

Before coming

- International researchers must foresee spending at least €1,200 a month on **living expenses**. Please, note the detail of basic expenses [here](#).
- Remember to read through your **pre-contract**, as this document contains relevant information such as gross salary, 12 or 14 payslips, etc.
- Pay attention to the **tax withholding information** in our communications (from the Talent Acquisition Unit and from the responsible of your hiring) & in our informative guide. Some related links as follows:

From Euraxess: [direct and indirect taxation](#)

From the Spanish Tax Agency (AEAT):

- Non-resident Income Tax
- Certificate of Tax Residence ([form 01](#))
- Personal Income Tax. Notification of transfer to Spanish territory by employed workers ([form 147](#))

First residence and work permit

- Contact the Welcome Centre to obtain accurate information on the procedure of applying for your residence and work permit according to your personal situation.
- Please read carefully all the instructions given in the information emails you are going to receive from the Welcome Centre and the Personnel Service. UPC can only start the procedure when we have at our disposal all the documents we require from you and your host professor.
- All the official documents (marriage and birth certificates, non-criminal records, etc.) have to be properly legalized or apostille and, if not in Spanish, they should be translated by a [sworn translator](#) recognized by the Spanish government.
- Once we get the resolution to the permit's application, we will send it to you so that you contact the Spanish Consulate to apply for your researcher visa in order to enter Spain.
- Once you enter Spain you will still have to do some administrative and legal procedures such as opening a bank account, signing the contract with the Personnel Service and obtaining the residence card (TIE), among others. All those issues will be explained to you in an onboarding welcome meeting.

- You will have to apply for the [residence card \(TIE\)](#) at the police station. They will take about 45 days to issue the document.

Residence and work permit renewal

- Make sure to check the expiration date of your work permit. It is not always the same date as your contract ending date.
- Please, note it is your responsibility to extend your residence and work permit in time. We can submit it on your behalf after your request. If you have not heard from us and your current residence and work permit expires soon, contact the Welcome Centre.
- The application of renewal can be submitted no earlier than 60 days before your current permit expires and up to 90 days after.
- Once your renewal is submitted, your legal situation in Spain is automatically extended. You don't need the renewal resolution before the expiry date of your current permit.
- In the meantime, if you need to leave Spain and your TIE card is expired, you will have to apply for an "[Autorización de Regreso](#)". Contact the Welcome Centre to be informed.
- Accompanying family members have a permit for the same duration as the main applicant and, subsequently, they have to extend their permit together with the main applicant.
- If you have any doubt, contact us: mobilitat.pdi@upc.edu