apply for a [Healthcare Card](#) once the Human Resources Service issues your Certificate of Affiliation to Social Security.

2

Bank account number

You will need to open an account at any bank branch to receive your salary.

3



In case of an accident at work, please contact:
MUTUA UNIVERSAL
C/ Emili Grahit, 12 17003
Girona
Teléfono: 972 48 66 00



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Extra-community PDI

1

Foreign national identity card (TIE)

This is a document that identifies foreign-nationals for the purpose of confirming their legal situation in Spain.

Foreign-national citizens have a right and duty to [apply for the TIE](#) once they have received authorisation for residence or for a stay of more than 6 months.

You can apply for the [TIE](#) through the '[Official application form \(EX-17\)](#)' at the Girona Immigration Office ([by prior appointment](#))

2

Healthcare card

You can apply for a [Healthcare Card](#) once the Human Resources Service issues your Certificate of Affiliation to Social Security,

3

Bank account number

You will need to open an account at any bank branch to receive your salary.



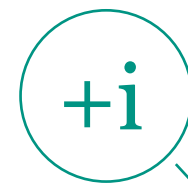
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Additional information

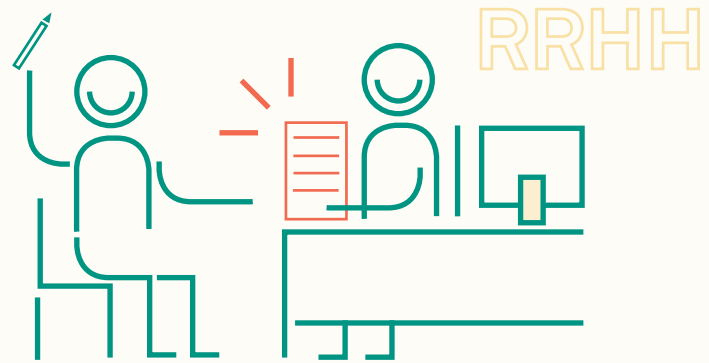
The UdG

Living in Catalonia

Accommodation

Family

- Apply for additional visas when applying for your PDI visa, before arrival.
- If the stay is longer than 6 months, you must apply a foreign national identity card (TIE).



Thank you for your trust in the UdG.



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The logo of the University of Girona, featuring the text "Universitat de Girona" in a white serif font, centered on a dark blue background. The text is flanked by two white, stylized, symmetrical decorative elements that resemble brackets or flourishes, one above and one below the text.