



Arrival in CRM

2025



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1. Introduction

This guide helps you with all the steps you must follow once you arrive. If you need help in any step or to fill the documents, **you can request for assistance at the [HR Department](#)**. Please take into account that all webpages indicated in this manual change very often, if you detect any change get in touch with HR Department so that we can update the information

2. Immigration procedures

If you are from a European Union Member State, you are entitled to free movement and residence in Spain. However, you also have to register confirming that you are living in Spain and get the NIE number (Foreign Identity Number). This procedure is made at the Police Station.

Non EU members need a residence and work permit (scientific visa), once this permit has been granted and depending on the duration of the permit (more than 6 months), it's necessary process an identity card for foreigners at the National Police Station.

Steps to follow:

- Get the address proof (empadronamiento): You must register at the city Hall of the town where you live, usually you have to go to the OAC (Oficina Atención Ciudadana of the village where you live). Remember that usually you need an appointment check it through the web. Documents needed: any document proving that you are living in that address (rental contract, supply invoice, permission from the owner of the flat indicating that you are allowed to register on that address...)

- Get an appointment at the police office. Documents to bring: 2 photographs, appointment document, Form filled, taxes paid, passport, labor contract (proof of employment)

How to get the appointment: for EU members the option is Registro ciudadano UE, for non EU members with scientific visa the option is Toma de huellas, Renovación, duplicado y Ley 14/2013

Form to fill : EU members will need the form EX18, non EU members will need the form EX17

Tax to pay

In case you need help with any step or to get an appointment at the police office:

[Barcelona international Desk](#)

[International Support Service UAB](#)

[Oficina Movilidad Internacional UPC](#)

3. Healthcare

As an employee you have free access to the public healthcare system. For that you need a medical card (TSI). CatSalut guarantees public health care for the citizens of Catalonia.

To get the medical card you must follow two steps:

- 1) Indicate to the INSS (Social Security System) that as an employee in Spain you can benefit from the Health Service in Catalunya. You can do the process on line using your digital certificate (see step 7). If you need further guidance for the process you can follow the instructions indicated in the [Barcelona International Desk](#)

- 2) With the resolution from the INSS you must go to the CAP (Primary Care Center nearest to your home) and ask for the medical card, the Calsalud will send you the card directly to your home in 2-3 weeks for free. All the procedure is detailed in the [Barcelona International Desk web](#)

Public healthcare system does not cover dentist (only very few things are covered in the dentist by the public system) but covers visits in CAP for medical assistance, public hospital... The CAP (Primary Care Center) is also the place where they give you the documents for the medical leave and for that you also need to have the TSI card.

4. Banking and Finance

In order to be paid by your employer (CRM), you will have to open a bank account as a "resident", so your employer can transfer your salary to your account. Visit the bank office of your choice with your NIE, your password or identity card and a copy of your labor work contract.

There are many banking options in Barcelona, from local banks to branches of major international institutions and large investment banks. It is a good idea to ask your bank in your home country about the possibility of opening an account with a corresponding branch in Barcelona if there is one.

5. Employees in Spain

Social Security is a public system of protection against situations of illness, disability, unemployment, accidents at work, maternity... For that reason, before starting your labor contract you must be registered at the Social Security System, for that reason you need to be assigned a number. CRM will help you with this procedure. To cover these protective services on your payroll each month there will be a deduction for social security taxes (around 6-8%).

Further information on the Spanish Social Security regime can be consulted on the website of the [Spanish Ministry of Employment and Social Security](#).

All employees in Spain are subject to Personal Income Tax (IRPF), withholdings are made monthly by the employer, who must pay them to the Tax Agency (Agencia Tributaria). The amount depends on the level of salary and your family situation.

You can find the working calendar for the current year on the CRM website. In addition, there is paid leave for employees: medical appointment, getting married, move to a new house...

6. Digital Certificate

Usually a digital certificate makes it easier to complete paperwork and formalities on line with full legal guarantees either with public administrations and with private entities.

At the following link you will find the information related to a digital certificate:

<https://www.idcat.cat/idcat/ciutada/menu.do>

It is important to use the “internet Explorer” with the certificate, it is the browser that works better with the digital certificate. Take into account that you must request and download the digital certificate in the same computer.

Once you enter the web you complete the following steps:

Step 1: Fill the form

Step 2: Show your identity: there is a list of places where you can prove your identity

Step 3: download the certificate

7. European Healthcare card

EHIC is the outcome of an agreement between the 27 member states of the EU and the EFTA countries (Liechtenstein, Iceland, Norway or Switzerland). If you are a national of one of these states, make sure you apply for it before coming to Spain to ensure you healthcare, should the case arise before your health card as a resident in Spain is issued, or to use it while travelling within the European Union.

8. Housing

There are different accommodation options. Here are some ideas:

[Vila Universitaria UAB](#)

[Vila Universitaria UAB outside campus](#)

[Residencias universitarias RESA](#)

[Barcelona Centre Universitari](#)

[Spotahome](#)