



## Country guide for new EPIET/EUPHEM fellows

### INSTITUTO DE SALUD CARLOS III – MADRID (SPAIN)

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Fatima Amaro ([ffalcao@isciii.es](mailto:ffalcao@isciii.es))

Patricia Ndumbi ([pndumbi@isciii.es](mailto:pndumbi@isciii.es))

Horacio Gil Gil ([hgil@isciii.es](mailto:hgil@isciii.es))

Konstantinos Koutendakis ([koutendakis@gmail.com](mailto:koutendakis@gmail.com))

#### **Please note:**

*This is a living document. If you find any information to be incorrect or out of date, or there is anything you wish to add, please amend the guide (and date it accordingly) and send the new version to your cohort representative for uploading onto the EAN country guides website. Thank you.*

## NIE (Numero de Identificación de Extranjero)

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**THIS NUMBER IS VERY IMPORTANT FOR ALL OF THE ADMINISTRATIVE ISSUES.** You have no NIE – You get nothing. Without this document you cannot sign the contract, open a bank account, rent a flat etc. You get it from the office of foreigners. There is one at: Avda. Padre Piquer, 18 (metro Campamento, línea 10). You have to arrange an on-line appointment by yourself in advance (see the link below).

**Make the appointment on-line before arriving to Spain (it is the only way you can do it, even if you go to the police office, they will give you the link and send you home).**

Arrange this appointment BEFORE you sign the contract because you will need this number in order for your contract to be processed. Usually they give you a temporary NIE, which will allow you to sign the contract and give you ten days to come back to the office of foreigners to show the contract. You can only obtain your definitive NIE if you show them a signed contract.

Steps to get the appointment on-line:

1. Go to <https://sede.administracionespublicas.gob.es/icpplus/citar>
2. Choose Madrid & CERTIFICADOS UE
3. You get forwarded then to INTERNET CITA PREVIA where you mark Tipo de documento: PASAPORTE, then, insert your passport number and your name
4. Then you choose SOLICITAR CITA on the next step
5. It offers only one place to have the appointment (cita) - Padre Piquer 18
6. Then you insert your contact details (enough with telephone number and/or e-mail)
7. Choose the date from three that are offered :)

Also, before you go to this appointment you have to fill up the document “EX-18” and bring it with you when you go there. You will find it in the following link:

<http://www.ub.edu/uri/Documents/ex18.pdf>

### **Documents you need to have with you on the day of appointment:**

- a). Filled out EX-18 form - you can fill it yourself or ask for help from someone in ISCIII
- b). Your passport (and a simple copy)
- c). Some kind of document that proves that you are going to work in ISCIII (e.g. a letter from the Director of the National Centre of Epidemiology)
- e). Tasa modelo 790 (Cod. 12) which is a tax form and costs 10,50 euros. The best is to arrive 1 hour earlier and get it from the office of foreigners – then go to pay for it at any bank nearby.

These steps are also described here:

<http://extranjeros.empleo.gob.es/es/InformacionInteres/InformacionProcedimientos/CiudadanosComunitarios/hoja102/index.html>):

## **Accommodation**

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### **Landlords**

Some landlords will require a 'nomina' which is a salary slip (which you will obviously not have when you arrive) but you can try to show your contract which will have your monthly salary and/or your ECDC letter as well as the decision of the director of the ECDC regarding salary of the fellowship. Others may require an 'aval bancario' which means that your bank can guarantee your payments. However, some landlords do not require a salary slip.

### **Recommendations/Suggestions**

If you can, please try to find a place to stay before going to the introductory course! In August and in the beginning of September there are many available apartments but in October most of them are already rented by university students. On the other hand, you probably don't know the city yet and need some time to decide which area you'd prefer to live in. In that case you can get a temporary accommodation for 2-4 weeks and use the first few weeks of your fellowship (which are a bit slow anyway) to get to know the city and figure out where you would like to live. It is your choice and you have to see the pros and cons.

During your search make sure you filter the flats properly. There is a big difference between interior and exterior i.e. whether the flat faces the street or the interior court with other buildings (there are some windows literally facing walls in interior apartments). This makes a difference with how much light enters and the noise level but also regarding the price. Interior flats are usually cheaper. Zones where to live are very dependent on the person, so it is better to ask your colleagues before you start looking.

It is also a good idea to live somewhere with easy public transport access to work. The metro and train stops for EPIETS is Chamartin (metro line 1, metro line 10 or cercania train lines) whereas for EUPHEM you take a 20 minutes bus (Isla 3, Dársena 38, Linea 253), from Moncloa metro station (Intercambiador).

Some nice and lively areas are La Latina, Salamanca and Malasaña. Depending on where you want to live the price will vary. For shared accommodation expect to pay between 300-400 euros a month if you want to be relatively close to the centre. For apartments/studios, expect to pay around 700 euros a month for a furnished place not too far from the town centre. It's recommended that you do live close to town, otherwise you will almost definitely need a car. Madrid is well-connected by public transport. Good places to start looking for apartments include [www.segundamano.es](http://www.segundamano.es), [www.idealista.com](http://www.idealista.com) or [www.fotocasa.es](http://www.fotocasa.es). Also, walking in the area where you would like to live, you can find postings for apartments to rent.

## Empadronamiento

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As soon as you find a place to live, you should register at the town hall to get what is called the "padron", which is the proof of address. This document is also very important for most of the other administrative procedures. Again, you will need to make an appointment online first using this link: <https://www-s.munimadrid.es/CitaNet/Concertar.do>. You can go to any administrative service point in Madrid. The closest one to the institute is located at 40, Avda Monforte de Lemos, but you can easily find a location that suits you best online.

You need to bring the following documents with you:

- Your passport or identity card (or NIE if you already have it)
- An original copy of your rental contract (with the address).

If you do not have a rental contract for some reason, they might accept a letter from your landlord confirming that you live at the address.

## Social security (pension and health)

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With the contract you also receive full health-care (which in Spain covers everything besides dental care) and unemployment benefits. Once you signed your contract you get a social security number. With that number, your NIE and your padron you then have to register at the closest health care centre to your flat. To identify the health care centre associated with your address you can use this website: <http://centrossanitarios.sanidadmadrid.org>. Select “Centro de Salud que te corresponde según tu domicilio” and fill in the data required.

## Bank Account

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To open a bank account, you will need to have your NIE number (or passport). Most banks require a NIE number at the moment you open the account, some are willing to wait for three months and will allow you to open an account immediately. If you do not yet have an address, you can have the statements be sent to the bank for an initial period. Some banks will also require a work contract. This is kind of a vicious circle because the institute will require a bank account number prior to processing your work contract.

We do not want to promote specific banks but ING Direct is an online bank with some offices in the city with no fees to sign up, no yearly fees, no fees for national or European money transfers and a good network of ATM cash machines. They also do not require a work contract to open the account. The only problem is that (like many things in Spain) the internet banking is only in Spanish. You will get your account immediately if you (a) bring your NIE, passport, contract and (b) tell them that you plan to use it to deposit your salary.

## Other

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### Mobile phone / Internet...

You can easily get a sim card from one of the various mobile companies. Vodafone is said to have good coverage but you can really choose any company. You will need only your Passport or NIE. In case you need a mobile contract along with a landline with internet you need of course a permanent address and your NIE. You also need a lot of patience because the internet installation in your house takes at least one month, depending on the company. You might want to avoid contracting Movistar as they have a TERRIBLE customer service programme, take forever to install the internet at home and are more expensive than a lot of the other companies. They also have a poor coverage.

### Language schools

It is important to learn Spanish as it is the working language and will help you integrate into Spanish life. It also of course depends on your level of Spanish and motivation to learn.

There are several schools that have group lessons in the evening, for example the International House or the Instituto Cervantes.

You can also get individual classes but these will be significantly more expensive. ECDC provides 1500 euros for language classes. If you go private, you have to find a teacher or a school that can provide you invoice (factura) that in turn you submit it to ISCIII to pay directly the teacher. Speak with your supervisor to allocate this money on the years you want to use them. If you want to use all the money in the first e,g, 16 months, this must be written on the agreement between ISCII & ECDC and you can fix it the first 3 months of your stay in the ISCIII with your coordinator. You can find some online classes at: [www.duolingo.com](http://www.duolingo.com) / / <http://www.bbc.co.uk/languages/spanish/>

### Relocation

ECDC is not permitted to release details on companies that have been approved in the past, so the relocation process can be a significant administrative burden. To aid you in choosing a company, previous fellows have made a list of companies that were approved by ECDC for their own removal. This is available on the EAN website at <http://www.epietalum.net/forum/27> . Many of these companies have already submitted Legal Entities and Financial Identification forms in the past, which should make the approval process quicker as so long as nothing has changed, you should not have to resubmit them. If you end up using a company that was not on the list, please update the list

accordingly so that future fellows can benefit from your experience (there are instructions on the website on how to update the list).

Find a company that can provide you an invoice in case you need to move your personal belongings. All receipts/invoices must include your full name, date, outbound and inbound origin and the reason e.g. relocation (advice: write the reason in Spanish: GASTOS DE MUDANZA DESDE PAÍS X A PAÍS Y).

### Reimbursements tip

All your travel and removal costs will be reimbursed once you submit all the legal receipts to the ISCIII HR Dept. advice: do it all before the end of the first calendar year (best the first 2 months in ISCIII). But always ask your supervisor if something has changed.

At the beginning of the fellowship you will have a lot of expenses (flight tickets, relocation, pension, health insurance, language course, apartment deposit fee etc.). ECDC can take weeks or months to reimburse expenses (e.g. it is possible that you will make two or three pension/insurance payments before they are reimbursed), so **it is wise to have a couple of thousand euros in your bank account at the start of the fellowship to help with cash flow.**

### Life in Spain

Spain and Spanish people are very friendly and welcoming. It helps a lot to have at least some very basic knowledge of Spanish. Madrid is a nice, cultural city with people from all over the country living here. As a royal city, it has very nice parks, museums, operas etc. Plenty to offer for nightlife as well. There is a good mix of foreign students (French/English/American), expats and tourists and places catered to them. A little fact: Madrid is the city with the most trees and taxis of Europe.

The lifestyle, both at work and in social life is naturally different than in other parts of Europe. As such, unless you have already lived in a Mediterranean country, be prepared to live and work in a style you may not be used to 😊