

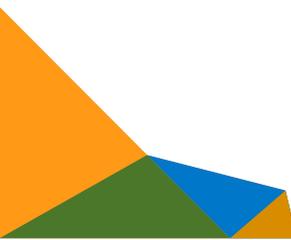
UNIVERSIDAD AUTÓNOMA DE MADRID



RESEARCHER'S GUIDE

2026





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GET TO KNOT THE UAM



The Universidad Autónoma de Madrid (UAM) is a public university that combines **high-quality teaching, intensive research, and strong employability with a firm social commitment**. It is recognised as a benchmark in these areas by various international rankings. In the QS World University Rankings 2024, UAM is placed 198th worldwide, owing to its strong academic reputation, employer recognition, and broad international research network. It is ranked the seventh-best university in Spain, the second top in Madrid, and is among the 100 most prestigious universities in Europe. UAM is also a leading institution in the Teaching and Learning category, according to the CYD Foundation’s analysis of 79 institutions.

UAM’s campuses are sustainable and easily accessible, offering a comprehensive university experience. They feature a wide range of services, including libraries, museums, and over thirty sports facilities, as well as a diverse selection of cultural activities, volunteering opportunities, and development cooperation initiatives.

Classes began on 24 October 1968, with more than 1,000 students enrolled and 60 teaching staff during one of Spain's most ambitious educational reforms that took place during the late 1960s and early 1970s. In its early years, the UAM was located in Alfonso XII Street before relocating to its current campus.

**FACULTIES
& SCHOOLS**

9

+80

**BACHELOR
DEGREES**

+50

**MASTER
DEGREES**

+30

**PHD
PROGRAMMES**

OUR HISTORY

The original faculties were housed in interconnected buildings with several courtyards between them. **A distinctive feature of each building is the numerous staircases along its corridors**, originally designed to prevent students from running in the event of police raids during the dictatorship. Today, this architectural legacy is often viewed by university officials as a barrier to the full integration of individuals with disabilities. By contrast, the newest facilities have been built in a contemporary style, offering greater accessibility and enabling freer movement for all students.



UAM is structured into nine faculties and schools, which oversee and coordinate the majority of the University's academic and administrative activities. Each is further divided into departments responsible for teaching and research in specific subject areas. **UAM also has a notably active student community**: in 1976, students organised the Iberian Peoples Festival, one of the most significant anti-dictatorship events in Spain, which drew over 70,000 attendees.

UAM has over a hundred **student societies and organizations** covering activities ranging from student unions to theater and music. The oldest active association in UAM is the Law Students Association (AED), a left-leaning student union established in 1981. More recently, new and prominent societies have emerged within the social sciences, including Debate Society (Sociedad de Debates UAM) and a Model UN society (UAMI-MUN), both founded and led primarily by Law students.

In response to the current **socio-ecological crisis**, UAM is entering a new phase of action, with a strong emphasis on fostering community engagement and raising awareness across the university.



CAMPUSES AND FACILITIES

UAM integrates sustainable development across its academic life, research, governance, and societal engagement. The University promotes sustainable mobility, biodiversity conservation, responsible energy and water consumption, and waste reduction throughout all campuses. Numerous initiatives support these objectives, including reforestation projects, comprehensive recycling programmes, and the promotion of public and low-emission transport.

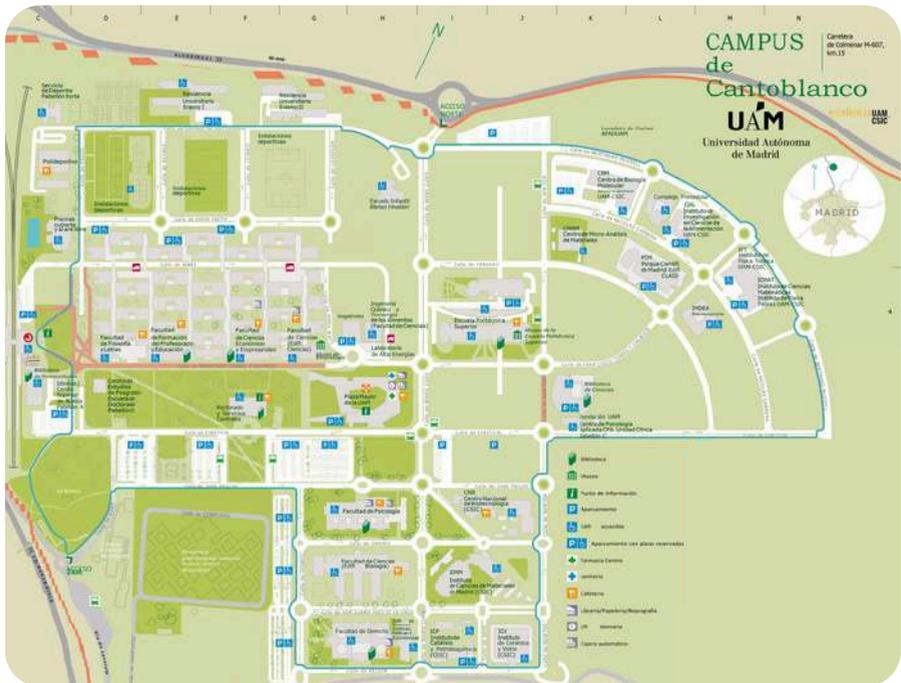
UAM's Sustainability Strategy is aligned with the **United Nations 2030 Agenda and the Sustainable Development Goals.** The university also fosters community participation through awareness campaigns, green volunteering, and sustainability-focused research projects. Thanks to this wide-ranging commitment, UAM continues to lead as a **green, responsible university** helping to shape environmentally conscious individuals and institutions.



On 9 November 1970, the new **Faculty of Medicine** was inaugurated near the La Paz University Hospital, introducing a new educational model that integrated theoretical learning with clinical practice in public hospitals.

One year later, the **Cantoblanco Campus** was opened, initially accommodating the Faculties of Philosophy and Arts, Law, Economics and Business, and Sciences. These were later joined by the Faculty of Teacher Training and the School of Engineering.

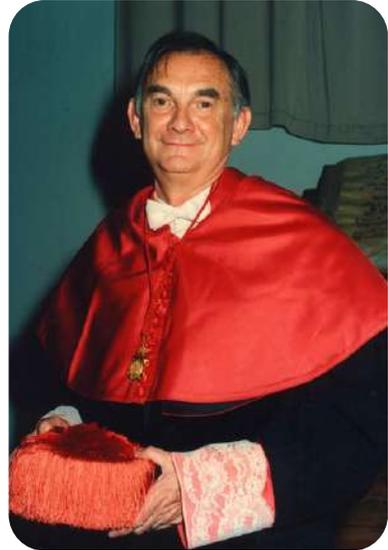
Located 15 km north of Madrid with an extension of over 2,200,000 m², the campus was designed as a self-sufficient university town, intentionally distanced from the capital to isolate student activism from the Francoist regime.



TOMÁS Y VALIENTE WALKAWAY

Francisco Tomás y Valiente (8 December 1932 - 14 February 1996) was a Spanish **professor of the history of Law** who **presided Spain's Constitutional Court for two terms** (1986-1992).

He was assassinated by the terrorist group ETA in 1996. His murder **prompted an enormous public outcry**, with approximately **one million people** marching in protest through Madrid, led by then Prime Minister Felipe González and the leaders of major political parties. The pedestrian walkway connecting the faculties is named in his honour.



RECTORADO BUILDING

The Rectorate Building (*Rectorado* 1983-84), was originally intended to house the Library, however due to its central location, it was later designated as the ideal site for the University's central administration.



MAIN SQUARE - PLAZA MAYOR

The Plaza Mayor at the University is a vanguard architectural structure inaugurated in 2012, conceived to consolidate key services for both students and staff.

One of its most notable features is its **environmentally friendly design**: part of its energy needs are met through 26 thermal panels and 92 solar panels, contributing to energy efficiency and sustainability.

!
NOT TO BE CONFUSED WITH
PLAZA MAYOR IN THE CITY
CENTER



 **International Relations and Mobility Service (SERIM)**

 Study Abroad at UAM

 **International Welcome Office**

 Main Student Services Office

 Solidarity Action and Cooperation Office

 Admissions and Transfers Office

 External Internships and Employment Office

 Cafeteria and Restaurant

 Bookshop and Stationery store

 Santander Bank

 Printing Service

 Scholarships and Student Financial Aid Office

SPORTS AT UAM

The **Physical Education and Sports Service** at UAM is committed to promoting healthy lifestyle habits throughout the university community. Founded on the belief that physical activity and sports serve as key elements in holistic education, the service fosters an inclusive environment where students, faculty, and staff can come together through sport.

Offering a wide range of fitness activities, team sports, and wellness programs, the Sports Service plays a vital role in enhancing well-being and creating shared spaces that reinforce a strong sense of community on campus.

STUDENT FESTIVALS

UAM is also a vibrant and festive campus, where student life extends beyond academic activity. Each spring, various **student associations organise music festivals and cultural events** that bring the university community together. One of the most iconic events was the **Spring Festival**, held until 1993, which became one of the most popular student gatherings in Madrid.

Today, this spirit continues through smaller, student-led festivals such as the *Festi Primavera UAM*, which features live performances—often by UAM students—food trucks, art exhibitions, and interactive activities celebrating creativity, community, and campus life.



FRIENDLY UNIVERSITY

There are **16 cafeterias** and dining facilities.

Buddy Programme: Local students mentor international students.

Erasmus Student Network (ESN): A student-led organisation that offers language exchanges, cultural outings and other social events.

Computer rooms: Available in all faculties free of charge.

WiFi access: Campus-wide connectivity via the “Eduroam” network.

Sala Owl: 24-hour access to university libraries during exam periods.

Erasmus Student Residence Hall: The on-campus student accommodation.



SCHOOL OF ENGINEERING (EPS)

On 28 September 1999, UAM inaugurated the School of Engineering (Escuela Politécnica Superior), a modern, open facility comprising ten classrooms, thirteen laboratories, an auditorium with a 560-seat capacity, a library, a cafeteria, and offices for academic and administrative staff. This development marked the beginning of the Cantoblanco Campus's expansion eastward, an area that now hosts the **Molecular Biology Centre**, the **Science Library**, the **UAM Foundation Building**, and the **Madrid Science Park**.

The campus also features a **museum** dedicated to the **world of Computer Science and Telecommunications**, offering insights into key technological milestones and the people—both hardware and software innovators—behind them.

SCIENCE AT UAM

The **Scientific Culture Unit at UAM** (UCCUAM) was established in 2006 and operates under the Office of the Vice-Rector for University Extension and Scientific Communication. Its mission is to promote and support initiatives that facilitate the public communication of scientific knowledge generated at UAM and its associated centres. The Faculty of Sciences at UAM is the largest standalone educational and scientific centre within a Spanish university, comprising more than ten departments.

The **Scientific Park of Madrid** was founded in 2001 by UAM and the Complutense University of Madrid to support cutting-edge scientific and technological research and development. Structured as a non-profit foundation, it receives backing from the Spanish National Research Council (CSIC), the Energy, Environmental and Technological Research Centre (CIEMAT), the Madrid Chamber of Commerce and Industry, Tres Cantos City Council, and Santander Bank. PCM offers state-of-the-art spaces and services for entrepreneurs and researchers to develop innovative R&D projects.



UAM INTERNATIONAL

UAM provides a wide range of **international mobility opportunities for its entire university community**. Undergraduate, Master's, and PhD students can pursue part of their studies abroad through programmes such as Erasmus+ (for study or training periods), SICUE, and various bilateral international agreements. Academic staff (PDI) and administrative/support staff (PTGAS) also have opportunities for teaching and training placements abroad, thereby enriching their professional development in an international context.

UAM also participates in a number of joint international degree programmes, offering **double or multiple degrees** in collaboration with prestigious global institutions. These programmes provide high-quality academic training with international projection, while immersing students in diverse academic and cultural settings.

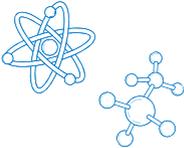
In addition, UAM's commitment to **internationalisation** is further demonstrated through its **involvement in global academic and scientific cooperation projects**. The University both coordinates and participates in initiatives funded by European and international bodies such as Erasmus+, Horizon Europe, and the Spanish Agency for International Development Cooperation (AECID). These projects address major global challenges and foster knowledge transfer in areas such as sustainable development, educational innovation, and international collaboration.



INTERNATIONAL NETWORKS AND STRATEGIC ALLIANCES



UAM maintains a strong international profile through active participation in prestigious networks and alliances. As a member of **CIVIS**, a European Civic University and one of the European Commission's flagship pan-European campus initiatives, UAM collaborates with leading universities across Europe to promote joint education, research, and civic engagement.



The University's strategic alliance with the **Spanish National Research Council (CSIC)** has positioned UAM at the forefront of scientific progress. Together, they form one of Spain's first Campuses of International Excellence, known for groundbreaking research in fields such as Nanoscience, Advanced Materials, and Life Sciences.



In addition, UAM is also a member of various international academic networks, including the **European University Association (EUA)**, **TETHYS**, the **Consortium of Euro-Mediterranean Universities**, and the **European Inter-University Association on Society, Science and Technology (ESST)**, further highlighting its dedication to innovation, cooperation, and global engagement.

BEFORE ARRIVAL

REGISTRATION, VISAS, AND RESIDENCE PERMITS

To ensure your research trip is successful, it is best to prepare well in advance, long before your arrival in Spain. We recommend starting preparations approximately 4 months before arriving in Madrid ([see p. 18](#)).

In all cases, it is necessary to have a valid ID card, passport, or travel document that proves the researcher's identity, and if traveling with family members, their identity documents will also need to be presented.

CITIZENS OF EU, EEA, AND SWITZERLAND

If you hold **citizenship of an EU country** (Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Netherlands, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, and the United Kingdom), **citizenship of the EEA** (Liechtenstein, Norway, and Iceland), or **Switzerland**, you have the right to **stay freely in Spain for up to 3 months**.

Those citizens planning to stay in Spain for **more than 3 months** (90 days) are required to register with the Central Register of Foreigners and must obtain the **Certificate of Registration as a European Union Citizen** ([see p. 35](#)) and the **NIE** ([ver p. 20](#)).



NON-EU CITIZENS

As a non-EU citizen, you must apply for a **temporary residence and work permit for research** ([see p. 15](#)) in order to start a research project within the framework of a hosting agreement signed with a research organization.

In these cases, UAM, through its **International Welcome Office**, will manage the visa application regulated by **Law 14/2013, of September 27, on Support for Entrepreneurs and their Internationalization**. This law facilitates entry and stay in Spain for reasons of economic interest for: investors, entrepreneurs, highly qualified professionals, researchers, employees transferring within the same company or group of companies, and family members of the above-mentioned categories.

Where should the application be submitted?

UAM will be responsible for submitting the residence and work permit application to the Foreigners' Office.

What documents are required?

Researchers must submit the following documents to the Welcome Office:

- Complete passport (including blank pages).
- NIE ([see p. 20](#)) and/or TIE ([see p. 38](#)) (if previously held).
- Pre-contract with UAM signed by both parties.
- Application Form for MI-T Residence Authorization, duly completed in the Foreigner's Data section.
- Proof of payment of fee 038.
- Certificate of no criminal record, officially translated into Spanish and with the Hague Apostille (only for contracts under 180 days).
- Research project report (if the contract is funded through a project).

Do I have to pay a fee?

No. UAM assumes the initial fee as part of its commitment. The residence and work permit fees are incurred at the time the application is accepted for processing and must be paid via Fee 038.

How long does it take to grant the permit?

The processing time for the application is 2–3 weeks, counted from the day after the application is officially received by the competent authority.

Once granted, the foreign researcher has one month from the notification of the residence permit approval to personally apply for the **researcher visa** at the diplomatic mission or consular office in whose jurisdiction they reside.

This type of visa allows the holder to carry out training, research, development, and innovation activities in public or private entities. Family members of the researcher can also obtain a visa. In general, the required documents are:

- National visa application form.
- Photograph.
- Valid and current passport.
- Residence authorization.
- Certificate of no criminal record.
- Proof of residence in the consular jurisdiction.
- Private health insurance.
- Payment of the visa fee.

You must consult the procedure with your consular office, as this process must be completed personally by the researcher. You may need a prior appointment and additional documents, so check the consulate's website beforehand.

Useful Links

[Ministry of Inclusion, Social Security, and Migrations – Living in Spain](#)

[Temporary residence and work authorization for research](#)

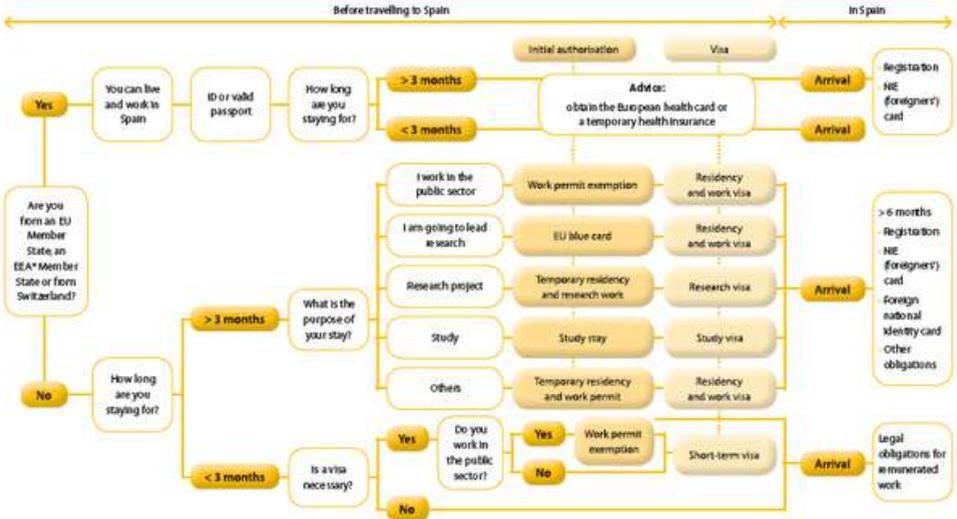
[Residence permit application forms](#)

[Work and residence authorization \(Fee 038\).](#)

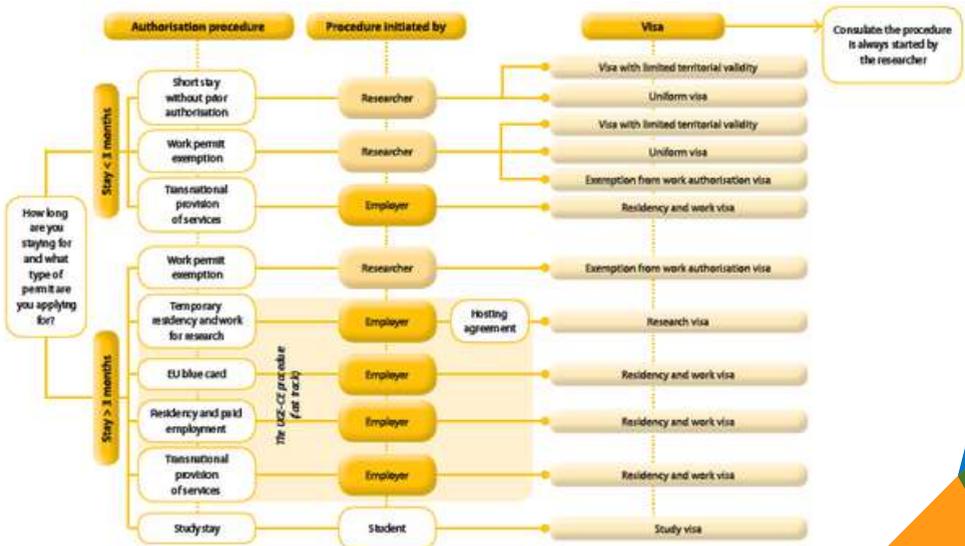
[Embassies and Consulates](#)

[Euraxess - Work in Spain](#)

ENTRY PROCEDURES TO SPAIN



RESIDENCE AND WORK AUTHORIZATION



Modelo de Solicitud de Autorización de Residencia Titulares MI-T



MINISTERIO
DE INCLUSIÓN, SEGURIDAD SOCIAL
Y MIGRACIONES

SECRETARÍA DE ESTADO DE
MIGRACIONES
DIRECCIÓN GENERAL DE MIGRACIONES
SUBDIRECCIÓN GENERAL DE GESTIÓN Y
COORDINACIÓN DE FLUJOS MIGRATORIOS
Código DIR: 154540103

MOVILIDAD INTERNACIONAL
(LEY 14/2013)
TITULAR

SOLICITUD DE AUTORIZACIÓN DE RESIDENCIA	
<input type="checkbox"/> INVERSOR: <input type="checkbox"/> Deuda pública <input type="checkbox"/> Acciones participaciones sociales <input type="checkbox"/> Depósitos bancarios <input type="checkbox"/> Fondos de inversión <input type="checkbox"/> Bienes inmuebles <input type="checkbox"/> Titular de proyecto empresarial de interés general <input type="checkbox"/> Representante legal del titular de proyecto empresarial de interés general <input type="checkbox"/> EMPRENDEDOR <input type="checkbox"/> PROFESIONAL ALTAMENTE CUALIFICADO <input type="checkbox"/> INVESTIGADOR UE / <input type="checkbox"/> INVESTIGADOR NACIONAL <input type="checkbox"/> Ley de la Ciencia <input type="checkbox"/> I+D+i <input type="checkbox"/> Convenio <input type="checkbox"/> Profesores <input type="checkbox"/> TRASLADO INTRAEMPRESARIAL ICT-UE <input type="checkbox"/> TRASLADO INTRAEMPRESARIAL NACIONAL <input type="checkbox"/> TELETRABAJADOR DE CARÁCTER INTERNACIONAL	
TIPO DE AUTORIZACIÓN	
<input type="checkbox"/> INICIAL ⁽¹²⁾ <input type="checkbox"/> TITULAR DE VISO DE INVERSOR/TELETRABAJADOR <input type="checkbox"/> RESIDENCIA FUERA DE ESPAÑA A FECHA DE LA SOLICITUD <input type="checkbox"/> TITULAR DE AUTORIZACIÓN DE ESTANCIA EN ESPAÑA <input type="checkbox"/> TITULAR DE AUTORIZACIÓN DE RESIDENCIA EN ESPAÑA	<input type="checkbox"/> RENOVADA TITULAR DE AUTORIZACIÓN DE RESIDENCIA EN MOVILIDAD INTERNACIONAL <input type="checkbox"/> PRORROGADA PARA BÚSQUEDA DE EMPLEO TITULAR DE AUTORIZACIÓN DE INVESTIGADOR
DATOS DEL EXTRANJERO/A	
PASAPORTE _____ N.I.E. _____ Apellidos ⁽¹⁾ _____ Nombre ⁽¹⁾ _____ Lugar de nacimiento _____ Sexo ⁽²⁾ H <input type="checkbox"/> M <input type="checkbox"/> Estado civil ⁽³⁾ S <input type="checkbox"/> C <input type="checkbox"/> V <input type="checkbox"/> D <input type="checkbox"/> Se <input type="checkbox"/> UH <input type="checkbox"/> Fecha de nacimiento ⁽⁴⁾ ____/____/____ País _____ Nacionalidad _____ Nombre del padre _____ Nombre de la madre _____ Domicilio en España _____ Nº _____ Piso _____ Localidad _____ C.P. _____ Provincia _____ País de residencia fuera de España ⁽⁵⁾ _____ Teléfono de contacto _____ E-mail _____	
DATOS DE LA EMPRESA/ENTIDAD EN ESPAÑA ⁽⁶⁾	
Nombre/Razón Social _____ NIF de la empresa _____ Actividad ⁽⁷⁾ _____ Ocupación ⁽⁸⁾ _____ Domicilio C/PI _____ Nº _____ Piso _____ Localidad _____ C.P. _____ Provincia _____ Teléfono de contacto _____ E-mail _____ Representante legal de la empresa _____ DNI/NIE/PAS _____ Cargo ⁽⁹⁾ _____ Nombre/Razón Social de la empresa que desplaza, en su caso ⁽¹⁰⁾ _____	
DATOS DE LA PERSONA EXPRESAMENTE AUTORIZADA A PRESENTAR ESTA SOLICITUD ⁽¹¹⁾	
Apellidos _____ Nombre _____ Teléfono de contacto _____ E-mail _____ DNI/NIE _____	

Número de Referencia Completo (NRC) generado por la entidad bancaria en el pago de la tasa correspondiente _____

_____, a ____ de _____ de _____

FIRMA DEL SOLICITANTE ⁽¹²⁾

Pao.

DE ACUERDO CON LA LEY 39/2015, DE 1 DE OCTUBRE, DE PROCEDIMIENTO ADMINISTRATIVO COMÚN DE LAS ADMINISTRACIONES PÚBLICAS, LA PRESENTACIÓN DE ESTA SOLICITUD DEBE REALIZARSE A TRAVÉS DE LA SEDE ELECTRÓNICA DEL MINISTERIO
<https://expinterweb.inclusion.gob.es/ley/1/fi/Inicio/showTramites.action?procedimientoSel=200&proc=1>

FOREIGNERS' IDENTIFICATION NUMBER

The **Foreigners' Identification Number (NIE)** is a legal number assigned by the Spanish National Police to **any foreign individual**. The NIE is permanently assigned. If the person was a legal resident in Spain previously, they do not need to go through the NIE issuance process again.

For researchers entering Spain with a visa, the usual practice is that the **NIE is printed on the visa (ver p. 16)** granted by the Spanish Embassy or Consulate. If, for any reason, the NIE is not included on the visa upon arrival in Spain, it must be requested in person.

Who needs it?

Obtaining an NIE is **mandatory for all foreigners** with financial, professional, or social matters in Spain, and who plan to reside in Spain for more than 90 days. Minors also need an NIE to, among other things, obtain social security.

When should the application be submitted?

In the case of **EU citizens**, the NIE will appear on the **EU Citizen Registration Certificate (see p. 35)** once they are in **Spanish territory**.

To apply for the **NIE outside of Spain**, the application must be made through the Spanish Consular Offices located in the applicant's country of residence, corresponding to their area of residence. If a **visa** is required (**see p. 16**) the usual practice is for the NIE to be printed on the visa granted by the Spanish Embassy or Consulate. If, for any reason, the NIE is not included in the visa upon arrival in Spain, it must be requested in person at the General Directorate of Police.

Where should the application be submitted?

Applications for an NIE from within Spain must be submitted directly to the General Directorate of Police, or through the Foreigners' Office or Police Station. Before your visit, it is necessary to schedule an **appointment** via the Spanish Government electronic platform. Once on the website and after selecting the province (Madrid), choose the option *POLICIA-ASIGNACIÓN DE N.I.E.*

What documents are required?

The documentation required for obtaining the NIE is as follows:

- Proof of appointment.
- Original and copy of **form EX-15** ([see p. 23](#)), duly completed and signed, specifying the reason for needing an NIE.
- Valid passport, or original identity document from your country of origin (the latter only for EU citizens).
- Proof of entry into Spain if you entered the Schengen area through another country (the latter only for non-EU citizens).
- If the application is submitted through a legal representative, a notarized and translated power of attorney must be provided if the notary is not in Spain, along with a notarized copy of the complete passport.
- If the NIE is requested for a minor, the presence of the parents or legal guardians, as well as the minor, is required, along with the original and a copy of the family book and/or birth certificate, and copies of the parents' or guardians' identity documents or passports.

Do I have to pay a fee?

Yes. The fee must be paid upon submitting the application, through Fee Form 790, Code 012 – *Asignación de Número de Identidad de Extranjero (NIE) a instancia del interesado*. The fee is €9.84.

How long does it take to receive the NIE?

If requested **in Spain**, the procedure must be resolved within a maximum of **five days** from the date the application is entered into the registry of the competent authority. The resolution must be notified within this period; if no response is received within this time, the application will be considered rejected. If requested at a Spanish consulate **abroad**, the waiting time may be **2 to 8 weeks**.

Useful Links

[Ministry of the Interior – Foreigners’ Identification Number](#)

[Assignment of NIE at the applicant’s request](#)

[Foreign citizens](#)

[Foreigners’ Offices](#)

[Police Stations](#)

[Foreigners’ Appointment Booking](#)

[Form EX-15](#)

[Fee Form 790, Code 012](#)

Application Form for Foreigners' Identification Number (NIE) and Certificates

EX-15



EX-15
Solicitud de Número de Identidad de Extranjero (NIE) y Certificados (LO 4/2000 y RD 1155/2024)

Espacios para sellos de registro

1) DATOS DE LA PERSONA EXTRANJERA

PASAPORTE _____ N.I.E. _____ - _____ - _____

1er Apellido _____ 2º Apellido _____

Nombre _____ Sexo⁽¹⁾ M H V

Fecha de nacimiento⁽²⁾ ____/____/____ Lugar _____ País _____

Nacionalidad _____ Estado civil⁽³⁾ S C V D Sp

Nombre del padre _____ Nombre de la madre _____

Domicilio de residencia _____ Nº _____ Piso _____

Localidad _____ C.P. _____ Provincia _____

Teléfono móvil _____ E-mail _____

Representante legal, en su caso _____ DN/NIE/PAS _____ Título⁽⁴⁾ _____

2) DATOS DEL REPRESENTANTE A EFECTOS DE PRESENTACIÓN DE LA SOLICITUD⁽⁵⁾

Nombre/Razón Social _____ DN/NIE/PAS _____

Domicilio de residencia _____ Nº _____ Piso _____

Localidad _____ C.P. _____ Provincia _____

Teléfono móvil _____ E-mail _____

Representante legal, en su caso _____ DN/NIE/PAS _____ Título⁽⁴⁾ _____

3) DOMICILIO A EFECTOS DE NOTIFICACIONES

Nombre/Razón Social _____ DN/NIE/PAS _____

Domicilio de residencia _____ Nº _____ Piso _____

Localidad _____ C.P. _____ Provincia _____

Teléfono móvil _____ E-mail _____

CONSIENTO que las comunicaciones y notificaciones se realicen mediante puesta a disposición en la Dirección electrónica habilitada Única (Deñú), para lo cual será obligatorio disponer de certificado electrónico válido o sistema a@ve⁽⁶⁾

SOCIAL SECURITY NUMBER

Anyone working in Spain is required to have a Social Security Number. The **Social Security Number (NUSS)** is the number used by Social Security to identify you. It is also known as the **Affiliation Number (NAF)**.

If you have previously worked or contributed to Social Security in Spain (for example, as an intern or at another institution), you may already have a NUSS. You can retrieve it through the official Social Security portal.

Where should the application be submitted?

UAM will be responsible for submitting the Social Security affiliation application.

What documents are required?

To obtain a Social Security Number, you must provide the following documents to the International Welcome Office:

- Form **TA.1** ([see p. 26](#)), completed and signed.
 - In the applicant's details: the researcher's personal information.
 - 1.3: Foreigner's card.
 - 1.4: Foreigners' Identification Number (NIE).
 - 1.8: If you do not yet have an address in Madrid, fill in the address of the UAM department/institute where you will carry out your research activities.
 - 1.9: Only Spanish phone numbers.
 - In the application details: Check Social Security Number Assignment.
 - In the notification details: You should leave this section blank.

- Passport (only the page with personal details).
- Foreigners' Identification Number (NIE) ([see p. 20](#)).
- Pre-contract with UAM signed by both parties.
- Positive resolution of the residence permit (if you are a non-EU researcher).

ONLINE NUSS APPLICATION

You can apply for your NUSS electronically through the official Social Security portal by following a few simple steps:

- Access the Importass portal (Electronic Headquarters of Social Security).
- Go to the Social Security Number Assignment option.
- Select *Altas, bajas y modificaciones y después Solicitar NUSS sin certificado digital* if you don't yet have an electronic certificate or Cl@ve ([see p. 48](#)).
- Complete the form with your personal details.
- Attach the required documentation, such as your passport or NIE.
- Submit the application and save the receipt.

In most cases, you will receive your NUSS by email within a few days.

Useful links

[Affiliation Services.](#)

[Request Social Security Number.](#)

[Social Security Procedures Management.](#)

[Cl@ve Guide.](#)

[Importass Portal.](#)

[Form TA.1 – Application for affiliation to Social Security, assignment of Social Security number, and data variation.](#)

Application for Social Security Affiliation, Assignment of Social Security Number, and Data Modification

TA.1



MINISTERIO DE INCLUSIÓN, SEGURIDAD SOCIAL Y MIGRACIONES

Limpiar Formulario



TESORERÍA GENERAL DE LA SEGURIDAD SOCIAL

TA.1

Registro de presentación

Registro de entrada

SOLICITUD DE: AFILIACIÓN A LA SEGURIDAD SOCIAL, ASIGNACIÓN DE NÚMERO DE SEGURIDAD SOCIAL Y VARIACIÓN DE DATOS

1. DATOS DEL SOLICITANTE

1.1 PRIMER APELLIDO		SEGUNDO APELLIDO		NOMBRE		1.2 SEXO	
1.3 TIPO DE DOCUMENTO IDENTIFICATIVO (Marque con una "X")		PASAPORTE		1.4 Nº DE DOCUMENTO IDENTIFICATIVO		1.5 NÚMERO DE SEGURIDAD SOCIAL	
DNI <input type="checkbox"/> TARJETA DE EXTRANJERO <input type="checkbox"/> Solo nacionales UE/EEA/EEA							
FECHA DE REGISTRO		A. PROVENIENCIA		B. PROVENIENCIA			
Estr. <input type="checkbox"/> Estar. <input type="checkbox"/> Act. <input type="checkbox"/>							
LUGAR O MUNICIPIO DE NACIMIENTO		PROVINCIA DE NACIMIENTO		PAÍS DE NACIMIENTO			
1.6 GRADO DE OSEMPADIDAD		NACIONALIDAD		1.7 APELLIDO DE SOLTERA (Solo nacionales Unión Europea excepto España)			
1.8 DOMICILIO		1.9 COMUNIDAD AUTÓNOMA		1.10 MUNICIPIO		1.11 PROVINCIA	
CALLE DE VÍA		NOMBRE DE LA VÍA PÚBLICA		BLOQUE, N.º, BIS, ESCAL, PASO, PUERTA, C/PASADIZO			
1.12 MUNICIPIO / ENTIDAD DE ÁMBITO TERRITORIAL INFERIOR AL MUNICIPIO				PROVINCIA			
CORREO ELECTRÓNICO							
RECEPTO ENVÍO COMUNICACIONES INFORMATIVAS DE LA SEGURIDAD SOCIAL		SI <input type="checkbox"/> NO <input type="checkbox"/>		TELÉFONO MÓVIL			

2. DATOS RELATIVOS A LA SOLICITUD (Marque con "X" la opción correcta)

2.1 AFILIACIÓN A LA SEGURIDAD SOCIAL	<input type="checkbox"/>	2.2 ASIGNACIÓN NÚMERO DE SEGURIDAD SOCIAL	<input type="checkbox"/>	2.3 VARIACIÓN DE DATOS	<input type="checkbox"/>
2.4 CAUSA DE LA VARIACIÓN DE DATOS					
A esta solicitud se acompañan los siguientes documentos:					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. DATOS RELATIVOS A LA NOTIFICACIÓN (Marque con una "X" la opción correcta)

A efectos de lugar de notificación al interesado/a señale como domicilio preferente:		<input type="checkbox"/> El indicado en datos del solicitante	<input type="checkbox"/> El indicado a continuación
TIPO DE VÍA		NOMBRE DE LA VÍA PÚBLICA	
BLOQUE, N.º, BIS, ESCAL, PASO, PUERTA, C/PASADIZO			
MUNICIPIO / ENTIDAD DE ÁMBITO TERRITORIAL INFERIOR AL MUNICIPIO		PROVINCIA	
		TELÉFONO	

LUGAR, FECHA Y FIRMA DEL SOLICITANTE O REPRESENTANTE LEGAL

Lugar	Fecha
Firma	

LUGAR, FECHA Y FIRMA DEL/DE LA REPRESENTANTE, CUANDO PROCESA

Lugar	Fecha
Firma	

ORGANO AL QUE SE DIRIGE LA SOLICITUD: DIRECCION PROVINCIAL O ADMINISTRACION DE LA TISSO

ADVERTENCIA: En las Comunidades Autónomas con lengua cooficial, existe a su disposición el formulario en su propia lengua en la versión correspondiente.

TA.1 07-2004

TEMPORARY ACCOMMODATION SEARCH

The Autonomous University of Madrid recommends that international researchers plan their accommodation in advance, especially during the months of higher academic and tourist demand (September–October and May–June). Below are options and useful resources to help facilitate the search for temporary accommodation during your initial stay in Madrid.

UNIVERSITY RESIDENCES

On the Cantoblanco Campus, we have the **Resa Erasmo** University Residence, inaugurated in 2004 and expanded in 2008. It has over 700 places and offers various facilities designed to make your stay as comfortable as possible.

The rooms available for short-stay reservations at Resa Erasmo feature a private bathroom, fully equipped kitchen, living room with TV, air conditioning, and Wi-Fi. There are two types of rooms: one with a double bed and another with two single beds.

Some university residences offer rooms for short-term or temporary stays for research and academic staff. It is recommended to contact the residences well in advance to check availability, rates, and conditions.



Useful links

[Resa Erasmo University Residence](#)

[Resa Inn](#)

SHORT-TERM HOUSING

Some private providers offer flexible rentals aimed at researchers and international professionals. Certain platforms allow you to manage bookings online and usually offer contracts tailored for monthly stays.

HOTELS AND TEMPORARY APARTMENTS

Madrid has a wide range of hotels, hostels, and tourist apartments suitable for short stays. These can be useful for initial reservations while arranging permanent accommodation.

INTERNATIONAL WELCOME OFFICE (OAI)

If you are an international researcher, the OAI will help you find accommodation that meets your needs. We recommend contacting us at **oficina.acogida@uam.es** before traveling to Madrid to receive more information.

The OAI offers various accommodation options to the university community. Although these are primarily aimed at students, they can also be useful for researchers and their families, including: apartments or flats, university residences, rooms in shared flats, and private companies dedicated to housing.



DRIVER'S LICENSE AND CAR INSURANCE

If you plan to drive during your stay in Spain, it is important to be aware of the rules regarding the use of your driving license and the requirements for insuring your vehicle. You must also comply with certain regulations that vary depending on your country of origin and the length of your stay.

Vehicle Insurance

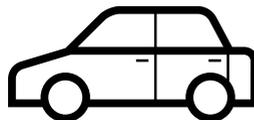
If you are going to drive your own vehicle, remember that you must have valid insurance, with at least civil liability coverage being mandatory. Vehicles registered in Spain must undergo regular ITV inspections, and if you import a vehicle from abroad, you must complete the procedures for approval, registration, and payment of the corresponding taxes, especially if it comes from a country outside the European Union.

CITIZENS OF THE EU, EEA, AND SWITZERLAND

If you come from an EU country, the European Economic Area (EEA), or Switzerland, your **driving license** will remain **valid** in Spain without the need for initial formalities.

However, if your stay is extended, it is recommended to register your license with the Directorate General of Traffic (DGT) to facilitate any procedures related to fines or renewals.

If your license expires during your period of residence in Spain, you must renew it according to Spanish regulations.



CIUDADANOS DE PAÍSES EXTRACOMUNITARIOS

If your driving license was issued in a non-EU country, you can use it in Spain for **the first 6 months** from the date you obtain your residence.

It is advisable, before traveling, to obtain an International Driving Permit if the document is not in Spanish or does not follow the European standard format. After this period, you must exchange your license if there is an agreement between Spain and your country of origin; otherwise, you will need to obtain a Spanish driving license by taking the corresponding theoretical and practical exams.

For the exchange, it is usually necessary to provide your passport, NIE ([see p. 20](#)), and residence certificate ([see p. 15](#)), the original license, a passport-style photograph, and, if applicable, an official translation of the document. Additionally, for procedures such as registration or license exchange, it is necessary to be registered in your municipality of residence in Spain ([see p. 44](#)).

Useful Tips

- In Spain, it is common to complement mandatory insurance with comprehensive coverage or roadside assistance.
- Always carry: a valid driving license, vehicle documents, and proof of insurance.
- In case of an accident, use the European Accident Statement and notify your insurance company as soon as possible.
- Check if your country issues an International Driving Permit (IDP) and obtain it before traveling if you plan to drive temporarily.

Useful Links

[Directorate General of Traffic \(DGT\)](#)

[DGT – Driving License](#)

[Exchange of Foreign Licenses – DGT](#)

[Exchange and Recognition of Driving Licenses in the EU](#)

[Importing a Vehicle from Outside the EU](#)

[Registering a Vehicle from the EU](#)

RECOGNITION AND LEGALIZATION OF DEGREES

International researchers wishing to work at the Autonomous University of Madrid (UAM) must ensure that their academic degrees are recognized in Spain. This may involve the recognition (homologación) of degrees and the legalization or apostille of documents, depending on the country of origin.

All details regarding procedures, requirements, and necessary documentation can be found on the official **UAM page: Recognition and Validation of Degrees**.

It is recommended to start these procedures well in advance and to have official translations into Spanish of the documents when required.

Recommendations

- Begin the procedures well in advance of your arrival in Spain.
- Consult the official websites of the Ministry of Universities and the Spanish Embassy or Consulate in your country for specific requirements.
- Keep physical and digital copies of all documents, legalizations, and translations.

Useful Links

[UAM – Legalization and Recognition of Documents](#)

[Appointment Booking – Legalizations](#)

[Single Legalization or Hague Apostille](#)

[Recognition and Validation of Non-University Foreign Degrees and Studies](#)

[University Degrees](#)



ONCE IN MADRID

EU CITIZEN REGISTRATION CERTIFICATE

Who needs it?

All foreign nationals who are **citizens of the EU, the EEA, or Switzerland** and who plan to stay in Spain for a period longer than 3 months.

When should the application be submitted?

The application must be submitted **within 3 months from the date of entry** into Spain. It is advisable to apply within the first month after the researcher's arrival.

Where should the application be submitted?

The application must be submitted in person in Spain at the Foreigners' Office or at the Police Station in the province where the applicant resides or intends to establish residence. Before your visit, it is necessary to book an **appointment** through the Spanish Government's electronic platform. Once on the website and after selecting the province (Madrid), choose the option *Certificado de Registro de Ciudadano de la UE*.

What documents are required?

The application requirements include:

- Application **form EX-18**, duly completed and signed ([see p. 37](#)).
- Original and copy of the complete passport or a valid and current identity document.
- Proof of payment of the fee corresponding to Fee Form 790, Code 012.
- Contract/Pre-contract with UAM signed by both parties.
- Certificate of registration in the municipal census (empadronamiento) ([see p. 44](#)).

Do I have to pay a fee?

Yes. The fee must be paid when submitting the application, through Fee Form 790, Code 012, selecting the option TIE for temporary residence of family members of Spanish nationals, Certificate of Registration of an EU resident, or TIE for family members of an EU citizen and TIE associated with the Withdrawal Agreement of British citizens and their family members (BREXIT). The fee is €12.

How long does it take to receive the registration certificate?

The Certificate of Registration as an EU Citizen **is issued on the spot**. It will include the holder's name, nationality, address, **NIE** ([see p. 20](#)), and registration date.

Useful Links

[Certificate of Registration as an EU Citizen](#)

[Issuance and validity of the registration certificate and residence card](#)

[Foreigners' Procedures](#)

[Foreigners' Offices](#)

[Police Stations](#)

[Foreigners' Appointment Booking](#)

[Form EX-18](#)

[Fee Form 790, Code 012](#)

Application for Registration in the Central Register of Foreign Nationals – EU Citizen Residence EX-18



EX-18

Solicitud de inscripción en el Registro Central de Extranjeros_Residencia ciudadano de la UE (Real Decreto 240/2007)

Espacios para sellos de registro

1) DATOS DE LA PERSONA SOLICITANTE	
PASAPORTE _____ N.I.E. _____	
1er Apellido _____ 2º Apellido _____	
Nombre _____ Sexo ⁽¹⁾ X- <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/>	
Fecha de nacimiento ⁽²⁾ // // _____ Lugar _____ País _____	
Nacionalidad _____ Estado civil ⁽³⁾ S <input type="checkbox"/> C <input type="checkbox"/> V <input type="checkbox"/> D <input type="checkbox"/> Sp <input type="checkbox"/>	
Nombre del padre _____ Nombre de la madre _____	
Domicilio en España _____ Nº _____ Piso _____	
Localidad _____ C.P. _____ Provincia _____	
Teléfono móvil _____ E-mail _____	
Representante legal, en su caso _____ DN/NIE/PAS _____ Título ⁽⁴⁾ _____	

2) DATOS DEL REPRESENTANTE A EFECTOS DE PRESENTACIÓN DE LA SOLICITUD ⁽⁵⁾	
Nombre/Razón Social _____ DN/NIE/PAS _____	
Domicilio en España _____ Nº _____ Piso _____	
Localidad _____ C.P. _____ Provincia _____	
Teléfono móvil _____ E-mail _____	
Representante legal, en su caso _____ DN/NIE/PAS _____ Título ⁽⁴⁾ _____	

3) DOMICILIO A EFECTOS DE NOTIFICACIONES	
Nombre/Razón Social _____ DN/NIE/PAS _____	
Domicilio en España _____ Nº _____ Piso _____	
Localidad _____ C.P. _____ Provincia _____	
Teléfono móvil _____ E-mail _____	

CONSENTO que las comunicaciones y notificaciones se realicen mediante puesta a disposición en la Dirección electrónica notifi@ta.Única (DeNú), para lo cual será obligatorio disponer de certificado electrónico válido a sistema .

FOREIGNER IDENTITY CARD

Persons from non-EU countries who have been granted authorization to legally reside in Spain or who hold a visa have both the right and the obligation to apply for the **Foreigner Identity Card (TIE)**.

The TIE certifies the legal stay of **non-EU** nationals in Spain and confirms that authorization has been granted or the right has been recognized to remain in Spanish territory for a period longer than six months. Any non-EU national present in Spain has the right and obligation to keep valid documentation proving their identity.

The TIE is personal and non-transferable, and its holder is responsible for its custody and safekeeping. However, minor children or legally represented dependents may be included on the card of the father, mother, or legal representative, if so requested.

Who needs it?

All foreign nationals from non-EU countries who have been issued a visa or an authorization to remain in Spain for a period exceeding 6 months.

When should it be requested?

It must be requested **in person within 30 days of entry into Spanish territory**. It is valid for one year and must be renewed annually.

Where should the application be submitted?

To obtain the card, the application must be submitted at the Documentation Unit of the National Police, located at the Foreigners' Office or the nearest Police Station. Before your visit, it is necessary to book an **appointment** through the Spanish Government's electronic platform. Once on the website and after selecting the province (Madrid), choose the option *POLICIA-TOMA DE HUELLAS (EXPEDICIÓN DE TARJETA) INICIAL, RENOVACIÓN, DUPLICADO Y LEY 14/2013*. Obtaining an appointment can be difficult; we recommend trying twice a day, once early in the morning and once after 6:00 p.m.

What documents are required?

The documentation required for issuing the TIE is as follows:

- Proof of appointment.
- Valid original identity document: passport from your country; registration certificate for undocumented foreigners issued by Spanish authorities; or a travel document validly issued and recognized by Spain with the entry stamp or border control mark.
- Color passport-size photograph (32 × 26 mm) with a uniform plain white background.
- Application **form EX-17** ([see p. 41](#)), duly completed and signed by the applicant, or specific application **form MI-TIE** ([see p. 42](#)) if the TIE to be issued is associated with **Law 14/2013 on Support for Entrepreneurs**, duly completed and signed by the applicant.
- Proof of payment of the fee corresponding to Fee Form 790, Code 012.
- Decision granting the residence permit or visa ([see p. 15](#)).
- Pre-contract/Contract with UAM signed by both parties.
- Certificate of registration in the municipal census (empadronamiento) ([see p. 44](#)).

Do I have to pay a fee?

Yes. The fee must be paid when submitting the application, through Fee Form 790, Code 012, checking the box TIE documenting the initial granting of temporary residence authorization, stay, or authorization for cross-border workers. The fee is €16.08.

How long does it take to be issued the TIE?

The processing time for the application is **3–4 weeks**. The Foreigner Identity Card (TIE) must be collected at the Foreigners' Office or Police Station where the application was submitted.

To collect it, you must book an appointment, selecting the option *POLICIA-RECOGIDA DE TARJETA DE IDENTIDAD DE EXTRANJERO (TIE)*, and prove that you are the cardholder by presenting your valid original identity document or passport.

Useful Links

[Ministry of the Interior – Foreigner Identity Card](#)

[Public Administrations Electronic Headquarters – Immigration](#)

[Foreigners' Appointment Booking](#)

[Foreign Citizens](#)

[Form EX-17.](#)

[Form MI-TIE.](#)

[Fee Form 790 Code 012.](#)

Foreigner Identity Card (TIE) Application Form EX-17



EX-17

Solicitud de Tarjeta de Identidad
de Extranjero (TIE)
(LO 4/2000 y RD 557/2011)

Espacios para sellos
de registro

1) DATOS DEL EXTRANJERO/A	
PASAPORTE _____	N.I.E. _____
1º Apellido _____	2º Apellido _____
Nombre _____	Sexo ⁽¹⁾ <input type="checkbox"/> X <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/>
Fecha de nacimiento ⁽²⁾ ____/____/____	Lugar _____ País _____
Nacionalidad _____	Estado civil ⁽¹⁾ <input type="checkbox"/> S <input type="checkbox"/> C <input type="checkbox"/> V <input type="checkbox"/> D <input type="checkbox"/> Sp <input type="checkbox"/>
Nombre del padre _____	Nombre de la madre _____
Domicilio en España _____	Nº _____ Piso _____
Localidad _____	C.P. _____ Provincia _____
Teléfono móvil _____	E-mail _____
Representante legal, en su caso _____	DN/INE/PAS _____ Título ⁽⁴⁾ _____

2) DATOS DEL REPRESENTANTE A EFECTOS DE PRESENTACIÓN DE LA SOLICITUD⁽³⁾	
Nombre/Razón Social _____	DN/INE/PAS _____
Domicilio en España _____	Nº _____ Piso _____
Localidad _____	C.P. _____ Provincia _____
Teléfono móvil _____	E-mail _____
Representante legal, en su caso _____	DN/INE/PAS _____ Título ⁽⁴⁾ _____

3) DOMICILIO A EFECTOS DE NOTIFICACIONES	
Nombre/Razón Social _____	DN/INE/PAS _____
Domicilio en España _____	Nº _____ Piso _____
Localidad _____	C.P. _____ Provincia _____
Teléfono móvil _____	E-mail _____

CONSENTO que las comunicaciones y notificaciones se realicen mediante puesta a disposición en la Dirección electrónica habilitada Única (DeJu), para la cual será obligatorio disponer de certificado electrónico válido a sistema d[e]⁽⁵⁾

ATENCIÓN

LA PRESENTACIÓN DE ESTE FORMULARIO SOLAMENTE PUEDE REALIZARSE DE FORMA PERSONAL ANTE LA UNIDAD COMPETENTE DE POLICÍA NACIONAL. NO ESTA ADMITIDA SU PRESENTACIÓN POR MEDIOS TELEMÁTICOS O REGISTROS PÚBLICOS.

Specific Application Form Associated with Law 14/2013 on Support for Entrepreneurs MI-TIE



MINISTERIO
DEL INTERIOR

DIRECCIÓN GENERAL DE LA POLICÍA

Código CIR: ED431201

MOVILIDAD INTERNACIONAL
(LEY 14/2013)
TARJETA

SOLICITUD DE TARJETA DE IDENTIDAD DE EXTRANJERO

- INICIAL RENOVACIÓN PRÓRROGA
 MODIFICACIÓN DE SITUACIÓN DUPLICADO POR ROBO, EXTRAVÍO, DESTRUCCIÓN O INUTILIZACIÓN

SITUACIÓN EN ESPAÑA

- | | |
|---|--|
| <input type="checkbox"/> INVERSOR / REPRESENTANTE
<input type="checkbox"/> EMPRENDEDOR
<input type="checkbox"/> PROFESIONAL ALTAMENTE CUALIFICADO
<input type="checkbox"/> INVESTIGADOR UE <input type="checkbox"/> INVESTIGADOR NACIONAL
<input type="checkbox"/> INTRAEMPRESARIAL ICT-UE <input type="checkbox"/> INTRAEMPRESARIAL NACIONAL | <input type="checkbox"/> FAMILIAR DE INVERSOR / REPRESENTANTE
<input type="checkbox"/> FAMILIAR DE EMPRENDEDOR
<input type="checkbox"/> FAMILIAR DE PROFESIONAL ALTAMENTE CUALIFICADO
<input type="checkbox"/> FAMILIAR INVESTIGADOR <input type="checkbox"/> UE <input type="checkbox"/> NACIONAL
<input type="checkbox"/> FAMILIAR TRASLADADO INTRAEMPRESARIAL <input type="checkbox"/> UE <input type="checkbox"/> NACIONAL |
|---|--|

DATOS DEL EXTRANJERO/A

PASAPORTE _____ N.I.E. _____
 1º Apellido _____ 2º Apellido _____
 Nombre _____ Sexo⁽¹⁾ H M Estado civil⁽²⁾ S C V D Sp
 Fecha de nacimiento⁽³⁾ / / País _____ Nacionalidad _____
 Nombre del padre _____ Nombre de la madre _____
 Domicilio en España _____ Nº _____ Piso _____
 Localidad _____ C.P. _____ Provincia _____
 Tl. fijo _____ Tl. móvil _____ E-mail _____

DATOS DEL REPRESENTANTE A LOS EFECTOS DE PRESENTACIÓN DE LA SOLICITUD⁽⁴⁾

Nombre/Razón Social _____ DNI/NIE/PAS _____
 Domicilio C/Pl _____ Nº _____ Piso _____
 Localidad _____ C.P. _____ Provincia _____
 Tl. fijo _____ Tl. móvil _____ E-mail _____
 Representante legal, en su caso _____ DNI/NIE/PAS _____ Cargo⁽⁵⁾ _____

DOMICILIO A EFECTOS DE NOTIFICACIONES/COMUNICACIONES

Nombre/Razón Social _____ DNI/NIE/PAS _____
 Domicilio en España _____ Nº _____ Piso _____
 Localidad _____ C.P. _____ Provincia _____
 Tl. fijo _____ Tl. móvil _____ E-mail _____

..... de de

FIRMA DEL SOLICITANTE

Sello de registro

Fdo.

DIRIGIDO A: COMISARÍA GENERAL DE EXTRANJERÍA Y FRONTERAS / OFICINA DE EXTRANJERÍA / BRIGADA DE EXTRANJERÍA⁽⁶⁾ DE (7)

MI-TIE

TIE RENEWAL

The renewal of the TIE can be processed **from 60 days before to 90 days after the expiration date** (except for nationals of third countries who are required to have a visa to cross external borders, who must apply before it expires). Due to potential delays at the Government Delegation, it is recommended that non-EU nationals apply as soon as possible. If more than 90 days have passed since the expiration, the applicant must return to their country of origin and apply for a new residence permit from there.

TIE DUPLICATE

A duplicate of the TIE can be requested in the following situations:

- **Theft, loss, or damage of the card:** The original report in Spanish must be submitted, including the cardholder's details and explicit mention of the loss or theft.
- **Modification of personal or address information:** The original and a copy of the consular certificate of concordance (legalized by the Spanish Ministry of Foreign Affairs, European Union and Cooperation) and the previous passport (canceled or expired) must be submitted.
- **Acquisition of a new nationality** different from the one used to obtain the previous residence permit or identity card: The original and a copy of the updated consular registration certificate of the new nationality (legalized by the Spanish Ministry of Foreign Affairs, European Union and Cooperation) along with the passport proving the new nationality must be submitted.
- **Correction of any error** in the printing or format of the card.

Useful Links

[Ministry of the Interior – Foreigner Identity Card.](#)

[Public Administrations Electronic Headquarters – Immigration](#)

[Foreigners' Appointment Booking](#)

[Foreign Citizens](#)

[Diplomatic Legalization](#)

CERTIFICATE OF REGISTRATION

The **certificate of registration** (*empadronamiento*) is the document that officially certifies a person's residence and habitual address.

Who needs it?

Everyone living in Spain is required to register in the municipal census of the city where they habitually reside.

When should the application be submitted?

Registration in the Madrid municipal census must be submitted **immediately** after arriving in the city where you will reside.

Where should the application be submitted?

Certificates of registration are issued and processed **in person** at the City Hall of the corresponding municipality (Alcobendas, Tres Cantos, Madrid, etc.). An appointment is mandatory at the Citizen Service Offices.

It can also be processed **online if you have an electronic ID** ([see p. 48](#)). If the online procedure is chosen, you must wait for the process to be completed through this channel. It cannot be completed in person at a Citizen Service Office in this case.

What documents are required?

The documentation required for registration includes:

- **Registration application / census form** ([see p. 46](#)).
- Responsible declaration for registration ([see p. 47](#)).
- Identity document.

- Documents proving the use of the residence
- Documents proving authorization or representation for registration
- Additional documentation

Do I have to pay a fee?

No. The registration process in the municipal census is free of charge.

How long does it take to receive the certificate of registration?

In-person processing: The certificate of registration is issued immediately at the end of the procedure.

Online processing: Registration is not immediate. At the end of the procedure, you will receive a receipt of your application, and you can check the status of your request via the Electronic Headquarters.

Useful Links

[Municipal Census – Registration and Change of Address](#)

[Documentation Assistant for the Municipal Census](#)

[Citizen Service Offices](#)

[Appointment Booking – Census and Registration](#)

Census Form

MADRID  **PADRÓN MUNICIPAL DE HABITANTES**

Calle, plaza, avda., etc. Nombre de la vía

Portal Escalera Planta Puerta Tel. fijo (1)

Nº Orden Nombre Fecha de nacimiento País de nacimiento **Tel. fijo (1)**

1º Apellido Hombres Municipio y Provincia de nacimiento **Municipio y Provincia de nacimiento**

2º Apellido Mujeres País de nacionalidad

Nº Orden Nombre Fecha de nacimiento País de nacimiento **Tel. móvil (1)**

1º Apellido Hombres Municipio y Provincia de nacimiento **Municipio y Provincia de nacimiento**

2º Apellido Mujeres País de nacionalidad

Nº Orden Nombre Fecha de nacimiento País de nacimiento **Tel. móvil (1)**

1º Apellido Hombres Municipio y Provincia de nacimiento **Municipio y Provincia de nacimiento**

2º Apellido Mujeres País de nacionalidad

AUTORIZACIÓN DE EMPADRONAMIENTO. Don/Dña. con el/los **datos** **EL/LLA AUTORIZANTE**

recibo/re en el mismo domicilio donde consta esta autorización **EL/LLA AUTORIZANTE**

no reside en el domicilio donde no consta esta autorización **EL/LLA AUTORIZANTE**

No información lista de protección de datos en el reverso de esta hoja

A cumplimentar por el Ayuntamiento

Distrito Sección Hoja de

Inscripción: Expediente

Nº de personas inscritas en esta hoja

CAUSA DEL ALTA

Distrito Cambio domicilio **FIRMA**

Nacimiento Trabajo residencia **Tel. móvil (1)**

Provincia/Comunidad de procedencia **e-mail (1)**

Municipio/País de procedencia

Nº de estudios terminados (1)

FIRMA

CAUSA DEL BAJA

Distrito Cambio domicilio **Tel. móvil (1)**

Nacimiento Trabajo residencia **e-mail (1)**

Provincia/Comunidad de procedencia

Municipio/País de procedencia

Nº de estudios terminados (1)

FIRMA

AUTORIZACIÓN PADRES/PARENTALES LEGALES. Don/Dña. **AUTORIZA**

con documento de identidad nº y domicilio en autorizado en nº de orden en calidad de (2)

a dar su residencia habitual en el domicilio arriba indicado. **EL/LLA AUTORIZANTE**

No información lista de protección de datos en el reverso de esta hoja

Documento Certificado **DOCUMENTACIÓN PRESENTADA**

Identidad nacimiento Documento acreditativo uso de la vivienda (3)

Autorización Libro de familia Otro, especificar

EL/LLA FUNCIONARIO/A

SELLO de mes de año

No información lista de protección de datos en el reverso de esta hoja

(1) Datos voluntarios. Es recomendable cumplimentarlos para facilitar la gestión del Padrón.

(2) Los Ciudadanos de Extranjería miembros de la Unión Europea, Islandia, Liechtenstein, Noruega y Suiza, deberán indicar el número de inscripción en el Registro Central de Extranjeros (REJ) y el número del pasaporte o el de su documento nacional de identidad (PDI-DNI).

(3) Indica el País, nombre, color y representación legal.

(4) Indica el contrato o escritura de compraventa (total y parcial), contrato de arrendamiento (arrendador y arrendatario).

Responsible Declaration for Municipal Registration (*Empadronamiento*)



PADRÓN MUNICIPAL DE HABITANTES
DECLARACIÓN RESPONSABLE PARA EL EMPADRONAMIENTO

1 DATOS DEL DECLARANTE

Tipo documento: Número de documento: Nombre:

Primer apellido: Segundo apellido:

Correo electrónico: Móvil: Teléfono:

2 DOMICILIO DE EMPADRONAMIENTO

Tipo de vía: Domicilio: Tipo de numeración:

Nº: Portal: Escalera: Planta:

Puerta: C.P.: Municipio:

Referencia Catastral:

3 DECLARACIÓN RESPONSABLE

Que, a los efectos de realizar la inscripción padronal que consta en la hoja padronal que se acompaña,
DECLARO BAJO MI RESPONSABILIDAD, QUE:

Los datos e información, así como los documentos aportados, son auténticos, ciertos y veraces. En el domicilio donde se solicita la inscripción padronal **no reside ninguna persona**, y he sido informado que, si **existen personas empadronadas anteriormente**, el ayuntamiento les iniciará un procedimiento de baja en el padrón (baja por inscripción indebida)

He sido informado de que cualquier falsedad u omisión en los datos e información proporcionados en la presente declaración, podría tener consecuencias legales y administrativas, pudiendo incurrir en un delito de falsedad documental o fraude de acuerdo con lo dispuesto en el artículo 390 y siguientes del Código Penal, así como incumplimientos derivados de la normativa vigente en materia de extranjería. En dicho supuesto se iniciaría el correspondiente expediente de baja por inscripción indebida en el Padrón de Habitantes de Madrid, así como a la puesta en conocimiento de los hechos a las autoridades competentes, Policía o el Ministerio Fiscal, para que adopten las acciones legales que procedan.

En _____ a _____ de _____ de 20__

Firma:

Protección de datos de carácter personal

IMPEDIMENTOS BÁSICOS Los datos recabados serán incorporados a tratados en la actividad de tratamiento "Padrón Municipal de Habitantes", responsable del ayuntamiento de Madrid, en el ámbito de la Dirección General de Catastro y Registro, con domicilio en la calle Alcalá, 45, 3º planta, 28014 Madrid, con su correspondiente registro administrativo en el ámbito de gestión del ayuntamiento de Madrid y con datos de personas físicas que podrán ser distintos. El tratamiento de datos que se realiza mediante el uso de ficheros de carácter electrónico en la Ley 15/1999, de 1 de abril, Reguladora de las Bases del Registro Civil. Los datos no podrán ser cedidos o transferidos a terceros salvo en los supuestos previstos en la normativa vigente. Puede ampliar esta información en la ficha de INFORMACIÓN ADICIONAL en todos los canales telefónicos y físicos en <https://www.madrid.es>

Consulte la Protección de Datos en <https://www.madrid.es>

ELECTRONIC CERTIFICATE AND CL@VE SYSTEM

To carry out administrative procedures in Spain, including processes with UAM, Social Security, Tax Office, or Immigration, it is recommended to have a **digital certificate** or be registered in the **CL@ve system**.

International researchers are advised to obtain one of these systems as soon as possible, as it facilitates all administrative procedures during their stay in Spain.

ELECTRONIC SIGNATURE CERTIFICATE

An **electronic certificate** is a document issued and signed by a certification authority that serves to physically and digitally verify the holder's personal identity. It allows you to sign documents and perform official procedures securely online.

Who can obtain a certificate?

Any Spanish or foreign citizen, of legal age or emancipated minor, who possesses a DNI or NIE ([see p. 20](#)) can request and obtain a digital certificate free of charge to securely sign and verify their identity online. For NIE holders, it must be valid to obtain the certificate.

Useful Links

[Citizen Electronic Signature Certificate](#)

[Appointment Booking at the Registration and Citizen Service Offices](#)

CL@VE SYSTEM

The **Cl@ve system** is an alternative to the digital certificate for electronically identifying yourself with the Public Administration. To use the system, you only need to register, either in person at one of the registration offices participating in the system, or online using a recognized digital certificate, or if you do not have one, via video call or an invitation letter.

When you register, you will be provided with two types of access codes:

- Cl@ve PIN
- Cl@ve Permanent

If you have the Cl@ve app, you can also use the Cl@ve Mobile option.

Enlaces de interés

[Cl@ve System](#)

[Cl@ve Registration](#)

[Cl@ve PIN](#)

[Cl@ve Permanent](#)

[Cl@ve Mobile](#)

[Cl@ve APP](#)



BANK ACCOUNT

During your stay in Madrid, it is recommended to have a **Spanish bank account** to manage everyday payments, receive your salary, and carry out administrative procedures more easily. Banks offer different options depending on your situation (resident or non-resident).

Types of Accounts

- Non-resident account: Useful for short stays or while you are processing your NIE.
- Resident account: Recommended for longer stays and necessary to direct-deposit your salary and access other administrative services. If you are staying in Madrid for more than six months and receiving a salary, **you will need a NIE** ([see p. 20](#)) and a resident account.

Required Documentation

Depending on your profile and the chosen bank, the following documents may be requested:

- Passport or national identity document (for EU citizens).
- NIE (mandatory to open a resident account).
- Proof of address in Spain (rental contract, certificate of registration in the municipal census ([see p. 44](#)), recent utility bill, etc.).
- Document proving your employment or academic affiliation (employment contract).
- For those without a NIE opening a non-resident account: Certificate of Non-Residence, issued at police stations with identification.
- Tax identification number from your country of origin (if from outside the EU).

Costs and Fees

- Many banks offer accounts with no fees if certain requirements are met (direct-deposited salary, minimum card transactions, etc.).
- Others may charge maintenance fees (approx. €15–30/year) and card fees (approx. €10–30/year).
- There are digital and traditional banks that allow fee-free operations even without a salary (depending on conditions).
- Most banks offer free withdrawals at their own ATMs; withdrawing from other banks may incur a fee (€0.50–2.50 depending on the bank).

Opening Hours

The usual in-person service hours are Monday to Friday, 9:00 a.m. to 2:00 p.m. Some branches offer afternoon appointments, but this is not common.

Payments and Cash Use

In Madrid, it is very common to pay by card or mobile payment apps. However, cash is still needed in some local shops, where there may be minimum amounts for card payments (between €5 and €10).

Transfers

- International: Availability of free or reduced-cost transfers depends on the bank and account type. In some cases, fees and limits apply.
- Domestic: Many banks offer free transfers within Spain, although this is not universal.

Practical Recommendations

- Schedule an appointment to open the account, especially at traditional banks.
- If you arrive without a NIE, ask about temporary options or banks that allow opening later.
- Consider opening an online account before arrival (some banks allow this for non-residents).
- Keep digital copies of all submitted documents.

HEALTH CARE

Spain has a high-quality public healthcare system, complemented by private services. During your stay in Madrid as a researcher, it is essential to understand your options for accessing healthcare and the steps to obtain the corresponding coverage.

The National Social Security Institute (INSS) is the competent authority for determining the right to healthcare funded by public resources under the National Health System (SNS).



Currently, the **National Health System** is decentralized, meaning that all Autonomous Communities have the healthcare competencies established by Spanish law.

All persons properly accredited through the **Individual Health Card (Tarjeta Sanitaria Individual, TSI)** ([see p. 55](#)), or another official document recognizing their right to healthcare under the National Health System, are entitled to receive public healthcare in the Madrid Health System. Additionally, there are other groups who, even without a health card issued by the Community of Madrid, have access to healthcare services.

Types of Healthcare Access

- Public healthcare: Access through registration in the National Health System and obtaining the Individual Health Card (TSI).
- Private healthcare: Through private insurance; recommended as a complement or to reduce waiting times.
- Emergency services: Hospital emergency services and 112 emergency number attend to individuals regardless of administrative status.

CITIZENS OF THE EU, EEA, AND SWITZERLAND

If you come from a country in the European Economic Area (EEA) or Switzerland, you have the right to receive public healthcare in Spain. Before traveling, request the **European Health Insurance Card (EHIC)** in your country of origin. The EHIC provides provisional access to public healthcare in Spain under the same conditions as Spanish citizens.

To be entitled to the public healthcare system in the Community of Madrid as an **EU researcher** (as an insured person), you must comply with the following:

- UAM will register you in the Spanish Social Security system and assign you a social security number ([see p. 24](#)).
- Have a valid identification document: DNI/ID from your country of origin or NIE ([see p. 20](#)).
- Be registered in the municipal census of a municipality in the Community of Madrid ([see p. 44](#)).
- Apply for the **Individual Health Card (TSI)** ([see p. 55](#)). For non-Spanish EU citizens, the card's validity in the Community of Madrid will match the validity indicated in the EU Citizen Registration Certificate ([see p. 35](#)).

Direct family members of the researcher (spouse, registered partner, dependent children) may also be entitled to public healthcare (as beneficiaries), provided certain conditions are met:

- Have a valid identification document: DNI/ID from the country of origin and NIE.
- Be included in the EU Citizen Registration Certificate ([see p. 35](#)).

- Recognized family relationship: Documents may be requested to prove the family relationship (family book, marriage certificate, birth certificate, etc.).
- Registered at the same address or at an address in the Community of Madrid ([see p. 44](#)).
- Apply for the Individual Health Card (TSI) ([see p. 55](#)). When the researcher requests the TSI, the family member can be included as a beneficiary, or the family member may request their own card.

NON-EU CITIZENS

If you are not a citizen of the EU/EEA/Switzerland, you must ensure that you have valid health coverage from the moment you arrive. To obtain a visa or residence permit ([see p. 15](#)), you must have **private health insurance** covering your entire stay, with a policy without co-payments and equivalent to Spanish public healthcare. If your stay includes a work relationship with UAM or you are registered in the Spanish Social Security system ([see p. 24](#)), you will be able to access public healthcare.

INDIVIDUAL HEALTH CARD

The **Individual Health Card (TSI)** is a document issued by the Health Department of the Community of Madrid that identifies citizens as users of the Public Health System of the Community of Madrid and facilitates access to healthcare services.

What documents do I need to apply for the TSI?

- Valid **identification document**: DNI/ID from your country of origin and NIE (for EU citizens; [see p. 20](#)) or TIE (for non-EU citizens; [see p. 38](#)). For children under 14, in the absence of a DNI or Residence Permit, the Family Book or birth certificate must be provided.
- Proof of **registration in the municipal census** ([see p. 44](#)). You may authorize the health center to access your census data, avoiding the need to submit this document.
- **Document Certifying the Right to Healthcare (DAD)** issued by the National Social Security Institute (INSS), showing the applicant as a worker or dependent beneficiary. You may authorize the health center to access your data, avoiding the need to present the document.

Where to apply for the TSI?

You can apply **in person** at your assigned health center during public hours (08:30–20:30).

It is also possible to apply **online**, in which case a DNI electronic ID or digital certificate is required ([see p. 48](#)).

How long does it take to receive the card?

Once your documents are validated, the TSI will be sent within approximately **3–4 weeks** to the health center assigned to you, whether the application was submitted in person or online. If you need medical attention before receiving the card, you can go to your health center, which will provide access to healthcare services.



Renewal

When the holder of the health card is a foreign national, the validity of the document depends on the validity of the TIE ([see p. 38](#)) or, where applicable, the EU Citizen Registration Certificate ([see p. 35](#)). To request the renewal of the card, you must provide proof of the validity of your residence permit ([see p. 15](#)) each time it is renewed.

Virtual Health Card

In addition to the traditional physical card, in Madrid you can activate the Virtual Health Card (TSV), a digital version of your personal health card accessible from your mobile device.

The application offers multiple useful functions:

- Schedule primary and specialized care appointments.
- Review your appointments and receive notifications.
- Check your medications and prescriptions.
- Access reports, lab tests, and other clinical data through the “My Health Folder” module.
- Be attended by your doctor via video consultation, without needing to visit a health center.

Useful links

[Ministry of Health – National Health System](#)

[Certification of the Right to Healthcare \(DAD\)](#)

[Registration in the healthcare system and beneficiary management](#)

[Social Security Offices](#)

[Search for your Health Center](#)

[Guide to register a beneficiary in Social Security](#)

[Online application for the TSI](#)

[Virtual Health Card](#)

FAMILY: SCHOOLING

If you come to Madrid with your family, it is important to understand the available options for your children's education and other practical aspects of daily life. Spain offers an accessible and high-quality education system, both public and private, and Madrid has a wide variety of schools.

Schooling in Madrid

Children and adolescents residing in Spain have the right to basic education in public schools. The educational stages are:

- Early Childhood Education (0–6 years; the second cycle, 3–6 years, is free in public schools).
- Primary Education (6–12 years).
- Compulsory Secondary Education – ESO (12–16 years).
- Baccalaureate (16–18 years; not compulsory).

Types of Educational Centers

In the Community of Madrid, you will find three main models:

- Public schools: Funded by the state, free of charge.
- Charter schools (concertados): Private schools with partial public funding.
- Private schools: Fully privately funded.

There are also international or bilingual schools, offering foreign educational programs (British, French, German, Italian, etc.).

Schooling Process

The process depends on the time of year and whether you need a school place immediately.

- Ordinary period: Usually opens between April and May for the following school year.
- Outside the regular period: You can apply for a place at any time through extraordinary admission, subject to availability of places.

Typical requirements:

- Registration in the municipal census in Madrid ([see p. 44](#)).
- Identification documents of the child.
- Information on previous studies, if applicable.

Allocation of places depends on proximity to home, family situation, and availability of vacancies.

Recommendations

For various procedures, it may be necessary to provide certain documents, so it is important to have the following available:

- Birth certificate
- Marriage certificate
- Family book

Useful Links

[Community of Madrid – Education](#)

[School Finder in Madrid](#)

[Admission to Early Childhood, Secondary, and Baccalaureate Education](#)



BÄRBEL INHELDER EARLY CHILDHOOD SCHOOL

The **Bärbel Inhelder Early Childhood School** is an educational center for children in **Early Childhood Education (0 to 3 years old)**. It belongs to the Autonomous University of Madrid (UAM) and is located on the Cantoblanco University Campus, integrated into the Public Network of Early Childhood Schools of the Community of Madrid. It is a particularly useful resource for researchers and staff working on campus.



CEIP PRÍNCIPE DE ASTURIAS

The **CEIP Príncipe de Asturias**, located near the Cantoblanco Campus, is a public school offering **Early Childhood Education (3 to 6 years)** and **Primary Education (6 to 12 years)**.

Key Features:

- Stable educational project with emphasis on coexistence, diversity, and family participation.
- Offers additional services such as school meals and extracurricular activities.
- Good accessibility from areas near UAM.
- Admission is regulated by the zoning system and scoring criteria of the Community of Madrid.

It is a school frequently chosen by families living near the campus who are looking for nearby public education.

Useful Links

[Bärbel Inhelder Early Childhood School](#)

[CEIP Príncipe de Asturias](#)

ONCE AT UAM

INFORMATION TECHNOLOGY

The **Information Technologies Unit (TI)** of the Autonomous University of Madrid (UAM) is responsible for ensuring the proper functioning of digital infrastructures, IT security, and technological services that support the daily work of the entire university community. Its work ranges from managing networks and servers to providing technical support and developing digital solutions for teaching, research, and administration.

USER SUPPORT CENTER (CAU)

The **User Support Center (CAU)** is the single point of contact for IT services, where any member of the university community should go to submit inquiries or requests related to IT.

The mission of the CAU is to facilitate the use of computing and communication technologies for all staff connected with UAM, especially in the areas of personal computing and network services.

Through the CAU, researchers, academic staff (PDI), administrative and technical staff (PTGAS), and students can:

- Report IT incidents.
- Request assistance with institutional email, network access, or internal applications.
- Ask for support in configuring equipment, software, or digital services.

The CAU provides support by phone, email, and through an online ticketing system, offering a unified and efficient response.

MAIN SERVICES

The IT Unit offers a wide range of essential resources to support your academic and scientific activities, including:

- **UAM institutional email** and user account management (ID-UAM).
- Activation of the **SIGMA** account.
- Network connectivity, both wired and via **eduroam** (a secure Wi-Fi network shared by universities worldwide).
- **Remote access** to electronic resources through secure authentication systems.
- **Computer rooms** equipped with computers and specialized software.
- **Provision and technical support of computer equipment** for staff (academic staff – PDI, and administrative and technical staff – PTGAS).
- **Installation of institutional software** and teaching or research tools.
- **Storage services, servers, and backups** according to the needs of each area.
- **IT security**, including data protection policies, access control, and the CERT-UAM for incident management.

Useful links

[Information Technologies - UAM](#)

[IT Services - UAM](#)



UAM UNIVERSITY CARD

The **UAM University Card** is a physical and/or virtual card issued by the Autonomous University of Madrid that identifies you as a member of the university. It allows access to restricted university facilities, library loan services, sports facilities, and other benefits associated with being part of the university community.

How can I obtain the UAM University ID Card?

To apply for the UAM University Card, you only need to have a valid contract and send an email to **carne.universitario@uam.es** to arrange an appointment for the issuance of your card. The university ID card is not sent by post.

I have lost my card or it has been stolen. How can I get a new one?

If your card has been lost, misplaced, or stolen, you must email **carne.universitario@uam.es** to arrange an appointment for the issuance of a duplicate card.

Can I have a virtual ID card?

All PTGAS / PDI / PI staff members have access to a virtual ID card, in addition to the physical card, which can be viewed on a mobile phone through the **UAM App**. To use this service, a photo must be provided beforehand, either when obtaining the physical card or by uploading it via the following tool:

<https://id.uam.es/fotomatón>

Useful Links

[UAM University Card](#)

TRANSPORT AND CAMPUS ACCESS

Madrid has one of the largest and most efficient public transport networks in Europe, making it easy to travel both within the city and to university campuses. The system includes the Metro, Renfe Cercanías commuter trains, urban and interurban buses, BiciMAD, and medium- and long-distance trains.

Madrid Metro

The Madrid Metro is one of the most widely used means of transport in the city due to its speed, extensive network of lines, and high frequency. It operates approximately from 6:00 a.m. to 1:30 a.m. and connects most urban neighborhoods with administrative, cultural, and residential areas. Tickets can be purchased at station ticket offices and vending machines.

Although the Metro does not reach the Cantoblanco Campus directly, it is very useful for travel within the city and for combining with buses or Cercanías trains at key stations such as Nuevos Ministerios, Chamartín, or Plaza de Castilla.

Renfe Cercanías

The Cercanías commuter train system is the most recommended way to reach the Cantoblanco Campus. Line C4 stops at Cantoblanco Universidad station, located within the campus itself, allowing easy walking access to faculties and research buildings.

This train connects directly with major stations such as Atocha, Sol, Nuevos Ministerios, and Chamartín, and offers high frequency, especially during peak hours. For most researchers and students, this is the most convenient and fastest way to get to UAM.

Urban and Interurban Buses

The bus network, managed by the Madrid Regional Transport Consortium, is very extensive and covers both the city and its metropolitan area. Several interurban bus lines connect the Cantoblanco Campus with areas such as Plaza de Castilla, Tres Cantos, and Alcobendas, which is especially useful for those living in the northern part of Madrid. In addition, there are night buses, known as “búhos”, which operate outside the usual metro and daytime service hours.

BiciMAD

For short trips within the city center, the BiciMAD electric bike system can be very convenient. It is designed for urban travel and complements the public transport network, although it does not reach the Cantoblanco Campus. Nevertheless, it can be useful for everyday travel within Madrid, especially when combined with nearby metro or train stations.

Public Transport Card (TTP)

To use all modes of transport in Madrid, it is essential to have a Public Transport Card (TTP). It allows travel on the metro, buses, and Cercanías trains within the selected fare zones and can be topped up with single tickets, 10-trip tickets, or monthly passes, among other options.

The card can be requested at authorized tobacco shops (estancos) or by appointment at designated offices. There are reduced fares, such as the youth pass, as well as different options depending on the travel zones. It is the most practical payment system for daily commuting.

Useful Links

[Madrid Regional Transport Consortium](#)

[Public Transport Card](#)

[Madrid Metro](#)

[EMT Bus Madrid](#)

[Renfe Cercanías](#)

[BiciMad](#)

LANGUAGE COURSES

The UAM Language Service offers **annual and semester courses** in Spanish as a foreign language (as well as English, French, Italian, and German). These courses are offered in both semesters of the academic year (October-January / February-June).

Detailed information about the course offerings, enrollment process, schedules, and other details is available on the university's Language Service website.

UAM researchers are entitled to a **75% discount** on the academic fees for Spanish courses. As a result, the total cost of a semester course is **€90**, broken down as follows:

- €50 administrative fee
- €40 academic fee (already discounted)

It is recommended that applicants register in **SIGMA** in advance, as pre-registration for the Spanish placement test is carried out through this platform. If they only have a @uam user account, they must contact the **CAU** ([see p. 63](#)) to request activation of the student profile in SIGMA in order to complete the process. Final enrollment is also completed through SIGMA.

Useful Links

[Servicio de Idiomas - UAM](#)
[Horarios y Guías Docentes](#)
[Tasas](#)



TEACHER TRAINING COURSES

UAM offers its teaching staff a **Teaching Training Program** that includes a variety of training activities. The aim of these courses is to support the development of competencies and skills that help enhance and promote participants' teaching profiles.

When can I enroll/register?

Participants may register while the course status is “**Open**”, which is usually from the moment the course is published on the website until it begins. Once the course has started, registration is no longer possible.

Information on which researchers may participate, the selection criteria, and the dates for each course is available on the Teaching Training Program website.

Is there any cost?

The courses are **free** of charge for all Teaching and Research Staff (PDI) who have a valid contract and are assigned teaching duties.

Useful Links

[Teaching Training Program](#)

[Participation criteria](#)

[Course calendar](#)

[Course schedules](#)



USEFUL INFORMATION ABOUT MADRID

PHYSICAL ENVIRONMENT AND GENERAL INFORMATION

GEOGRAPHY

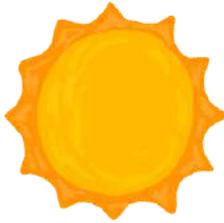
Madrid is located **in the heart of the Iberian Peninsula**, on the central plateau, giving it a landscape characterized by wide plains and open horizons. Its altitude, around **650–700 meters above sea level**, directly affects its climate and seasonal temperature variations. The city is crossed by several green axes and urban parks and is surrounded by the **Sierra de Guadarrama to the north**, less than an hour away, where hiking, skiing, or simply enjoying nature is possible. Despite being a major capital, Madrid allows quick mountain getaways and is well connected to other cities through high-speed trains (AVE) and an extensive road network.

POPULATION

With over **3.3 million inhabitants in the city center** and more than **6.5 million in the entire Madrid Community**, the city is vibrant, diverse, and multicultural. Its residents come from numerous countries, which is reflected in daily life: there are **very international neighborhoods**, many services in other languages, adapted shops, and a rich cultural coexistence. This **diversity** is particularly beneficial for international researchers, as it is easy to find communities, support networks, and resources for newcomers.

CLIMATE

Madrid has a **continental Mediterranean climate**, with **cold winters and hot summers**. Winters are usually dry, with temperatures around 0°C in the mornings, while summer daytime temperatures can exceed 35°C. The city enjoys a **high number of sunshine hours per year**, promoting outdoor life and the use of terraces and public spaces almost year-round. The **low humidity** makes both cold and heat feel more intense, so it is advisable to be prepared for marked seasonal changes.



URBAN LIFE, CULTURE, AND CUSTOMS

GASTRONOMY

Madrid's cuisine **combines tradition and modernity**. Typical dishes include **cocido madrileño**, **callos**, **tortilla de patatas**, **bocadillo de calamares**, and a variety of **tapas** that can be found in nearly every neighborhood. Madrid is also a culinary meeting point, offering food from almost every corner of the world, as well as gastronomic markets like **San Miguel**, **San Antón**, and **Vallehermoso**. The **custom of socializing** around food and drinks, whether in traditional bars, terraces, or contemporary restaurants, is an essential part of life in Madrid.



LIFESTYLE AND CUSTOMS

Madrid is an active city with a dynamic pace of life and extended hours. Meals are usually eaten later than in other European countries, and it is common to **socialize on terraces or in public spaces**. The city offers a diverse nightlife, as well as numerous sports and cultural activities, many of which are free or low-cost.

LOCAL FESTIVALS

Madrid's festivals reflect its history and cheerful character. The most representative celebration is **San Isidro**, the city's patron saint festival, featuring cultural activities, concerts, and popular events in May. Other important festivities take place in the neighborhoods, such as **Fiestas de La Paloma** or **San Cayetano**, which fill the streets with music and summer activities. Madrid also hosts one of the largest **LGBTQ+ Pride** events in Europe, including parades, concerts, and cultural activities. Throughout the year, numerous theatre, music, film, and art festivals complement the city's cultural agenda.



PLACES OF INTEREST

Madrid is home to many emblematic landmarks, such as **Puerta del Sol**, **Plaza Mayor**, the **Royal Palace**, **Temple of Debod**, **Retiro Park**, **Madrid Río**, and distinctive neighborhoods like **La Latina**, **Malasaña**, **Lavapiés**, **Chamberí**, and **Salamanca**. Each area has its own personality, ranging from historical and traditional zones to modern, cultural, or alternative areas. The city also offers an extensive network of **parks and green spaces**, perfect for relaxing, exercising, or strolling.



CULTURE

Madrid is one of the major cultural centers in Europe. Its **Art Triangle (Prado Museum, Reina Sofía Museum, and Thyssen-Bornemisza Museum)** is internationally recognized, and the city also boasts historic theaters such as the **Teatro Real** and **Teatro Español**, as well as alternative venues, cultural centers, cinemas showing films in their original version, and international festivals.

Reading and intellectual life are also an essential part of Madrid's atmosphere, with bookstores and literary fairs such as the **Retiro Book Fair**. For researchers and academics, Madrid offers numerous meeting spaces, conferences, congresses, and university activities that enrich both professional and personal life.



COST OF LIVING, SERVICES, AND LIVING CONDITIONS

COST OF LIVING

The cost of living in Madrid can vary considerably depending on lifestyle and the area of residence. Housing is usually the main expense, with higher prices in the city center and in highly sought-after neighborhoods. Public transportation is affordable, and there are economical options for dining out, especially daily menus or local bars. Cultural activities such as museums, theaters, and cinemas often offer reduced-price tickets on certain days. Overall, Madrid offers a high quality of life, although it is advisable to plan your budget carefully, particularly regarding rent.

SERVICES AND INFRASTRUCTURE

The city has a solid network of health centers, hospitals, public libraries, municipal sports centers, cultural centers, and educational services. For researchers and academics, Madrid provides a rich institutional ecosystem, with universities, research centers, and specialized facilities.

SAFETY

Madrid is generally a safe city, with an efficient public emergency system and visible police presence. As in any European capital, it is important to exercise caution in heavily touristic areas and on public transport, especially against petty theft. However, the city is generally considered a stable and calm environment for living, working, and commuting both day and night.

EMERGENCY PHONE NUMBERS

GENERAL EMERGENCIES

112

MEDICAL EMERGENCIES

061

NATIONAL POLICE

091

MUNICIPAL / LOCAL POLICE

092

CIVIL GUARD

062

FIREFIGHTERS

080

MADRID CITY COUNCIL INFORMATION

010

THANK YOU FOR BEING WITH US

USE THIS SPACE TO TAKE NOTES

ACADEMIC CALENDAR

SEPTEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER

S	M	T	W	T	F	S
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NOVEMBER

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DECEMBER

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2026

JANUARY

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FEBRUARY

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MARCH

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JUNE

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JULY

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AUGUST

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Universidad Autónoma de Madrid

Welcome to UAM



Welcome to the UAM!



ABOUT US

The Autonomous University of Madrid (UAM) is one of Spain's most prestigious educational institutions, renowned for its commitment to internationalization, cutting-edge research, and high-quality teaching. Every year, UAM welcomes over 1,500 international students, solidifying its status as a key academic hub in Europe and worldwide.



SERVICES PROVIDED

The main UAM campus in Cantoblanco offers a comprehensive university experience with modern facilities. Students have access to libraries, university residences, and a wide range of cultural and sports activities.

Sports

Students can participate in internal leagues and university championships in sports such as football, basketball, swimming, volleyball, rugby, and more.

Additionally, there are directed activities like aerobics, pilates, and yoga.

Students can even earn academic credits for participating in these physical activities.

Languages

The Language Service at UAM provides courses in German, French, English, Italian, and Spanish, catering to all levels.

Students can take year-long courses or intensive programs, with options for recognized certification.

The service also offers official language accreditations like SIELE for Spanish and Linguaskill for English.

Uni life and culture

UAM encourages an active university life with volunteer programs, cooperation initiatives, and a broad cultural offering, including concerts, exhibitions, and workshops.

Students can enjoy a unique academic environment at the Cantoblanco campus, surrounded by nature and just 20 minutes from the heart of Madrid.



4th

THE 4TH BEST UNIVERSITY IN SPAIN ACCORDING TO QS RANKING

+1500

INTERNATIONAL STUDENTS COME EVERY YEAR

+ 600

INTERNATIONAL MOBILITY AGREEMENTS

+ 120

DEGREES AND MASTER PROGRAMS



FACULTIES INFORMATION

Faculty of Science

Provides strong academic training in Biology, Chemistry, Physics, Mathematics, and Environmental Sciences, with cutting-edge research facilities.

Faculty of Law

Known for its excellence in legal education, offering programs in both national and international law, aligned with current legal demands.

Faculty of Arts and Humanities

Recognized for its multidisciplinary approach, this faculty covers History, Philology, Geography, and other fields, promoting comprehensive education in social sciences and humanities.

Faculty of Psychology

Offers comprehensive programs in undergraduate and postgraduate psychology, including clinical, health, educational, and organizational specializations.

Faculty of Teacher Training and Education

Specializes in training future educators, combining theoretical education with practical experience in schools.

Faculty of Business and Economic Sciences

Offers programs in Economics, Business Administration, and related fields, equipping students with the skills needed for the business world.

Faculty of Medicine

Renowned for its medical education, featuring programs in Medicine, Nursing, and other health-related studies.

School of Engineering (EPS)

Provides education focused on technology and engineering, with programs in Computer Science, Telecommunications, and Industrial Engineering.

Doctoral School

Supports high-quality researcher training aiming to enhance doctoral studies' quality, international projection, and interdisciplinarity while promoting human rights, equality, and sustainable development.



INTERNATIONAL WELCOME OFFICE

We provide **comprehensive support** to international students, as well as visiting researchers and staff. The office's main goal is to help with all necessary **administrative guidance**, making the transition into life at UAM smoother for international arrivals.

- Visa and Documentation Support.
- Accommodation Guidance.
- Health Insurance.
- Mentorship Program.



LIVING IN MADRID, SPAIN

As an international student at the Autonomous University of Madrid (UAM), you will dive into a city full of culture, excitement, and endless opportunities. From world-class museums and parks to vibrant nightlife and delicious cuisine, Madrid offers the perfect balance of study and fun.

Thriving cultural vibe

Enjoy student-friendly lifestyle with plenty of options for traveling, dining, transport, and entertainment.

Convenient Transport

Explore Madrid with ease thanks to its excellent public transport system: bus, train, underground, bikes...

The approximate monthly expenses range between €900 - €1,300:

- Food: €170/month.
- Menu of the day: €12 - €15.
- Transport pass: €20/month.
- Museums: €12 - €18 (approx).



SOCIAL MEDIA & WEBSITE





INTERNATIONALIZATION
AT UAM



MOBILITY AT UAM

