



Donostia International Physics Center

*Brief welcome guide for non-EU
students*

Congratulations with your new contract in DIPC! It is our greatest honour and pleasure to have you on board in our international scientific centre and we are happy to welcome you in our DIPC community. We will do our best to make your landing easy and hope you will enjoy your stay in Donostia-San Sebastian.

In order to facilitate the paperwork related to your stay in DIPC and help you to become a “Donostia citizen”, we have prepared these brief guidelines, which we can split into the three main parts:

1. Before you apply for visa.
2. Visa application.
3. After you have come to Donostia.

Your main contact persons in the DIPC (which will guide you through all formal procedures described below) are:

Beatriz Suescun beatriz.suescun@dipc.org

Mari Mar Alvarez m-alvarez@ehu.eus

1. Before you apply for visa

After you have got the notification about your contract in DIPC you should start preparation of the documents for the administration of DIPC so that we can apply for the residence authorization for your (autorización de residencia), as well as for the social security number (numero de seguridad social). We will need the following documents from you

- 1) Copy of your passport (all pages)
- 2*) Certificates of criminal record from all countries where you have lived in the last 5 years (apostilled, translated to Spanish and legalized)
- 3) CV
- 4) Copy of your higher education diploma (with the translation either to English or Spanish)
- 5) Summary of the research plan (to be done with your supervisor).

After you have sent these documents to DIPC, the typical period when your residence is authorized by the Spanish Ministry is 1 month.

Additionally, we recommend you to start looking for an accommodation in Donostia quite in advance. You can do it while your documents are in

work. Finding an apartment/room with a reasonable quality/price ratio typically takes time. It may be worth to ask your host/supervisor to get you in touch with other students already residing in Donostia via e-mail/WhatsApp groups.

*It is important that this certificate will be also required for your visa application, see below. Typically, you will need to apostatize it in the Interior Affairs Ministry of your country, then translate to Spanish and after that legalize the translation in Spanish Consulate of your country. The whole process may take up to 1 month. Taking this into account, the process of the residence authorization takes approximately **2 months** (since you start preparing your documentation for DIPC), until you can start your visa application. Please, also have in mind that the typical validity period of the criminal record is 3 months. Thus, in order to use one and the same certificate for the residence authorization and for the visa application, we strongly recommend you to submit the documents to DIPC immediately after your criminal certificate is legalized in the consulate.

2. Visa application

After DIPC has achieved the residence authorization for you, which already includes the identification number for foreigners (N.I.E., Numero de Identificación del Extranjero), **you need to apply for the visa** in order to come to Donostia. Spain has a variety of types of the long stay residences and, respective visa types. In your case you should apply for the residence visa for highly skilled professionals (**Visado de Residencia para Profesionales Altamente Cualificados en España**). This is very important not to confuse this visa with the one for a conventional work residence, since the latter requires more documents, such as e.g. medical certificate (which is not straightforward to achieve in some countries). In our experience, some Spanish consulates might not properly inform you regarding the type of the visa that corresponds to your case, and thus you should make sure by yourself that you are applying for the visa for highly skilled professionals. If you experience any difficulties in communicating with Spanish Consulate, please let us know as soon as possible.

The typical list of the documents to be presented in the Spanish Consulate of your country is (we do recommend you to get in touch with the consulate before, in order to get informed about the updated list of documents):

- 1) Visa application form (you can either download it via webpage of the consulate or ask for it directly in the consulate)

- 2) Copy of your passport (all pages)
- 3) Photo (with the size specified in visa application guide)
- 4) Certificates of criminal record from all countries where you have lived in the last 5 years (apostilled, translated to Spanish and legalized)
- 5) Residence authorization (achieved in the previous step)

After you have applied for the visa, the typical period of its issue is **2 weeks**.

Thus, approximately after **2 and ½ months** since the notification about your contract in DIPC, you will be able to come to Donostia to sign your contract.

3. After you have come to Donostia

Once you come to DIPC and sign your contract you should go through several important procedures:

3.1 Obtain the registration in Donostia (empadronamiento)

3.2 Obtain the residence card (tarjeta de residencia)

3.3 Obtain the medical card to get an access to the public medical service (free in Spain)

Let us detail these steps. Please have in mind **your N.I.E. number appears directly on your visa**. You will be asked for it in nearly all the administrations. We recommend you to get a local mobile phone number so that you can get notification from different administrations. It is better if a local Spanish/Basque-speaking person accompanies you during all the three procedures.

3.1 Registration in Donostia

In order to get the registration, you would need to provide either your accommodation contract or come with your flatmate/flat owner to the registration office. You can find the necessary information following this link:

<https://www.donostia.eus/info/udalinfo/tramites.nsf/vTramites/8A56560AE3CA7957C125814500390C56?OpenDocument&idioma=cas&id=D580485>

It is important, that **you will not be able to realize the next step (the residence card) before you get registered**.

3.2 Residence card

After you have been issued the registration certificate (certificado de empadronamiento), you should get an appointment in the police commissary (Comisaría de Policía Nacional). You can do it either by phone or by internet, via the link:

<https://www.citapreviadnie.es/citaPreviaDniExp/InicioDNINIE.action?documento=X&tipo=NIE>

The address of the Polcie Office is <https://goo.gl/maps/rhNJaPXQizoieWLa6>

You would need to provide the following list of the documents:

- 1) Your passport with the issued visa
- 2) Photo with the typical size for the passport
- 3) Residence authorization (achieved in the step 1 “before you apply for visa”)
- 4) Registration certificate (certificado de empadronamiento)
- 5*) Certificate of payment for the service (Tasa modelo 790 Código 012)

You would need to go to the Police Office a least twice. In the first appointment you will need to apply for the residence card and to leave your fingerprints (say to the officer at the entrance that you come to “poner la huella”). Then after the period of **40 days** you can get the second appointment to collect your card.

*You can realize the payment previously (recommended option) by filling in the blank and downloading it from

https://sede.policia.gob.es:38089/Tasa790_012/ImpresoRellenar

Alternatively, you can ask for the payment form directly in the police office. In this case, however, you will have to realize the payment in any of the bank offices, which are typically open for public until the noon. So, if your appointment is not in the morning, then most probably you will need to come to the Police office again (e.g. the next day). You can also try to get the payment on the same day (any time) by a bank card, via one of the automatic cash machines located relatively close to the police office:

<https://goo.gl/maps/pkVUkU2rZ6TTsact8>

3.2 The medical card

According to your residence address you will be assigned one of the public medical centres (Centro de Salud) in Donostia. You can check the corresponding centre following this link:

<https://www.osakidetza.euskadi.eus/tu-centro-sanitario-buscador/-/buscador-de-centros-sanitarios-y-hospitales/>

In order to apply for the medical card, you need to bring to the medical centre the following documents:

- 1) Your passport with the issued visa (containing your N.I.E. number) or your residence card (if you decide to apply for the medical card after you have obtained your residence card)
- 2) Registration certificate (certificado de empadronamiento)
- 3) Document certifying your rights to access the public medical service (documento del INSS con el que se acredita el reconocimiento del derecho al aseguramiento sanitario público). It is possible to apply for it online with your N.I.E. and obtain it by email.

<https://sede.seg-social.gob.es/wps/portal/sede/sede/Ciudadanos/asistencia%20sanitaria>

After you apply for the medical card, it will be delivered to your residence address within the period of up to 3 months. For this period, you will be issued a temporary certificate, fully equivalent to the plastic card.