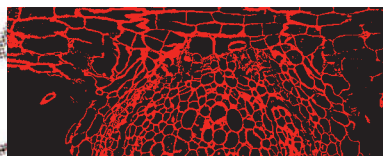
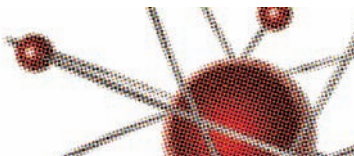


Practical guide for

foreign researchers

2010-11

moving to the Autonomous Region of Madrid



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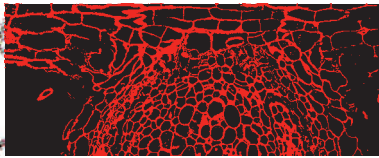
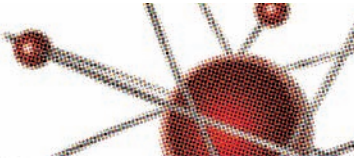
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PARA LA CIENCIA
Y LA TECNOLOGÍA

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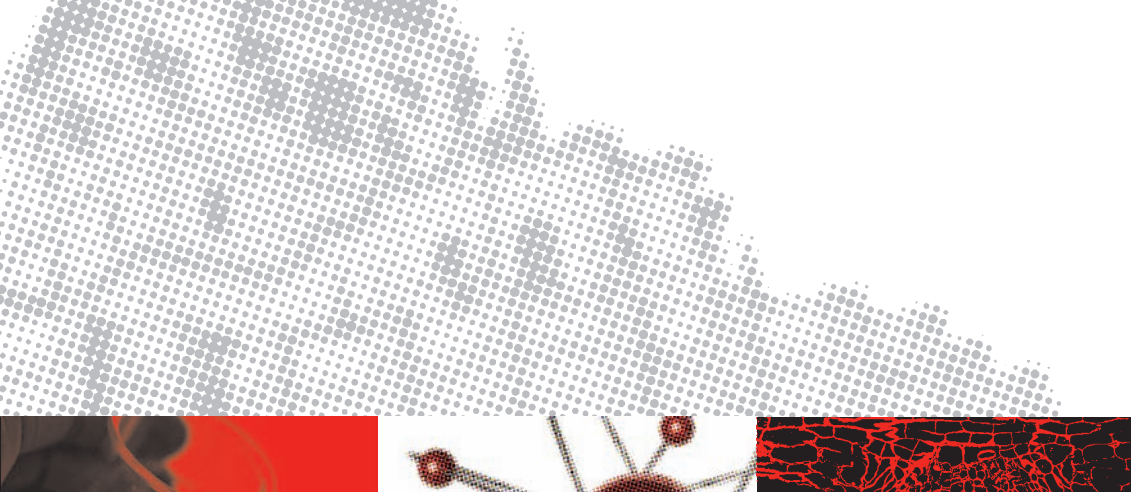
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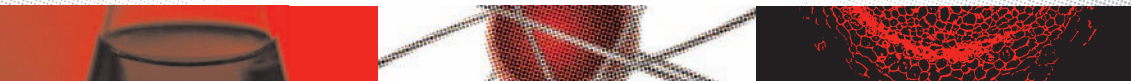


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1

Introduction

FUNDACIÓN MADRI+D PARA EL CONOCIMIENTO



Fundación madri+d para el Conocimiento (*Madri+d Foundation for Knowledge*) was conceived in 2002 as a means of shaping the scientific policy of the Autonomous Region of Madrid. It was created to manage the initiatives of the madri+d System, while similarly providing technical support to the General Department for Universities and Research (*Dirección General de Universidades e Investigación*) in defining and rolling out initiatives and programmes.

Fundación madri+d is intended as a common and shared space aimed at researchers, business people, politicians and citizens, a place where we can share resources and ambitions on the path to meeting the demands of the new knowledge society. The foundation fosters communication between the academic and industrial realms with a view to improving the region's competitiveness through joint creativity and by applying scientific and technical knowledge. The ultimate aim is to help push Madrid forward on its path to becoming a regional area of well-structured, competitive and EU-integrated research.

Fundación madri+d is involved in a host of European projects geared towards improving funding for its activities; verifying the quality of its proposals by taking part in competitive international tender processes, sharing experiences and good practices, and collaborating with other regions and European institutions.

Missions of Fundación madri+d

- **Strengthen** the structure of the Regional R&D+i System through shared initiatives, projects and tools in the field of technological innovation.
- **Support** the Regional Department for Education of the Autonomous Region of Madrid in managing its regional programmes.
- **Manage** European technological innovation programmes.
- **Collaborate** with public research institutions in order to offer management services for the transfer of technological knowledge.
- **Work** with employers' associations in implementing and instilling a corporate culture of innovation.
- **Offer** services to companies to enable them to collaborate with research institutes and groups operating within the region.
- **Help** to train specialised R&D management staff.
- **Champion** the science culture and public involvement.

Areas of activity

Fundación madri+d coordinates four of the Regional Research Support Offices:

- **New Technology Based Firms Office (*Oficina del Emprendedor de Base Tecnológica*)**. Helps entrepreneurs create technology-based companies by providing them with information, services and the best-suited sources of funding.
- **Technology Transfer Office (*Oficina de Comercialización de la Investigación*)**. Helps to raise awareness and use of research results in the business world by increasing involvement in the European knowledge market.
- **European Research Area Office (*Oficina del Espacio Europeo de Investigación*)**. Fosters participation in European research programmes through institutional coordination and involvement in networks.
- **Scientific Information Office (*Oficina de Información Científica*)**. Encourages citizen involvement in science and technology by providing access to specialist information and consultancy services.

Madri+d has two offices managed by the General Directorate of Universities and Research (DGUI): Young Researchers Office and the Scientific Infrastructure Coordination Office.

2

Entry and residency

The various requirements and procedures governing **entry into and residency in Spain** hinge directly on your home country, the duration of your stay, and the nature of your contract of employment, among other aspects. To prepare for your arrival and stay in Spain, you will need to take the following steps:

2.1. EUROPEAN UNION

In order to enter and reside in Spain, specifically Madrid, on a short- or long-term basis, EU researchers must meet a number of requirements imposed by Royal Decree. These same requirements likewise apply in the case of EU family members.

If family members accompanying the EU researcher are of non-EU nationality, they will have to meet the corresponding requirements for the country in question.

2.1.1. EU researchers

Spanish Royal Decree 240/2007 http://www.policia.es/cged/240_2007.pdf (as amended by Royal Decree 1161/2009, of 10 July) governs the **administrative requirements** that must be met in order for nationals of other European Union member states (Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Holland, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, and the United Kingdom) **to exercise their rights of entry and departure, free movement,**

short-term residency, long-term residency, permanent residency and work in Spain.

This also applies to other member states party to the Agreement on the European Economic Area (Norway, Iceland and Liechtenstein) and to citizens of the Swiss Confederation. The Royal Decree also imposes a number of limitations on the aforementioned rights in the interests of public policy, public security and public health.

These requirements will also apply, regardless of nationality, to the following family members of nationals of European Union member states, or of EEA states, when such relatives accompany the citizen to Spain or subsequently reunite with him/her:

- His/her spouse.
- The partner with whom the citizen has contracted a relationship analogous with that of spouse, insofar as this is recorded in a public registry established for such purposes in a European Union member state, or in a EEA state, and which does not allow for two simultaneous registrations in such state, and provided that the registration has not been cancelled, which must be sufficiently evidenced. Marriage and registration as a registered couple will invariably be treated as mutually incompatible.
- Direct descendants, including those of his/her spouse or registered partner provided that there has been no agreement or declaration of nullity of the marriage, divorce or legal separation, and insofar as the registry entry of partner has not been cancelled, when such descendants are aged under twenty-one, or are older but dependent on the national, or are disabled.
- Direct ascendants, and those of his/her spouse or registered partner, that he/she supports, provided that there has been no agreement or declaration of nullity of the marriage, divorce or legal separation, and insofar as the registry entry of partner has not been cancelled.

EU citizens may **enter** Spain by presenting their valid and current **passport or identity document** evidencing their nationality.

Family members whose nationality is other than that of a European Union member state, or of an EEA state, must arrive in Spain with a valid and current passport, along with the corresponding entry visa. These visas will be issued free-of-charge and will

be fast-tracked when the family member is accompanying the EU citizen or reuniting with him/her.

Family member that possess a valid and current family permit for family members of EU citizens, as issued by another EEA state, will be released from the obligation to seek and obtain an entry visa. When presenting this card, their passport need not be stamped on entry or departure.

2.1.2. **Entry and short-term residence in Spain of less than 3 months**

European Union researchers wishing to enter and reside in Spain on a short-term basis. Citizens are entitled to enter, depart, travel around and freely remain in Spanish territory provided they comply with the requirements prescribed by the Royal Decree.

REQUIRED DOCUMENTS

Valid and current passport or identity document bearing the nationality of the holder.

FURTHER INFORMATION

Spanish Ministry of the Interior

www.mir.es/SGACAVT/extranje/

Tel. (+34) 900 150 000

Citizen Advice

Spanish Ministry for Employment and Immigration

<http://extranjeros.mtin.es/es/index.html>

C/ Agustín de Bethercourt, 4

28071 MADRID

Tel. (+34) 91 363 00 00

2.1.3. **Long-term residency in Spain for periods of over 3 months**

Researchers from a European Union member state, or other state party to the EEA Agreement, are entitled to reside within Spain for periods exceeding three months.

Interested parties should visit the Foreign Nationals' Office (*Oficina de Extranjeros*) in person for the province where they intend to remain or reside or, if no such office exists, the corresponding police station (*Comisaría de Policía*), and apply for registration with the Central Register of Foreigners (*Registro Central de Extranjeros*).

REQUIRED DOCUMENTS

Valid and current passport or identity document bearing the nationality of the holder.

FURTHER INFORMATION

Spanish Ministry of the Interior

www.mir.es/SGACAVT/extranje/

Tel. (+34) 900 150 000

Citizen Advice

Spanish Ministry for Employment and Immigration

<http://extranjeros.mtin.es/es/index.html>

C/ Agustín de Bethercourt, 4

28071 MADRID

Tel. (+34) 91 363 00 00

Nationals of the EU/EEA who intend to reside in Spain for more than three months must apply for a **registry certificate accrediting their status as an EU resident (official EX-16 form)** (www.mir.es/SGACAVT/modelos/extranjeria/modelos_extranje/ex_16.pdf).

These nationals will be subject to the same obligations as Spanish citizens in terms of employment, tax and Social Security liability, etc, and must register on the electoral roll of the local council for the town/city in which they are domiciled (referred to in Spanish as *empadronamiento*).

The application must be presented within the **term of three months** running from the date they enter Spain. Applicants **will be issued a registry certificate (*certificado de registro*) on the spot**, detailing the name, nationality and address of the registered person, his/her foreigner identity number, and the date of registration.

Applications must be made in person at the police station or Foreign Nationals' Office for the town/city where the applicant is residing.

Ministry of the Interior

Foreign Nationals' Office of Madrid

Plaza del Campillo del Mundo Nuevo, 3

Tel: (+34) 902 565 701 (by appointment)

Opening times:

Monday to Thursday from 9:00 to 17:00

Friday from 9:00 to 14:00

Closest public transport:

Underground station: Puerta de Toledo

Bus routes: 17, 18, 23, 35, 41, 60, 148

Ministry of the Interior

Foreign Nationals' Office of Madrid

C/ General Pardiñas, 90

Tel: (+34) 91 322 68 24 / (+34) 91 322 68 01

Opening times:

Confirm by telephone

Closest public transport:

Underground station: Diego de León

Bus routes: 61, 29, 52, 56

REQUIRED DOCUMENTS

Official EX-16 application form (www.mir.es/SGCAVT/modelos/extranjeria), both original and photocopy. Page two of the form details all the documents to be enclosed.

Fees for 2011 amount to 10.20 euros.

2.1.4. **Foreigner Identity Number and Card**

Foreigner Identity Number

The Spanish **Foreigner Identity Number** (N.I.E.) must be obtained by all foreigners who engage in economic activities within Spain. This personal, unique, exclusive and inalienable number will be the foreigner's identification tag in Spain.

All natural persons that are not of Spanish nationality and do not have a Foreigner Identity Number must approach their nearest police station (www.mir.es/SGCAVT/extranje/directorio.html) and apply for a tax identification number if they intend to engage in business or transactions with tax implications (regardless of how long they intend to remain in Spain). They must fill out the EX-14 form (www.mir.es/SGCAVT/modelos/extranjeria/). Applicable fees for 2011 amount to 9.18 euros.

Foreigner Identity Card

The Foreigner Identity Card is the document that identifies non-EU foreigners and accredits their lawful status in Spain. All foreigners who have been issued a visa or authorisation to remain in Spain for a period of over 6 months must obtain this Foreigner Identity Card, which must be applied for within the term of one month from their entry into Spain.

Citizens from the European Union-European Economic Area (EEA) and Switzerland residing in Spain for a period of more than ninety days must register with the registry of EU-EEA and Swiss Citizens residing in Spain. At the end of the registration process, the EU citizen will be handed the requisite Registry Certificate.

The foreigner in question must present his/her Foreigner Identity Card application **in person at the corresponding Foreign Nationals' Office** or, failing that, at the police station for the place where he or she is domiciled.

REQUIRED DOCUMENTS

The official EX-15 foreigner identity card application form (original and photocopy) must invariably be presented (www.mir.es/SGCAVT/modelos/extranjeria/).

Applicants must bring their **original documents**, which will be returned after the photocopies have been verified.

- **First-time applications:**

1. Passport or travel document stamped at customs. Failing this, a valid and current passport or travel document and statement of arrival (*declaración de entrada*), which must have been made in person at any police station or foreigners' office within the maximum term of 72 hours from the time the applicant enters Spain; or, failing the above, a current and valid registration certificate (*cédula de inscripción*).
2. Three recent passport-sized photographs in colour, on a white background.
3. Visa, where applicable.
4. Official decision to grant authorisation justifying the issuance of the card.
5. Receipt of payment of the corresponding fee/s.
6. Affiliation and/or registration with the Spanish Social Security.

- **Card renewals:**

1. Passport or travel document, or, where applicable, current and valid registration certificate (*cédula de inscripción*).
2. Three recent passport-sized photographs in colour, on a white background.
3. Official decision to grant authorisation justifying the issuance of the card.
4. Receipt of payment of the corresponding fee/s.
5. Affiliation and/or registration with the Spanish Social Security, where applicable.

- **Applications for duplicate copies in the event of theft, loss, destruction or inability to use the original card:**

1. Report of the loss or theft; or presentation of the unusable card.
2. Passport or travel document, or, where applicable, current and valid registration certificate (*cédula de inscripción*).
3. Three recent passport-sized photographs in colour, on a white background.
4. Payment of the corresponding fee.

- **If the cardholder's situation changes or if the details on the card change:**
 1. Passport or travel document, or, where applicable, current and valid registration certificate (*cédula de inscripción*).
 2. Three recent passport-sized photographs in colour, on a white background.
 3. Documents accrediting the changed situation or change in the details listed on the card.
 4. Payment of the corresponding fee.
 5. Affiliation and/or registration with the Spanish Social Security, where applicable.

Foreigner Identity Card fees for 2011 amount to 15 euros.

Ministry of the Interior

Foreign Nationals' Office of Madrid

Plaza del Campillo del Mundo Nuevo, 3
 Tel: (+34) 902 565 701 (by appointment)
 Opening times:
 Monday to Thursday from 9:00 to 17:00
 Friday from 9:00 to 14:00
 Closest public transport:
 Underground station: Puerta de Toledo
 Bus routes: 17, 18, 23, 35, 41, 60, 148

Ministry of the Interior

Foreign Nationals' Office of Madrid

C/ General Pardiñas, 90
 Tel: (+34) 91 322 68 24 / (+34) 91 322 68 01
 Opening times:
 Confirm by telephone
 Closest public transport:
 Underground station: Diego de León
 Bus routes: 61, 29, 52, 56

2.1.5. **Non-EU family members**

Non-EU family members dependent on EU nationals. The family member must apply, in person, for his/her residency card for family members of European Union citizens within the term of three months running from their entry into Spain.

Ministry of the Interior

Foreign Nationals' Office of Madrid

Plaza del Campillo del Mundo Nuevo, 3
 Tel: (+34) 902 565 701 (by appointment)
 Opening times:
 Monday to Thursday from 9:00 to 17:00
 Friday from 9:00 to 14:00
 Closest public transport:
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Ministry of the Interior

Foreign Nationals' Office of Madrid

C/ General Pardiñas, 90
 Tel: (+34) 91 322 68 24 / (+34) 91 322 68 01
 Opening times:
 Confirm by telephone
 Closest public transport:
 Underground station: Diego de León
 Bus routes: 61, 29, 52, 56

The official EX-16 application form must be completed (www.mir.es/SGACAVT/modelos/extranjeria/).

Current and valid passport for your country - original and photocopy (complete and full-size). If your passport has expired, you must provide a photocopy of it and the corresponding request for renewal.

One recent passport-sized photograph, in colour and on a white background (photocopies will not be accepted).

Documents accrediting the family relationship with the EU national seeking reunification with the family member (original and photocopy): family record book, marriage certificate, birth certificate (all duly authenticated in Spain):

- If one of the spouses is Spanish, full marriage certificate issued by the Spanish Civil Registry (*Registro Civil Español*) no longer than three months previously.
- If both spouses are foreign citizens, marriage certificate issued by the corresponding civil registry of the European Union no longer than three months previously.
- In the case of de facto partners, certificate issued by the national public registry of de facto partners of an EU/EEA member state, insofar as the registry does not allow for simultaneous registrations in the state in question. This certificate must have been issued within the three months leading up to the date of the application.

Residency documents of the person/s entitling the family member to reunite with them. One of the following documents (original and photocopy) must be provided, depending on the case in question:

- For family members of Spanish citizens: current and valid D.N.I. identity document.
- For family members of EU-residents: passport or identity card of the EU citizen, current and valid EU residency card (if s/he has one), or otherwise a registration certificate of the EU citizen.

Documentary proof (in the case of ascendants or descendants aged over 21) that the EU-family member resident in Spain is responsible for the upkeep of the applicant (original and photocopy). This proof must include a statement of economic responsibility for the applicant, which the EU-family member may obtain from a notary, or by appearing before any Foreign National's Office in Madrid and making the official statement.

Original and photocopy of the certificate of municipal registration (*empadronamiento*) (for applicants and for the EU or Spanish family member), as issued by the local council for the area of residence.

2.2. OUTSIDE THE EUROPEAN UNION

2.2.1. Non-EU researchers

The applicable law in this case is Spanish Royal Decree 2393 of 30 December 2004 (*Real Decreto 2393/2004*), which enacted the Regulations of Organic Act 4 of 11 January 2000 (*Ley Orgánica 4/2000*), governing the rights and freedoms of foreigners in Spain and their social integration. Irrespective of the international agreements and treaties signed by Spain, foreigners wishing to enter the country must present the following documents:

- Current and valid passport or travel document accrediting their identity.
- Valid visa when required, with no express prohibitions on entry.
- Certain documents detailed in the Regulations and which substantiate the purpose and conditions of the stay in Spain.
- Documents accrediting that the non-EU citizen possesses sufficient resources to sustain him/herself during his/her time in Spain, or, where applicable, that s/he is capable of lawfully obtaining such resources.
- Medical certificates, where applicable.
- The person in question may not pose a danger to public health, public policy, national security or the international relations of Spain, or other states with which Spain has an agreement in effect for such purpose.

These requirements must be accredited through the following offices:

Ministry of the Interior

Foreign Nationals' Office of Madrid

Plaza del Campillo del Mundo Nuevo, 3
Tel: (+34) 902 565 701 (by appointment)
Opening times:
Monday to Thursday from 9:00 to 17:00
Friday from 9:00 to 14:00
Closest public transport:
Underground station: Puerta de Toledo
Bus routes: 17, 18, 23, 35, 41, 60, 148

Ministry of the Interior

Foreign Nationals' Office of Madrid

C/ General Pardiñas, 90
Tel: (+34) 91 322 68 24 / (+34) 91 322 68 01
Opening times:
Confirm by telephone
Closest public transport:
Underground station: Diego de León
Bus routes: 61, 29, 52, 56

Link to Royal Decree 2393/2004, which enacted the Regulations of Organic Act 4/2000, governing the rights and freedoms of foreigners in Spain and their social integration: www.mir.es/SGACAVT/derecho/rd/rd2393_2004.html

2.2.2. **Residency authorisation and work permit exemption**

Those foreign nationals listed under **Article 41 of Organic Act 4/2000** and who meet the requirements prescribed by **Article 68** of Royal Decree 2393/2004 (which enacted the Regulations of Organic Act 4/2000) are exempt from seeking a work permit to engage in profit-making activities, employment or professional work.

http://www.mir.es/SGACAVT/modelos/extranjeria/modelos_extranje/

The following persons, including researchers, can seek this type of residency authorisation and work permit exemption:

- Foreign technicians, researchers and scientists invited or recruited by universities, or by bodies involved in the promotion and development of research and that are largely sponsored or owned by universities (such as research centres).
- Foreign professors, technicians, researchers and scientists invited or recruited by a Spanish university.
- Members of international science missions who carry out work and research in Spain authorised by the Spanish Ministry for Education, Ministry for Science and Innovation, or by the Spanish Ministry for Industry, Tourism and Trade.

Foreigners with non-Spanish residency

The applicant must meet the necessary formalities before arriving in Spain by approaching the Spanish consular office (<http://www.maec.es/es/EYC/Paginas/embajadasyconsulados.aspx>) for his/her legal place of abode or for their home country.

As the consulate or embassy (<http://www.maec.es/es/MenuPpal/Consulares/ServiciosConsulares/Paginas/HacerConsuladoPorUsted.aspx>) is entitled to request additional related documents or information, it is very important for interested parties to consult beforehand the documents that they must present before actually turning up to submit their application.

Foreign researchers will have to request the corresponding *residency visa and work permit exemption* from the corresponding Spanish consulate or embassy for their legal place of abode. The following documents must be presented:

- Schengen visa application.
- Standard **EX-04** form (www.mir.es/SGCAVT/modelos/extranjeria/modelos_extranje/ex_04.pdf) to request work permit exemption due to invitation or contract of employment, as signed by the legal representative of the corresponding university or body, including a description of the project in question and the desired professional profile. The host university or research centre must provide this document.
- Original and photocopy of the researcher's passport.
- Criminal record, or equivalent document, if of legal age, as issued by the authorities for the home country or country of residence and covering the last five years.
- Medical certificate evidencing that the applicant has no disease requiring quarantine in accordance with the International Health Regulations.
- Proof that s/he possesses the means of subsistence required to support him/herself during his/her stay in Spain. If not recruited and invited as a guest, s/he must prove that the resources are his/her own.
- In certain cases, certificate accrediting that the job offer will require registration with the Spanish Social Security.

For further information on the requirements for foreign nationals, including the necessary documents, applicable fees, official application forms and other administrative documents, please visit www.mpt.es/servicios/extranjeria.html

Once within the Autonomous Region of Madrid, you will have to request the corresponding **Foreigner Identity Card**. This must be applied for in person from the corresponding police station within the term of one month running from the date of your arrival in Madrid.

Renewal of residency permit and work permit exemption

Work permit exemption will be coterminous with the duration of the activity or programme in question, subject to a limit of one year for the initial exemption, two years for the first renewal and two further years for the following renewal, provided that the initial circumstances justifying the exemption remain valid.

Applications for renewals of residency and work permits may be presented in person at any official registry. Applicants should remember to bring all required documentation and a duly completed EX-04 form.

2.2.3. Blue card

Council Directive 2009/50/EC defines the entry terms, conditions and procedures for highly-skilled non-EU citizens. It also ushers in the European Blue Card and sets forth the requirements and rights associated with residency in the issuing state and in other member states.

Eligibility requirements

To be eligible, applicants must present:

- A contract of employment, or binding job offer, with a salary amounting to at least fifty percent above the average gross annual salary paid in the member state in question (member states may lower this salary threshold to 1.2 for certain professions in special need of third-country workers);
- A current and valid travel document and residency permit, or a valid and current long-term national visa;
- Proof that the applicant has taken out health insurance;
- For regulated lines of work or sectors, documents evidencing that the person meets all legal requirements and, for non-regulated lines of work or sectors, documents evidencing the relevant professional qualification.

Furthermore, the applicant must not pose a threat to public order in the eyes of the member state. The applicant may also be asked to provide his/her address in the member state in question.

Member states shall also decide on how many third-country nationals they are willing to admit.

Entry procedure, and issuance and withdrawal of the European Blue Card

Member states are free to decide on whether to issue third-country nationals and/or their employer with the EU Blue Card. If the applicant in question meets the requirements and the national authorities decide to allow him/her entry, s/he will be issued a European Blue Card valid for a standard period of one to four years. The applicant will be informed of the final decision within the term of 90 days from the date on which the application is presented. If the application is accepted, the beneficiary will be allowed to pursue the necessary steps to obtain a visa.

The application for the European Blue Card may be refused and the card revoked if falsified documents were previously presented or if the card was obtained fraudulently, or if, based on the prevailing job climate, the member state decides to grant preference to:

- Citizens from the European Union.
- Third-country nationals to whom prevailing EC Law affords preference, and who lawfully reside within the state in question, or are long-term EC residents and wish to move to the member state in question.

The application may also be turned down if the entry limits established by the member state so dictate, or on the grounds of ethical recruitment, or if the employer has been punished or disciplined for having hired undeclared workers or those remaining in the country unlawfully.

In similar fashion, the EU Blue Card may be revoked if the holder is not self-sufficient enough to sustain him/herself and to sustain his/her family members without resorting to the social welfare system, or otherwise if the holder has been unemployed for more than three consecutive months, or more than once over the period in which the card remains valid.

Rights and residency in other member states

With the card, third-country nationals and their family members may:

- Enter, reside in and leave the issuing member state, and cross other member states.
- Work lawfully in the sector in question.

- Enjoy the same treatment as nationals of the country of residence, particularly in relation to employment conditions, social security, pensions, qualification recognition, education and vocational training.

After two years of legal employment, they will enjoy the same treatment as nationals of their country of residence when it comes to access to highly-skilled jobs. After eighteen months of legal residency, they may move to another member state to seek out highly-skilled work (subject to any restriction imposed by the authorities of the state in question relating to the number of nationals the country is able to admit).

The entry procedure will be the same as for the first member state. That said, the holder of a European Blue Card and his/her family may enter and reside in the second member state provided they notify the authorities of the second state within one month from arrival. The second member state may refuse the application from the third-country national until such time as the relevant authorities decide to allow entry. However, the application may be made to the authorities of the second member state insofar as the holder of the EU Blue Card continues to reside and work in the first member state.

Statistics and report

From 2013 onward, the European Commission will compile annual statistics from member states concerning the number of third-country nationals who have had a EU Blue Card issued, renewed, withdrawn or refused. It will also gather statistics on their nationalities and professions, and on their families. From 2014, the Commission will report to the European Parliament and Council every three years on how the Directive is being applied, and will similarly propose any modifications that may be required.

2.3. APPLICATIONS THROUGH THE UGE

The Spanish Large Companies Unit (*Unidad de Grandes Empresas*, or *UGE*) is responsible for handling applications for long- and short-term residency, work on an employee basis and the transnational provision of services, when requested on behalf of highly-qualified managers and officers, technicians and scientists, professors of Spanish public universities and artists of recognised international renown, and provided their recruitment is of economic, social, employment or cultural interest.

Further information is available at <http://extranjeros.mtas.es/es/UnidadGrandesEmpresas/>.

Visa applications presented to the UGE by companies and institutions requesting residency and work permits for their employees will be fast-tracked. Furthermore, family members of the foreign worker may also travel to Spain at the same time as the worker, without having to wait for subsequent reunification.

For highly-qualified managers and workers, companies wishing to request work permits via the UGE must also meet at least one of the following requirements:

- Have a workforce of over 1,000 employees in Spain (affiliated and registered under the corresponding heading of the Spanish Social Security system).
- Have investments in Spain totalling more than 200 million euros.
- Make an investment, in gross terms, of no less than 20 million euros with funds secured exclusively from outside Spain.

Requirements

Applications may be made by natural-person or legal-entity employers operating within Spain that wish to recruit, within Spain, non-EU foreign workers to carry out a job that falls under one of the following categories:

- Management or highly-qualified staff of companies or employers engaged in activities that involve investment or job creation in Spain.
- Highly-skilled foreign technicians or scientists recruited by the Spanish State, the Autonomous Regions, local institutions, or other bodies engaged in the promotion and development of research, insofar as these are largely sponsored or owned by the government bodies, and also foreign professors recruited by Spanish public universities. For further information, please visit the section titled **Researchers recruited by the Spanish government or universities**.
- Highly-qualified technicians or scientists recruited for research or development work at private Spanish universities and R&D centres of recognised renown, or at research and development units attached to business enterprises operating in Spain.

For further information, please visit the section titled **Researchers recruited by private companies**.

- Artists of recognised international renown, as well as the personnel required for their performances, insofar as these wish to enter Spain to carry out performances of cultural interest. For further information, please visit the section titled **Artists wishing to enter Spain for ongoing business**.

Procedure

1. APPLICATIONS FOR SHORT-TERM RESIDENCY AND WORK PERMITS THROUGH THE SPANISH LARGE COMPANIES UNIT (*UNIDAD DE GRANDES EMPRESAS, UGE*)

WHERE: Unidad de Grandes Empresas
(<http://extranjeros.mtas.es/es/UnidadGrandesEmpresas/>)

REQUIRED DOCUMENTS:

- Residency and work permit application form (<http://extranjeros.mtas.es/es/UnidadGrandesEmpresas/>) in triplicate copy. The form must be signed and presented in person by the employer or legal representative of the Spanish company.
- National identity document and, where applicable, public instrument or power-of-attorney evidencing the legal representation of the natural person making the application.
- National identity number of the company or body, or national identity document of the employer, along with documentation evidencing that the company of employer in question is registered under the corresponding heading of the Spanish Social Security system and is fully current with payment of all Social Security obligations.
- Certification or sworn statement confirming that over the twelve-month period leading up to the date of the application, the company has not eliminated the vacancies it intends to cover, either due to unfair or void dismissal or collective redundancy.

- For management and highly-qualified staff: companies must furnish a report describing their envisaged investment in Spain and/or the creation of direct jobs for national and foreign workers residing in Spain, as well as any other information that might help the application and, as a bare minimum, one of the three following documents:
 - Certificate issued by the General Treasury (*Tesorería General*) of the Spanish Social Security (*Seguridad Social*), proving that the company in question has a workforce of over 1,000 workers in Spain, all affiliated and registered under the corresponding heading of the Spanish Social Security system.
 - Annual Report approved by the company's General Shareholders' Meeting, accompanied by the report of the independent auditor, and proving that company investments in Spain exceed 200 million euros.
 - Certificate of the Investments Registry (*Registro de Inversiones*), as issued by the Spanish Deputy Directorate General for Foreign Investment (*Subdirección General de Inversiones Exteriores*) of the Spanish Directorate General for Trade and Investment (*Dirección General de Comercio e Inversiones*) attached to the Spanish Ministry for Industry, Tourism and Trade (*Ministerio de Industria, Turismo y Comercio*), proving that the company has declared an investment, in gross terms, of no less than 20 million euros, with the funds secured exclusively from outside Spain.

- For highly-qualified foreign professors, a report describing the project or, where applicable, a certificate issued by the dean of the university in question and CV of the researcher or professor. The corresponding explanatory document can be [Downloaded here](#).

- For highly-qualified technicians and scientists recruited for research work, a report describing the project and the company, body or employer, CV of the researcher and certificate issued by the relevant department of the Spanish Ministry for Education, Ministry for Science and Innovation or the Spanish Ministry for Industry, Tourism and Trade, in relation to the information on file with the Ministry. The corresponding explanatory document can be [Downloaded here](#).

- For artists of recognised international standing, a report explaining the number of planned performances, the chosen venues and their seating capacity, along with the people who make up their team, other relevant information and the CV of the artist. The corresponding explanatory document can be [Downloaded here](#).

2. COLLECTION OF THE DECISION ON THE RESIDENCY VISA AND WORK PERMIT THROUGH THE UGE

WHERE: Unidad de Grandes Empresass
(<http://extranjeros.mtas.es/es/UnidadGrandesEmpresas/>)

REQUIRED DOCUMENTS:

- Fees.

3. VISA APPLICATIONS THROUGH THE UGE

WHERE: Spanish diplomatic mission or consulate in the country of residence. Select the **Spanish consular office** corresponding to your place of residence.

REQUIRED DOCUMENTS:

- Visa application form (<http://www.maec.es/es/MenuPpal/Consulares/Formularios/Documents/2010Solicitud%20de%20visado%20nacional%20-%20EN.pdf>).
- Original and photocopy of your passport, which must have at least four months left until expiry.
- 2 photographs.
- Original and photocopy of the decision authorising short-term residency and initial work permit on an employee basis.
- Up-to-date certificate of criminal record, as issued by the relevant authorities of those countries in which the applicant has resided over the five years leading up to the date of the application.
- Up-to-date medical certificate.
- Applicable fees.

4. APPLICATIONS FOR FOREIGNER IDENTITY CARDS

WHERE: Nearest police station (<http://www.mir.es/SGACAVT/extranje/directorio.html>).

REQUIRED DOCUMENTS:

- Foreigner Identity Card application form. [Click here](#) to download the EX-15 form. For further information on the Foreigner Identity Card, please visit the section titled [Foreigner Identity Card and number](#).
- Original passport.
- Copy of the visa and entry stamp.
- 3 photographs.
- Ruling to grant residency permit.
- Fees.

TIMEFRAMES:

- Obtaining the visa from the Spanish diplomatic mission or consulate: average wait time for the decision is 15 days.
- Obtaining the short-term residency permit and work permit through the UGE: average wait time for the decision is 11 days.
- Foreigner Identity Card: anywhere between 20 and 50 days, depending on the Spanish region in which the application is processed.

2.4. RECOGNITION OF FOREIGN HIGHER EDUCATION QUALIFICATIONS AS EQUIVALENT TO PRE- AND POST-REFORM SPANISH UNIVERSITY QUALIFICATIONS

Any graduate may seek recognition of his or her higher education qualifications earned outside Spain.

The recognition process means that higher education qualifications earned abroad can be officially recognised in Spain. A recognised foreign qualification has the same effects (academic or vocational) within Spain as the corresponding Spanish academic qualification. The qualification takes effect in Spain from the date on which the corresponding credential (*credencial*) is issued.

The Deputy Directorate for Qualifications and Academic Recognition (*Subdirección General de Títulos y Reconocimiento de Cualificaciones*) attached to the Spanish Ministry for Education is responsible for recognising specific qualifications as being equivalent to the current Spanish shorter-term *Diplomatura* and longer-term *Licenciatura*.

On the other hand, the deans of Spanish universities are responsible for recognising foreign academic achievements as equivalent to Spanish post-graduate qualifications of master's or doctorates (*máster* and *doctorado*, respectively).

Two kinds of recognition can be requested from the Spanish Ministry for Education:

- Equivalence with a specific official university qualification included in the catalogue of official university qualifications (<http://www.educacion.es/educacion/universidades/educacion-superior-universitaria/titulos/homologacion-titulos/titulos-universitarios.html>), provided the Spanish qualification is fully in place and in effect within at least one Spanish university.
- Equivalence with the Spanish *Diplomatura* or *Licenciatura*.

2.4.1. First steps

The interested party initiates the procedure by filling in the application form and handing it in to an official registry. There are two different ways of printing out and completing the application form:

- Through the Spanish ministry's website:
www.educacion.es/homologaciontitulos/home.do
- Downloading the application form:
 - Recognition of a foreign higher education qualification as equivalent to a qualification listed under the catalogue of official Spanish university qualifications.
 - Recognition of foreign higher education qualification as equivalent to a post-reform (Bologna Process) Spanish qualification.
 - www.educacion.es/educacion/sistema-educativo/convalidaciones.html

Applicants who choose the first option can track the status of their application at any time and also have a mailbox available exclusively to users of the on-line service. Applicants who opt for the second option will have to access the Citizen Information services (*Atención al Ciudadano*) whenever they have a question or doubt concerning their application.

2.4.2. Fees

As the corresponding fees must be paid in order to start the process, applicants must evidence payment of the applicable at the time the application is submitted. Fees in effect for 2011 are as follows:

- Application for equivalency to a pre-Bologna Spanish university qualification of degree (*Licenciatura*), engineer (*Ingeniero*) or architect (*Arquitecto*), or to the post-Bologna Spanish qualification of degree (*Licenciatura*): 91.91 €.
- Application for equivalency to a pre-Bologna Spanish university qualification of shorter-term degree (*Diplomatura*), technical engineer (*Ingeniero Técnico*) or architectural technologist (*Arquitecto Técnico*), or to the post-Bologna Spanish academic grade of shorter-term degree (*Diplomatura*): 45.96 €.

Payment in Spain

- Payment must be made by filling out the official 790 form (www.educacion.es/tasas/servlet/confirmatasa.pdf?mi=790&nt=079)
- The form can then be taken to any collaborating bank (*banco*), savings bank (*caja de ahorros*) or credit cooperative (*cooperativa de crédito*). Fees must be paid in cash.
- The bank in question will keep counterfoil number 3.
- Counterfoils numbers 1 and 2, bearing the receipt, stamp or authorised signature of the bank confirming the payment, must be presented along with the recognition application form at the designated locations (registries listed in Article 38.4 of Act 30 of 26 November 1992 (*Ley 30/1992*), governing the legal system of public administrative bodies and common administrative procedure, as amended by Article 2 of Royal Decree 772 of 7 May 1999 (*Real Decreto 772/1999*), governing the presentation of applications, documents and communications before the Spanish Central Government. Once registered, counterfoil number 2 will be handed back to the applicant for his/her record.

Payment from abroad

The corresponding fees must be paid by bank transfer into the restricted account for payment of fees from abroad held by the Spanish Ministry for Education: account nº 0182 2370 44 0200203771, as opened with the branch of BBVA located at calle Alcalá, 16, 28014-Madrid (Spain).

IBAN for the restricted account: ES4101822370440200203771 (the twenty digits of the customer's account number, preceded by ES41). This full IBAN may be required for transfers from foreign banks, as may the BIC code (formerly known as Swift code): BBVAESMMXXX.

The applicable fee must be paid in full into the aforementioned account, with the payer undertaking to meet any additional amounts charged by the transferring entity. These transfer charges, or any other possible bank commission, must invariably be met by the applicant, who may not deduct such amounts from the fees effectively paid into the restricted account.

2.4.3. Required documents

The following **documents must be presented**:

- Attested copy of the **document proving the applicant's identity and nationality**, as issued by the competent authorities of the home country or country of origin, or by the corresponding Spanish foreign affairs authorities. In the case of Spanish nationals, attested photocopy of their national identity document.
- Attested copy of the **qualification** for which recognition is being sought, or of the certificate accrediting that the qualification has been awarded.
- Attested copy of the **academic certificate** confirming the course subjects studied by the applicant in order to earn the qualification. This certificate must include, among other information, the official length in academic years of the syllabus in question, the subjects or modules studied and the total hours of each.

The above-referenced documents must be presented at the outset in order to start the process, although **further documentation** may be requested further down the line. All documents submitted under this procedure **must be official and issued by the competent authorities**.

Competent authorities for attesting photocopied documents are:

- Registry of the Spanish Ministry for Education
- Provincial and municipal government offices
- Spanish embassies and consulates
- Notary

No type of **authentication** is required for documents issued in EU member states, EEA states, or Switzerland. In all other cases, documents issued abroad that are to be submitted under these procedures must be duly authenticated.

Documents issued outside Spain must be accompanied by an official translation into Castilian Spanish (if not originally issued in Spanish).

The official translation may be made:

- By sworn translator, duly authorised or registered in Spain.
- By any diplomatic representation or consulate of the Spanish State overseas
- By the Spanish diplomatic representation or consulate for the home country of the applicant or, where applicable, the country of origin of the document in question.

List of practising sworn translators - interpreters: www.maec.es/es/MenuPpal/Ministerio/Tablondeanuncios/InterpretesJurados/Documents/2010IIJJ_listadic.pdf

When the original document is written in a non-western alphabet, it is recommended that the corresponding translation contains, insofar as possible, the name of the qualification in its original language, but transcribed into the Spanish alphabet, instead of translating the name directly.

Researchers or organisations requiring a sworn translation would be well-advised to contact “Mucho Más Que Palabras”, a Spanish company specialising in sworn translations, interpretation and quality assurance. Simply quote “Euraxess” for preferential terms of service.

Mucho más que palabras

C/ Velázquez, 78. 4º Dcha.

28001 Madrid

Tel.: (+34) 673 987 433

e-mail: info@muchomasquepalabras.com

2.4.4. **Where to deliver**

At any public registry of the Spanish Central Government (*Administración General del Estado*), the autonomous regions (*Comunidades Autónomas*), and certain local government bodies (numerous local councils (*ayuntamientos*) have signed agreements enabling them to act as public registries).

The registries of the Spanish Ministry for Education can be found at the following addresses in Madrid:

- C/ Los Madrazo, 15-17
- Paseo del Prado, 28
- C/ Torrelaguna, 58

2.4.5. **Ruling**

The final decision on the recognition procedure of equivalency to a qualification listed under the Spanish Catalogue will explain the reasons for the decision and express one of the following verdicts:

- **Recognition** of the foreign qualification as being equivalent to the corresponding Spanish qualification under the catalogue of official university qualifications.
- **Rejection** of the requested recognition.
- **Recognition conditional** on prior successful completion of additional and complementary training. In this particular case, the ruling will expressly specify the training-related shortcomings of the foreign qualification justifying such additional training, as well as the subjects to be covered by such training.

The decision on recognition of foreign qualifications to post-Bologna Spanish qualifications will explain the reasons for the decision and express one of the following verdicts:

- **Recognition** of the foreign qualification as equivalent to the corresponding post-Bologna Spanish qualification.
- **Rejection** of the requested recognition.

Rulings awarding recognition of foreign higher education qualifications will take the form of a credential (*credencial*) issued by the Deputy Directorate General for Qualifications and Academic Recognition (*Subdirección General de Títulos y Reconocimiento de Cualificaciones*) attached to the Spanish Ministry for Education.

When recognition is made conditional on **prior successful completion of additional training**, the credential will only be issued **once compliance with such requirements has been duly accredited** to the satisfaction of the examining body.

2.4.6. Collection of the credential and documents

- All applicants whose recognition process got under way in 2009, 2010 or 2011 can pick up their credential **without having to make an appointment. Applicants whose recognition process started in 2008 can pick up their credential and syllabus up until 28 January 2011. From this date on, programmes can only be picked up by appointment.**
- For recognition processes initiated before 2008:
 - No appointment is required if the applicant merely wishes to pick up the credential and **for the syllabus to be destroyed.**
 - (In this particular case, the credential cannot be picked up without authorising destruction of the syllabus).
 - A prior appointment must be arranged if the applicant wishes to pick up original syllabus or other accompanying documents.

Those wishing to arrange an appointment can do so by calling the Citizen Information and Advice Service (*Servicio de Información y Atención al Ciudadano*) on (+34) 902 218 500. Interested parties must identify themselves through their national identity document or passport.

This process can be completed in person, or through another person or management firm duly authorised by power of attorney signed before notary, or by written authorisation signed by the interested party. Photocopies of the national identity document or passport of the interested party and of the authorised representative must also be provided.

Citizen Information address and opening times:

**Subdirección General de Títulos y Reconocimiento de Cualificaciones
(Deputy Directorate General for Qualifications and Academic Recognition)**

Paseo del Prado, 28. Entrepantana

28014 Madrid

Tuesdays from 9:00 to 18:00, without break.

Mondays, Wednesdays, Thursdays and Fridays from 9:00 to 14:00.

2.5. **Municipal electoral register (*Padrón Municipal*)**

The **municipal electoral register** (*Padrón Municipal*) is an administrative register of all residents living in the area in question, and is kept, maintained and monitored by the respective local council. Both Spanish and foreign persons can register, regardless of their administrative status and standing in Spain.

In order to register, you must bring proof of address to the local council. This might take the form of a flat rental/lease agreement or telephone bill. If there is already someone of legal age registered for the same address, he or she must authorise the registration. Non-EU foreigners without authorisation to reside permanently in Spain must renew their registration every two years.

Public services, social services, schools, medical centres, and so on, are structured by geographic area and are assigned to citizens depending on where they are registered. The area where you live is therefore important.

Lastly, remember to ask for the receipt of registration and keep it in a safe place, since you will need it for other important administrative steps, such as obtaining your Healthcare Card.

Requesting receipt of registration: certificates and notes

*Certificate (*certificado*)*

The certificate accredits residence and primary address. It should be requested when the document must be presented before the following bodies, or for the following formalities:

- Judiciary (courts and tribunals)
- Military or foreign authorities
- Civil Registry (marriages, nationality, changes of first name or surname, adoptions, etc.)
- Declarations of heirs
- Registration of de facto couples
- Other official registries, correctional centres and penitentiaries, Spanish Customs, universities, INEM (National Employment Institute)
- Residency applications based on long-standing ties with Spain (*residencia por arraigo*).

Note (*volante*)

This informative document specifies the residency and the primary address. For administrative procedures with the Spanish Central Government (*Administración General del Estado*), associated public government bodies and the Autonomous Region of Madrid, in relation to which the service is available, this document needs not be presented, provided the interested party **AUTHORISES** the corresponding government body to verify his/her registered address (*domicilio padronal*). In contrast, the note is typically required for the following formalities:

- Issuing of the Spanish National Identity Card (*Documento Nacional de Identidad, D.N.I.*)
- Registration of vehicles
- Swimming pool vouchers, Social Services benefits
- Formalities and procedures with the Autonomous Region of Madrid
- Those formalities for which the certificate described above is not expressly required, etc.

How to request the certificate/note

- **In person:** By visiting a Citizen Advice Office (*Oficina de Atención al Ciudadano*) for the districts of Madrid: <http://www.madrid.es/lineamadrid>
- **By telephone:** By calling 010 if within the city of Madrid, or (+34) 91 529 82 10 if calling from outside the city.
- **Internet** (only notes):
 - **1) Without digital certificate:** If you do not have an electronic signature, you can still request the note via the Internet. The corresponding local council will then send you the note by post to your registered address. Notes take roughly ten days to arrive.
 - **2) With digital certificate:** If you have an electronic signature, you can request and obtain the note immediately on-line via your computer.
- **Fax:** by faxing the application to the following fax number: (+34) 91 781 85 45.
- **Post:** by posting the application to the following address: Dirección General de Estadística, Departamento de Datos Censales, C/ Goya nº 24, 28001 Madrid.
- **Cost:** free of charge.

Applications made by people other than those rightfully entitled to obtain the document

If the application for confirmation of the *empadronamiento* is made by a person other than the person rightfully entitled to the document, the authorised applicant must present his/her original identity document, along with an AUTHORISATION document duly signed by the interested party, and a photocopy of the identity document of the authorising party.

1. Applications made in person

- Spanish national identity document (D.N.I.), passport, Foreigner Identity Card (*Tarjeta de Extranjero*), or identity card if an EU national, of the interested party.
- For certificates accrediting residency history (*certificado histórico*), applicants must fill out the application form available from the Citizen Advice Bureau (*Oficina de Atención al Ciudadano*).
- For non-emancipated minors: Spanish national identity document (D.N.I.), passport, Foreigner Identity Card (*Tarjeta de Extranjero*), or identity card if an EU national, of the parents or legal representatives, and Family Book (*Libro de Familia*) accrediting representation of the minor.
- For deceased persons: Spanish national identity document (D.N.I.), passport, Foreigner Identity Card (*Tarjeta de Extranjero*), or identity card if an EU national, of both the deceased person and the applicant, and death certificate or Family Book (*Libro de Familia*).

2. Distance applications (excluding Internet)

Application form signed by the interested party, specifying:

- What the applicant is requesting.
- Full name.
- Photocopy of the Spanish national identity document (D.N.I.), passport, Foreigner Identity Card (*Tarjeta de Extranjero*), or identity card if an EU national, of the applicant.
- Full postal address to which the information is to be sent.
- Contact telephone number.
- For non-emancipated minors: photocopy of the Spanish national identity document (D.N.I.), passport, Foreigner Identity Card (*Tarjeta de Extranjero*), or identity card if an EU national, of the parents or legal representatives and photocopy of the Family Book (*Libro de Familia*).

3

Spanish tax system

The Spanish Tax Office (*Agencia Tributaria*) is responsible for ensuring the smooth functioning of the Spanish tax system. Its website (www.agenciatributaria.es) contains a good deal of useful information and is partly available in English. It also has a specific section for non-residents in Spain.

All people (natural persons and legal entities) are assigned a tax identification number in Spain to track their relations with the Spanish treasury. For non-Spanish nationals, this number is the same as their personal foreigner identity number.

3.1. DIRECT AND INDIRECT TAXES

The Spanish tax system envisages two different kinds of tax, namely direct taxes and indirect taxes. Direct taxes are levied on income and assets. These include personal income tax (*Impuesto sobre la Renta de las Personas Físicas*, or *IRPF*), non-resident income tax (*Impuesto sobre la Renta de no Residentes*, or *IRNR*), corporate income tax (*Impuesto sobre Sociedades*), tax on successions and donations (*Impuesto sobre Sucesiones y Donaciones*), and wealth tax (*Impuesto sobre el Patrimonio*). Indirect taxes, on the other hand, are levied on consumption of goods and services, and on transfers of assets and rights in general. These include value added tax (*Impuesto sobre el Valor Añadido*, or *IVA*), special taxes (*Impuestos Especiales*), tax on insurance premiums (*Impuesto sobre Primas de Seguros*) and wealth and property transfer tax (*Impuesto sobre Transmisiones Patrimoniales*, or *ITP*).

Foreign researchers wishing to move to Spain for a limited period of time will probably have to pay either IRPF or IRNR, depending on their country of residence (Spain or abroad), IVA, the special taxes, and possibly wealth tax, ITP, and so on.

IRPF and IRNR

These taxes accrue on the income obtained by natural persons, depending on their country of residence (Spain or abroad).

Residence

If the taxpayer is a Spanish resident, he or she must pay personal income tax (**IRPF**) on the income he or she generates in Spain, while those with residence abroad must pay non-resident income tax (**IRNR**).

Natural persons are deemed to have their primary residence in Spain when they remain in Spain for more than 183 days (6 months) over the calendar year. When determining permanence in Spain, sporadic absences are taken into account, unless the taxpayer accredits his or her tax residence in another country. There are also a number of other relevant considerations, such as the place of residence of the taxpayer's family, where the taxpayer has the tightest personal and economic ties, his or her home country and the country where he or she typically works. In principle, those who have permanence in Spain must pay IRPF for their global income. We recommend seeking advice on what your tax situation will be if you come to Spain to work or conduct research.

Special tax system under IRNR

Natural persons (in this case, researchers) who acquire tax residency in Spain after moving to Spain may choose to pay their income tax under the IRNR system, while maintaining their status as IRPF taxpayers, over the tax period in which the change of residence is carried out and over the five following tax periods, provided that:

- They have not been residents in Spain over the ten years preceding their new move to Spain.

- Their arrival in Spain is the result of a contract of employment.
- The work must be effectively performed in Spain, and must similarly be for a Spanish-resident company or entity, or for a Spanish-based permanent establishment of an entity that does not reside in Spain.
- The earnings from the employment relationship may not be exempt from IRNR taxation.

Proof of tax residency

A person may have a residency permit or administrative residency in a state yet not be considered a resident for tax purposes in the same state. In order to be considered a tax resident in a given state (Spain in this case), the person must be taxed on their global income. Tax residency is evidenced through a certificate issued by the competent tax authority of the country in question. These certificates remain valid for one year.

Double taxation agreements

If the researcher is a resident of a country with which Spain has a double taxation agreement in effect, then the terms of the agreement will take precedence, seeing as though personal income in certain cases (provided certain conditions are met) may not be taxable in Spain. In these cases, the non-resident researcher must prove that he or she is indeed a resident of the country with which Spain has a double taxation agreement in effect by furnishing the certificate of residency issued by the tax authorities for his or her country.

For further information on the kind of taxation treaties and with what countries Spain has such agreements, please visit the website of the Spanish Ministry for the Economy and Finance: www.mineco.es, which is available in both Spanish and English, and the “Non-residents” section of the Spanish Tax Office (*Agencia Tributaria*) website: www.aeat.es

Deductions for international double taxation

If the foreign researcher is a resident in Spain, is eligible for IRPF and has obtained income (pay, earnings or capital gains) outside Spain, he or she may request a deduction based on international double taxation to prevent the income obtained abroad from being subject to IRPF in Spain and a similar tax abroad.

Special system for researchers (taxpayers) resident in other EU member states

A foreign IRNR taxpaying researcher who proves that he or she is a resident of another EU member state, and provided that at least 75% of his or her income for the tax period in question stems from pay or earnings obtained from economic activities performed in Spain over the same period (insofar as this income has been effectively taxed under IRNR), may seek to apply a special system whereby taxation in Spain is calculated under IRPF rules, but without them losing their status as IRNR taxpayers.

Grants exempt from taxation:

- *For IRPF taxpayers:* if the researcher is an IRPF taxpayer, the grant will be treated as work-related income and will, therefore, be subject to IRPF. That said, and in accordance with the Spanish Personal Income Tax Act (*Ley 35/2006*, in force since 1 January 2007), the following grants will be exempt from taxation: «Public grants and those awarded by non-profit entities subject to the special system envisaged under Title II of Act 49 of 23 December 2002 (*Ley 49/2002*), governing the tax system of non-profit entities and fiscal incentives for patronage, when received in order to study endorsed courses, either in Spain or abroad, at any level or for any qualification within the educational system, pursuant to the regulations in force (Article 2 of the IRPF Regulations approved by Royal Decree 439/2007). Likewise exempt from taxation, in accordance with the regulations in force (Article 2 of the IRPF Regulations), are public grants and those awarded by the aforementioned non-profit entities for research under the terms envisaged by Royal Decree 63/2006 (*Real Decreto 63/2006*), which enacted the Statute of Researchers Undergoing Training (*Estatuto del personal investigador en formación*), including grants awarded by research entities to civil servants and other staff in the employ of government bodies and university teaching and research staff.»

- *For IRNR taxpayers:* if, on the other hand, the researcher is an IRNR taxpayer, grants will be treated as work-related returns obtained within Spain and, therefore, will be subject to IRNR taxation, provided that they result from a personal activity performed within Spain, or when they take the form of public remuneration paid by the Spanish government, unless the work is performed fully outside Spain and such remuneration is subject to a personal tax abroad. Although grants are subject to IRNR, they may be held exempt (pursuant to IRNR regulations) in the following cases:
 - exempt grants in accordance with the IRPF regulations;
 - grants and other amounts received by natural persons and paid out by the government under international agreements and treaties for cultural, educational and scientific cooperation, or under the annual international cooperation plan approved by the Spanish Council of Ministers.

3.2. VAT (IVA)

Spanish value added tax (*Impuesto sobre el Valor Añadido*, or IVA) is an indirect consumption tax accruing on three kinds of transactions: goods delivered and services rendered by businesses and professionals; intra-community acquisitions of goods; and imports. It is a tax charged to the end consumer and not to the businesses and professionals, who are responsible for collecting it from their customers and paying it to the Spanish Treasury through the tax assessments presented before the Spanish Tax Office (*Agencia Tributaria*). In the first of the transactions mentioned above, IVA is paid on acquiring any product or service. In the second case, IVA is charged when goods (excluding belongings) are sent from one EU member state to another. In the third case, IVA is applied when goods are imported from third countries. There are three possible IVA rates: general (18%), reduced (8%) and super-reduced (4%), the latter being applied to basic or essential products and services. For further information on what goods and services are covered by each category, please visit the FAQ (*Preguntas Frecuentes*) section of the following website: www.aeat.es.

3.3. SPECIAL TAXES

Special taxes are levied on the consumption of highly specific goods: hydrocarbons (oil derivatives), alcoholic beverages and tobacco. This category also encompasses the Special Tax on Certain Means of Transport (*Impuesto Especial sobre Determinados*

Medios de Transporte), which is applied to vehicle licensing. Please remember that in Spain all new and second-hand vehicles must be licensed (cars, motorbikes) if they are to be used within Spain by Spanish residents.

3.4. LOCAL TAXES

The taxes described above are nationwide in scope. There are also a number of local taxes for which the local councils remain fully responsible. The most important of these are:

- Property tax (*Impuesto sobre Bienes Inmuebles, IBI*): levied on the value of the property (house, flat, apartment, etc) and payable by the owner or those who enjoy specific rights over the property in question.
- Vehicle tax (*Impuesto sobre Vehículos de Tracción Mecánica*): replaces the former Road Tax (*Impuesto de Circulación*) and applies to motor vehicles used on public roads.

3.5. FURTHER INFORMATION

Agencia Tributaria

Servicios Centrales

C/ Infanta Mercedes, 37. 28020 Madrid

Tel.: (+34) 91 583 70 00. **Basic tax information:** (+34) 901 33 55 33

www.agenciatributaria.es

4

Accommodation

Foreign researchers enjoy a range of different possibilities when it comes to finding accommodation within the Autonomous Region of Madrid. This section offers our recommendations for your first few months in Spain.

4.1. UNIVERSITY HALLS OF RESIDENCE

UNIVERSIDAD AUTONOMA DE MADRID

Residencia Erasmo (halls of residence)

Campus Universitario de Cantoblanco

C/ Erasmo de Rotterdam, 5-7. 28049 Madrid

Edificio I (Building I): Tel: (+34) 91 131 21 00. Fax: (+34) 91 372 14 37

Edificio II (Building II): Tel: (+34) 91 188 30 00. Fax: (+34) 91 372 00 07

e-mail: erasmo@resa.es

Website: www.resa.es/esl/residencias/erasmo

Boasting a total of 765 beds, the **Residencia Erasmo** was originally opened in 2004 before undergoing extension work in 2008. The halls are intended to house students studying at the Autonomous University of Madrid (*Universidad Autónoma de Madrid*, UAM) over the academic year.

The halls also offer rooms for overnight stays and for groups all year round. In summer, all rooms are available to groups and the public in general for nightly and/or weekly stays. The halls remain open all year round.

Colegio Mayor «Juan Luís Vives» (halls of residence)

C/ Francisco Suárez, 7. 28036 Madrid

Tel: (+34) 91 497 99 00. Fax: (+34) 91 497 99 01

e-mail: cmluisvives@uam.es

Website: http://portal.uam.es/portal/page/portal/UAM_ORGANIZATIVO/OrganosGobierno/VicerrectoradoCampusCalidadAmbie/ColegioLuisVives

Colegio Mayor Juan Luís Vives offers accommodation to university students from all corners of Spain. The halls' proximity to Plaza de Castilla square and Chamartín railway station makes it an ideal choice for students wishing to study at Universidad Autónoma de Madrid. It also provides temporary accommodation to visiting UAM professors and lecturers.

UNIVERSIDAD ALCALA DE HENARES

Residencia Giner de los Ríos (halls of residence)

Campus de la Universidad de Alcalá

Ctra. Madrid-Barcelona, km. 33,600. 28805 Alcalá de Henares (Madrid)

Tel.: (+34) 91 181 81 00. Fax: (+34) 91 879 83 32

Email: alcala@resa.es

Website: www.resa.es/esl/residencias/giner_de_los_rios

Residencia Universitaria Giner de los Ríos was opened in 2006. It boasts a total of 327 beds and offers various facilities and services intended to make your stay as comfortable as possible. The residency offers accommodation to students studying at the Universidad de Alcalá over the academic year.

The halls also offer rooms for overnight stays or for small groups all year round. In summer, all rooms are available to groups and the public in general for nightly and/or weekly stays.

The halls remain open all year round.

UNIVERSIDAD REY JUAN CARLOS

NH ALCORCON

Avda. Europa nº2 Edificio A. 28922 Alcorcón, Madrid.

Special room prices for researchers from Universidad Rey Juan Carlos (URJC)

Contact: Belén Díaz

Tel: (+34) 91 498 32 00

e-mail: b.diaz@nh-hotels.com

Website: www.nh-hoteles.es/nh/es/hoteles/espana/madrid/nh-alcorcon.html

Residencia Amanecer

Avda. Pablo Iglesias, 6. 28922 Alcorcón (Madrid)

For information on Residencia Amanecer:

Tel: (+34) 916 439 092. Fax: (+34) 916 438 242

e-mail: info@residenciaamanecer.es

UNIVERSIDAD CARLOS III DE MADRID

Residencia Vértice

C/ Laguna Dalga, nº 4. 28021 Villaverde – Madrid – Getafe Norte

Tel: (+34) 91 00.22.999

e-mail: administracion@residenciavertice.com

Website: www.residenciavertice.com

UNIVERSIDAD COMPLUTENSE DE MADRID

Those researchers intending to work at centres attached to Universidad Complutense de Madrid (UCM) should request information from the UCM's Halls of Residence Management Dept. by writing to reservasacademicasccmm@pas.ucm.es.

UNIVERSIDAD POLITÉCNICA DE MADRID

Residencia Gómez Pardo (halls of residence)

C/ Cristobal Bordiú, 30 bis. 28003 Madrid

Tel: (+34) 91 441 79 21 – (+34) 91 442 26 56 (Office). Fax: (+34) 91 442 95 29

Website: www.minas.upm.es/fundacion/fgp/index.php/es/la-residencia-gomez-pardo

e-mail: fgp.minas@upm.es

Rooms available over the summer.

CSIC

Residencia de Estudiantes del CSIC (halls of residence)

C/ Pinar, 23. 28006 Madrid

Tel: (+34) 91 561 32 00. Fax: (+34) 91 563 81 27

e-mail: reservas@residencia.csic.es

The halls of residence are currently intended for researchers, artists and creators from different disciplines and countries who require accommodation within the city for periods of typically less than one week. The halls offer 90 rooms and catering services (cafeteria and restaurant), which are available to both residents and the public in general.

4.2. OTHER ACCOMMODATION

Palacio de Barradas

C/ San Bernardo, 63. 28015. Madrid.

Tel: (+34) 91 522 89 96 / +34 61 734 29 10

Fax: (+34) 91 531 53 69

e-mail: residencia@palaciodebarradas.com

http://www.palaciodebarradas.com/index_.htm

Residencia Herrera Oria

Avda. Cardenal Herrera Oria, 262.

Contact person: Adoración García - Fraile Díaz

Tel: (+34) 629 12 13 07

www.residenciaherreraoria.com

Santa Bárbara Student Home

C/ Santa Bárbara nº 4 - 3ª Planta. Alonso Martínez Area

Tel: (+34) 91 44 62 345. Mobile: (+34) 660 19 02 14

e-mail: info@santabarbarastudent.com

www.santabarbarastudent.com

4.3. PROPERTY PORTALS

Properties can be rented through a host of different property portals offering housing and shared flat rentals across Spain. The following popular sites offer the greatest choice:

- www.idealista.com
- www.enalquiler.com
- www.fotocasa.es
- http://madrid.loquo.com/en_us

As a general rule, we recommend renting a property if you intend to remain in Madrid for at least one year. Should you choose to do so, you will need to enter into a rental or lease agreement (preferably in writing) with the owner, and make sure you are aware of your rights and obligations. You can download a sample lease agreement from www.idealista.com: http://www.idealista.com/informacion/contrato_arrendamiento_vivienda.doc

4.4. INITIATIVES WITHIN THE AUTONOMOUS REGION OF MADRID

Virtual University Accommodation Service: the Autonomous Region of Madrid, through the General Directorate for Universities and Research (*Dirección General de Universidades e Investigación*) offers university students a full range of accommodation with the region (shared rooms, accommodation with families, flat rental, etc).

www.emes.es/VivirenMadrid/Alojamientoestudiantes/tabid/219/Default.aspx

Bolsa de Vivienda (housing bank) for the Autonomous Region of Madrid: this service available within the Autonomous Region of Madrid offers general information on housing, while also offering specialised legal advice and, in particular, a pool of rented flats available for young people aged between 18 and 35.

For further information:

C/ Braganza, s/n. Madrid.

Tel: (+34) 91 580 47 56

Website: www.madrid.org/inforjoven

*The Rented Accommodation Bank for Young People (**Bolsa de Vivienda Joven en Alquiler**) affords young people aged between 18 and 35 access to rented accommodation with the backing of the Spanish Youth Services Department (*Dirección General de Juventud*). The department, acting through the Network of Rented Accommodation Banks for Young People (*Red de Bolsas de Vivienda Joven en Alquiler*), offers accommodation to young people aged between 18 and 35 by providing them with a free intermediation service between owners and tenants, comprising:*

- Template lease agreement used for all contracts.
- Lease agreements submitted to arbitration so that disputes can be settled without having to resort to the civil courts, thus speeding up and streamlining the dispute resolution process.
- Default insurance taken out for two years (surety bond), guaranteeing payment of the rent.
- Multi-risk home insurance for a two-year period.

If you are aged between 18 and 35, you can access the following services by visiting the Red de Bolsas de Vivienda Joven en Alquiler:

- Support in searching for housing that meets your preferences and means.
- Complete inventory of the property and verification of its state of repair to prevent possible problems from arising.
- Drafting of the lease agreement, guaranteeing your rights and avoiding unfair or inappropriate clauses.
- Each property will have a multi-risk home insurance policy to cover possible faults or defects.
- Mediation to resolve any possible disputes that could arise with the owner.
- Permanent and free-of-charge legal advice for all matters relating to rentals.
- Help in negotiating rental payments you can afford.

Information points of the Bolsa de Vivienda Joven en Alquiler

MADRID

Dirección General de Arquitectura y Vivienda

C/ Braganza s/n. 28025 Madrid

Tel: (+34) 91 580 47 54 / 756 / 757

Fax: (+34) 915 650 534

e-mail: oficinaviviendajoven@madrid.org

Opening times: Monday to Friday, from 09:00 to 20:00.

Oficina Joven Comunidad de Madrid. TIVE

C/ Fernando el Católico, 88. 28015 Madrid

Tel: (+34) 91 549 80 96 / (+34) 91 549 89 69

e-mail: oficinaviviendajoven@madrid.org

Opening times: Monday to Friday, from 09:00 to 14:00.

ALCALÁ DE HENARES

Pza. del Empecinado, 1. 28801 Alcalá de Henares

Tel: (+34) 91 887 03 90

Fax: (+34) 91 887 10 16

e-mail: bvjalcalah@provivienda.org

Opening times: Monday to Thursday, from 09:00 to 14:30 and 15:30 to 18:00;
Fridays, from 09:00 to 15:00.

ALCOBENDAS

C/ Ruperto Chapí, 18. 28100 Alcobendas

Tel: (+34) 91 659 09 57

Fax: (+34) 91 659 18 60

e-mail: bvjalcobendas@provivienda.org

Opening times: Monday to Friday, from 10:00 to 14:00 and 17:00 to 21:00.

4.5. OTHER NATIONWIDE INITIATIVES

Sociedad Pública de Alquiler

www.spaviv.es

The Spanish *Sociedad Pública de Alquiler*, was conceived with the overriding aim of creating a solid and dynamic rentals market with a view to providing the public with access to rented property.

Sociedad Pública de Alquiler essentially aims to enhance the rentals market by providing owners with added security, while affording the public greater freedom in their search for accommodation.

5

Madrid healthcare system

If you are a foreigner and live in the Autonomous Region of Madrid, you will be entitled to free healthcare, provided you fall within one of the following legally recognised situations:

- If you are registered on the electoral roll, you will be entitled to healthcare under the same conditions as Spanish nationals.
- If you are not registered, you will be entitled to receive only emergency healthcare (serious illnesses or accidents) and to continue receiving such care until you are medically discharged.

In either case, pregnant women and minors aged under 18 will be entitled to the same public healthcare as Spanish citizens.

5.1. ACCESS TO THE HEALTHCARE SYSTEM

Your first contact with the Spanish healthcare system will be through a general practitioner (*médico de cabecera*), for which you will need to obtain a Healthcare Card.

To consult a specialist, patients must be referred on by their GP, unless it is an emergency.

Healthcare centres in Madrid

You should visit your closest healthcare centre (*Centro de Salud*) for any health-related problem or query. As a general rule, they are open Monday to Friday from 08:00 until 21:00: www.centrossanitarios.sanidadmadrid.org.

Healthcare centres are manned by the Primary Healthcare Team, which mainly consists of family and paediatric doctor/s, nursing staff and administrative staff. There may also be other support staff, such as social workers, midwives, physiotherapists, dentists and dental hygienists.

The following services are available at healthcare centres:

- Appointments with the family GP, normally at the centre, but with the possibility of home visits if required.
- Appointments with the paediatric doctor for children aged under 14, vaccinations, and regular child check-ups.
- Nursing appointments and care.
- Assorted healthcare programmes, including: mouth and dental hygiene for children aged under 14, vaccinations, information on different forms of contraception, health education (diabetes, menopause, obesity, smoking, drinking, etc), etc.
- Social care related to health: information on available resources, services and aid.
- User information and care: Healthcare Card, appointments, claims, etc.

Arranging an appointment with your GP

Appointments with family GPs, paediatricians and nurses must be arranged by prior appointment (*cita previa*), which can be requested:

- at the healthcare centre itself, by presenting your Healthcare Card or the receipt confirming that the card has been applied for;
- by calling the healthcare centre. On the back of your Healthcare Card, you will find a sticker with the centre's telephone number and the name of the doctor assigned to you.

Please be sure to turn up at the correct time on the day of your appointment, and bring your medical record with you (particularly if it is your first appointment with the doctor or nurse). Remember that all information you provide to healthcare professionals will remain strictly confidential.

Should you require more urgent attention, you do not need to arrange an appointment, but can visit the centre directly. If you are unable to reach the centre due to the problem, you can call your healthcare centre or the 112 emergency number for an ambulance/doctor to be sent to your house, or for further instructions on how to proceed.

In the event of a medical emergency, you should visit your closest medical emergency centre (*Centro de Urgencias*), call 112 or visit the A&E section of your closest hospital.

Specialist healthcare centres

Specialist healthcare centres (*Centro de Especialidades*) are places where you can arrange appointments with specialist physicians, including gynaecologists, trauma surgeons, cardiologists, ophthalmologists, etc.

Your specialist healthcare centre will depend on where you live. Please visit your local healthcare centre (*Centro de Salud*) for further information.

Appointments with specialists cannot be made directly, but must be channelled through your family GP or paediatrician. In certain circumstances, hospital doctors can also arrange visits to these specialist centres. This situation might arise, for example, if you have been hospitalised or find yourself in the hospital A&E department, and the hospital doctor believes you need specialist follow-ups. It is very important that you attend your scheduled visits to ensure that you receive the appropriate treatment and follow-ups.

In either case, a prior appointment is required. This can be arranged from your healthcare centre (*Centro de Salud*) or at the specialist healthcare centre itself by presenting the appointment note (*volante inter-consulta*) that your family GP or the hospital will have provided you with.

Spanish public healthcare services

The Spanish public healthcare services (*Los Servicios de Salud Pública*) are responsible for healthcare, illness prevention, water supply control and cleaning, food and environmental control, and epidemiological surveillance.

You can do the following with these public healthcare services:

- Find information brochures on various health-related matters: food, vaccinations, AIDS prevention, tuberculosis prevention, etc.
- Get in contact with disease and illness associations, NGOs or mutual support groups (*Grupos de Ayuda Mutua*), all of which can help you should you experience a health-related problem.
- Make complaints or charges against possible food hygiene and/or preservation problems.

5.2. THE INDIVIDUAL HEALTHCARE CARD

The **Individual Healthcare Card** (*Tarjeta Sanitaria Individual*) is a document issued by the Regional Department for Health (*Consejería de Sanidad*) that identifies citizens as authorised users of the public healthcare system of the Autonomous Region of Madrid and confirms their right to receive healthcare services.

In order to benefit from any healthcare service or benefit, you must show your healthcare card, along with your identity document if required.

Citizens from other European countries or countries with an agreement in effect with Spain must present their current and valid identity document.

Required documents

For foreigners: Foreigner Identity Document (N.I.E.) or, failing that, passport. For children aged under 14 and without Spanish national identity number (D.N.I.) or N.I.E., the Family Book (*Libro de Familia*) must be provided.

Electoral registration note (*Volante de Empadronamiento*), issued by your local council within the ninety days prior to the application.

Social Security affiliation document (*cartilla de Seguridad Social*), confirming that the applicant is a worker or beneficiary of an affiliated worker.

Application forms and documentation

Can be obtained directly from your corresponding healthcare centre (*Centro de Salud*) (www.centrossanitarios.sanidadmadrid.org), which will depend on where you live. These centres will provide you with the specific documents you need to present, depending on the type of user in question.

- At the time you present your application, which will be completed directly by the administrative staff, you will be handed a copy, which will afford you provisional three-month access to healthcare services.
- This provisional document will state the name of your assigned family GP and nurse.

5.3. PUBLIC HOSPITALS IN MADRID

Public hospitals can be visited in the following cases:

- When your family GP or specialist physician from a Specialist Healthcare Centre (*Centro de Especialidades*) sends you for hospitalisation or a hospital appointment. Your healthcare centre (*Centro de Salud*) will be able to tell you your assigned hospital.
- In serious medical emergencies. The A&E department will treat you directly, regardless of whether you have a Spanish healthcare card.

Directory of hospitals in the Autonomous Region of Madrid

Hospital Universitario Fundación

Alorcón

C/ Budapest, 1

28922 Alorcón

Tel.: (+34) 91 621 94 00

Hospital Universitario 12 de Octubre

Avda. de Córdoba, s/n

28041 Madrid

Tel.: (+34) 91 390 80 00

Hospital Carlos III

C/ Sinesio Delgado, 10

28029 Madrid

Tel.: (+34) 91 453 25 00

Hospital Clínico San Carlos

C/ Profesor Martín Lagos, s/n

28040 Madrid

Tel.: (+34) 91 330 30 00

Hospital Central de la Cruz Roja San

José y Santa Adela

Avda. Reina Victoria, 22-26

28003 Madrid

Tel.: (+34) 91 453 83 00

Hospital Psiquiátrico Doctor R. Lafora

Ctra. de Colmenar Viejo, km. 13,800

28049 Madrid

Tel.: (+34) 91 586 75 00

Hospital de El Escorial

Ctra. Guadarrama a San Lorenzo, km. 6,255

28200 San Lorenzo de El Escorial

Tel.: (+34) 91 897 30 00

Hospital Universitario de Fuenlabrada

C/ Camino del Molino, 2

28942 Fuenlabrada

Tel.: (+34) 91 600 60 00

Hospital Universitario de Getafe

Ctra. Madrid-Toledo, km. 12,500

28905 Getafe

Tel.: (+34) 91 683 93 60

Hospital General Universitario

Gregorio Marañón

C/ Dr. Esquerdo, 46

28007 Madrid

Tel.: (+34) 91 586 80 00

Hospital de Guadarrama

Paseo Molino del Rey, 2

28440 Guadarrama

Tel.: (+34) 91 856 20 00

Hospital de La Fuenfría

Ctra. de Las Dehesas, s/n

28470 Cercedilla

Tel.: (+34) 91 852 03 00

Hospital Universitario La Paz

Paseo de la Castellana, 261
28046 Madrid
Tel.: (+34) 91 727 70 00

Hospital Universitario de La Princesa

C/ Diego de León, 62
28006 Madrid
Tel.: (+34) 91 520 22 00

Hospital Universitario de Móstoles

C/ Río Júcar, s/n
28935 Móstoles
Tel.: (+34) 91 664 86 00

**Hospital Infantil Universitario
Niño Jesús**

Avda. Menéndez Pelayo, 65
28009 Madrid
Tel.: (+34) 91 503 5900

**Hospital Universitario Príncipe
de Asturias**

Ctra. Alcalá-Meco, s/n
28805 Alcalá de Henares
Tel.: (+34) 91 887 81 00

Hospital Universitario Ramón y Cajal

Ctra. de Colmenar Viejo, km. 9,100
28034 Madrid
Tel.: (+34) 91 336 80 00

Hospital Universitario Santa Cristina

C/ Maestro Vives, 2 y 3
28009 Madrid
Tel.: (+34) 91 557 43 00

Hospital Universitario Severo Ochoa

Avda. de Orellana, s/n
28911 Leganés
Tel.: (+34) 91 481 80 00

Hospital Virgen de La Poveda

Ctra. del Hospital, km. 5
28630 Villa del Prado
Tel.: (+34) 91 860 80 00

Hospital Virgen de La Torre

C/ Puerto de Lumbreras, 5
28031 Madrid
Tel.: (+34) 91 191 80 00

**Instituto Psiquiátrico Servicios
de Salud Mental José Germain**

C/ Luna, 1
28911 Leganés
Tel.: (+34) 91 586 64 60

Instituto de Cardiología

Plaza Ramón y Cajal, s/n. Facultad de
Medicina. Ciudad Universitaria
28040 Madrid
Tel.: (+34) 91 543 78 02

New hospitals

Hospital Universitario Puerta de Hierro Majadahonda

Manuel de Falla, 1
28222 Majadahonda
Tel.: (+34) 91 191 60 00

Hospital del Henares

Avda. de Marie Curie, s/n
28822 Coslada
Tel.: (+34) 91 191 20 00

Hospital Infanta Cristina

Avda. 9 de junio, 2
28981 Parla
Tel.: (+34) 91 191 30 00

Hospital Infanta Elena

Avda. Reyes Católicos, 21
28342 Valdemoro
Tel.: (+34) 91 894 84 10

Hospital Infanta Leonor

C/ Gran Vía del Este, 80
28031 Madrid
Tel.: (+34) 91 191 80 00

Hospital Infanta Sofía

Paseo de Europa, 34
28702 San Sebastián de los Reyes
Tel.: (+34) 91 191 40 00

Hospital del Sureste

Ronda del Sur, 10
28500 Arganda del Rey
Tel.: (+34) 91 839 40 00

Hospital del Tajo

Avda. Amazonas Central, s/n
28300 Aranjuez
Tel.: (+34) 91 801 41 00

6

Educational system within the Autonomous Region of Madrid

In Spain, schooling is obligatory for children aged from 6, with pre-school (ages up to 3) and early childhood education (ages 3-6) being voluntary.

6.1. APPLICATIONS FOR SCHOOL PLACES

Depending on available places, there may be two pupil admission processes:

- **Standard process:** the Autonomous Region of Madrid issues instructions (*Instrucciones*) on a yearly basis, indicating the place and timeframe for picking up and presenting standard pupil admission applications for publicly funded schools (public and state-subsidised).

Applications can be picked up from any school (public or state-subsidised), from the offices of the Schooling Committees (*Comisiones de Escolarización*), or over the Internet, and must be completed and handed in to the requested school, except for pupils who have an official document accrediting special educational needs due to disability. Applications in this case should be handed in at the offices of the Schooling Committees.

- **Special process:** once the process of awarding school places under the standard process has ended, and for those pupils who, on account of immigration, change of address or other reasons, must find schooling during the academic year, a special schooling process will be initiated (valid from 2 September 2003). Applications for school places can be picked up from the schools themselves and/or from the offices

of the Schooling Committees (*Comisiones de Escolarización*), and should be returned to the relevant Schooling Committee, depending on where you live.

For general information on other issues related to the educational system, you can contact your Education Officer (*Técnico de Educación*), who can be found at your municipal district offices (*Juntas Municipales de Distrito*).

6.2. EARLY CHILDHOOD EDUCATION

Early childhood education (*Educación Infantil*) is a specific and voluntary stage of the educational system intended for children aged from 0-6. In order to meet the needs of children and their families, the Autonomous Region of Madrid has a Network of Public Child Education Centres (*Red de Centros Públicos de Educación Infantil*) in place, in collaboration with the region's local council offices, the ultimate aim being to offer high-quality educational services to young children. The network currently comprises 440 kindergartens and pre-schools, offering more than 43,618 spaces for children living in the region.

Beneficiaries

early childhood education is a specific educational stage intended for young children aged from 0-6.

Structure

Early childhood education is structured into two cycles, the first for young children aged under three and the second covering young children aged from three to six. The educational content of each cycle will be determined by the educational centres through an educational proposal.

6.3. PRIMARY EDUCATION

Primary education (*Educación Primaria*) is a compulsory stage of the educational system offered free-of-charge. Public primary education schools provide schooling relating to the second cycle of early childhood education and the full primary education cycle. The school day is typically divided into morning and afternoon sessions. Practically all schools offer a school canteen service and extended drop-off period.

Beneficiaries

Primary education is an educational stage that encompasses six academic years, which are typically studied between the ages of six and twelve.

Structure:

Primary education is divided into three cycles, each lasting two academic years, and comprises general educational studies that embrace all subjects.

6.4. COMPULSORY SECONDARY EDUCATION

Pupils move on to secondary education (*Educación Secundaria*) after completing primary education. Secondary education comprises four academic years, which are typically studied between the ages of twelve and sixteen.

Graduate of Compulsory Secondary Education

1. Pupils who have attained basic skills and the pre-determined objectives on completing secondary education will receive a Graduate of Compulsory Secondary Education certificate (*Graduado de Educación Secundaria Obligatoria*).
2. The qualification of Graduate of Compulsory Secondary Education enables pupils to advance to the higher secondary education stage (*bachillerato*), post-secondary vocational training (*formación profesional de grado medio*), post-secondary courses in

plastic arts and design, post-secondary sports education and the job market in general.

3. Pupils enrolled in compulsory secondary education but who fail to obtain the certificate of graduation will receive an educational certificate specifying the years studied.

6.5. HIGHER SECONDARY EDUCATION

Higher secondary education (*bachillerato*) is open to pupils who hold the Graduate of Compulsory Secondary Education certificate.

Bachillerato comprises two academic years, is highly flexible, and adopts a host of different structures and approaches, thus offering pupils specialised training tailored to their educational needs and aspirations, or preparing them for the job market. Pupils can study *bachillerato* under the ordinary system for four years.

Graduate of higher secondary education

Pupils who successfully complete the *bachillerato* in any of its forms will receive the qualification of graduate (*Bachiller*), which is a valid academic and work-related qualification. In order to receive the qualification, pupils must pass all subjects over the two academic years of the *bachillerato*. The qualification of *Bachiller* provides access to the different courses comprising higher education (*Educación Superior*).

6.6. ADMISSION PROCESS

The schooling website for Madrid (http://gestiona.madrid.org/pipa_pub) provides information on procedural aspects and the documents required to take part in the admission process, along with information on zoning, scoring based on school proximity, and school place availability. By obtaining a **digital certificate**, you can similarly make any on-line query concerning the progress and results of your application.

Applications to take part in the special pupil admission process at publicly funded schools must be presented at the offices of the Schooling Committee (*Comisión de Escolarización*) for your district.

Schooling Committees (Comisiones de Escolarización)

N.º 1	Fuencarral-El Pardo Tetuán	Antiguo IES San Mateo	C/ Beneficencia, 4 Tel.: 91 713 13 25 Fax: 91 713 13 26
N.º 2	Hortaleza, Barajas	Centro Cultural "Carril del Conde"	C/ Carril del Conde, 57 Tel.: 91 300 59 19 Fax: 91 300 59 19
N.º 3	Ciudad Lineal, San Blas, Vicálvaro	IES Simancas	C/ Zaratán, s/n Tel.: 91 304 97 21 Fax: 91 327 28 18
N.º 4	Centro, Arganzuela, Moncloa-Aravaca, Chamberí	EOI Goya	C/ Santa Brígida, 10 Tels.: 91 360 46 46 / 91 360 46 47 Fax: 91 360 46 48
N.º 5	Retiro, Salamanca, Chamartín	Antiguo IES San Mateo	C/ Beneficencia, 4 Tel : 91 725 18 25 Fax: 91 713 13 26
N.º 6	Usera, Villaverde	CEIP Meseta de Orcasitas	C/ Camino Viejo de Villaverde, 1 Tel.: 91 746 34 56 Fax: 91 746 33 28
N.º 7	Moratalaz, Villa de Vallecas, Puente de Vallecas	Antigua Escuela Infantil "La Paloma"	C/ Sierra Vieja, 52 Tels.: 91 303 23 68 / 91 786 11 03 Fax: 91 778 56 47 / 91 786 31 48
N.º 8	Carabanchel, Latina	CEIP República de Uruguay	Avda. Ntra. Sra. de Valvanera, 120 Tel.: 91 422 06 09 Fax: 91 428 51 44
N.º 9	Comisión Territorial ACNEES	Dirección de Área Territorial Madrid-Capital Servicio de la Unidad Programas Educativos	C/ Vitruvio, 2. 5.º Planta Tels.: 91 720 33 10 / 91 720 32 13 Fax: 91 720 30 84

Queries on educational centres and services

<http://gestiona.madrid.org/catcent/>

Public Schools Service. Planning

School map (network of public schools)

(+34) 917 203 159 (+34) 917 203 150 (+34) 917 203 169

Pupil admission process

(+34) 917 203 206 (+34) 917 203 294 (+34) 917 203 019 (+34) 917 203 162

Pupil application processes and decisions:

Extensions of schooling, extraordinary exam sittings, academic records, changes to enrolments, school hour flexibility.

(+34) 917 203 294 (+34) 917 203 206

6.7. BILINGUAL SCHOOLS IN THE AUTONOMOUS REGION OF MADRID

CITY OF MADRID

Agustín Rodríguez Sahagún

Dirección postal: C/ La Granja de San Ildefonso, 17-19. Madrid. CP: 28051

Tel.: 91 332 43 48. Fax: 91 494 14 75

Email: cp.agustinrodriguezahagun.madrid@educa.madrid.org

Alhambra

Dirección postal: C/ Ramón Gómez de la Serna, 103. Madrid. CP: 28035

Tel.: 91 316 22 73.

Email: cp.alhambra.madrid@educa.madrid.org

Alberto Alcocer

Dirección postal: Avda. Canillejas Vicálvaro, 56. Madrid. CP: 28022

Tel.: 91 320 26 09. Fax: 91 320 04 46

Email: cp.albertoalcocer.madrid@educa.madrid.org

Escuela gemela: St. Catherine's Catholic Primary School

Amador de los Ríos

Dirección postal: Ps. Marques de Zafra, 16. Madrid. CP: 28028

Tel.: 91 356 42 14. Fax: 91 713 13 26

Email: cp.amadordelosrios@educa.madrid.org

Escuela gemela: Thorplands Primary School

Asturias

Dirección postal: C/ Asturianos, s/n. Madrid. CP: 28018

Tel.: 91 785 06 80. Fax: 91 785 06 80

Email: cp.asturias.madrid@educa.madrid.org

Escuela gemela: Field Lane School

Asunción Rincón

Dirección postal: Avda. de Islas Filipinas, 5. Madrid. CP: 28003

Tel.: 91 554 21 18. Fax: 91 534 51 20

Email: cp.asuncionrincon.madrid@educa.madrid.org

Escuela gemela: Robert Wilkinson VC Primary

Blas de Otero

Dirección postal: C/ Puente de Larra, s/n. Madrid. CP: 28031

Tel.: 91 331 15 50. Fax: 91 331 05 35

Email: cp.blasdeotero.madrid@educa.madrid.org

Escuela gemela: Lidget Green Primary School

Capitán Cortés

Dirección postal: Monseñor Oscar Romero, 17. Madrid. CP: 28025

Tel.: 91 462 86 62. Fax: 91 461 91 30

Email: cp.capitancortes.madrid@educa.madrid.org

Escuela gemela: Larkfields Junior School

Carlos V

Dirección postal: Virgen del Val, 3. Madrid. CP: 28027

Tel.: 91 40.41 48. Fax: 91 324 19 71

Email: cp.carlosquinto.madrid@educa.madrid.org

Escuela gemela: Seely Junior School

Ciudad de Guadalajara

Dirección postal: C/ Bergantín, 13. Madrid. CP: 28042

Tel.: 91 747 09 38. Fax: 91 747 20 64

Email: cp.ciudaddeguadalajara.madrid@educa.madrid.org

Escuela gemela: Haddon Primary & Nursery School

Ciudad de Roma

Dirección postal: C/ Juan Esplandiu, 2. Madrid. CP: 28004

Tel.: 91 574 38 97. Fax: 91 504 16 95

Email: cp.ciudadderoma.madrid@educa.madrid.org

Escuela gemela: Gaisborough Primary School

Ciudad Pegaso

Dirección postal: Avda. Séptima, s/n. Madrid. CP: 28022

Tel.: 91 741 20 17. Fax: 91 743 62 18

Email: cp.ciudadpegaso.madrid@educa.madrid.org

Escuela gemela: Old Basford Primary & Nursery School

Claudio Moyano

Dirección postal: Cea Bermúdez, 26. Madrid. CP: 28003

Tel.: 91 533 57 18. Fax: 91 533 57 18

Email: cp.claudiomoyano.madrid@educa.madrid.org

Escuela gemela: Northgate Primary School

Dámaso Alonso

Dirección postal: Avda. de Espinela, 1. Madrid. CP: 28021

Tel.: 91 797 06 20. Fax: 91 797 06 20

Email: cp.damasoalonso.madrid@educa.madrid.org

Escuela gemela: Swainby and Potto School

Dionisio Ridruejo

Dirección postal: C/ Zipaquirá, s/n. Madrid. CP: 28033

Tel.: 91 763 91 88. Fax: 91 763 91 88

Email: cp.dionisioridruej.madrid@educa.madrid.org

Doctor Conde Arruga

Dirección postal: C/ Hacienda de Pavones, 105. Madrid. CP: 28030

Tel.: 91 773 23 93. Fax: 91 773 23 93

Email: cp.condearruga.madrid@educa.madrid.org

Escuela gemela: Our Lady of Lourdes Primary School

Doctor Severo Ochoa

Dirección postal: C/ Ezcaray, 3. Madrid. CP: 28032

Tel.: 91 775 27 15. Fax: 91 775 07 11

Email: cp.severoochoa.madrid@educa.madrid.org

Doctor Tolosa Latour

Dirección postal: C/ Los Asturianos, s/n. Madrid. CP: 28038

Tel.: 91 778 47 94. Fax: 91 777 76 79

Email: cp.tolosalatour.madrid@educa.madrid.org

Escuela gemela: Burstled Wood Primary School

Escuelas Aguirre

Dirección postal: C/ Pío Baroja, 4. Madrid. CP: 28009

Tel.: 91 547 18 64. Fax: 91 504 46 83

Email: cp.aguirre.madrid@educa.madrid.org

Eugenio María de Hostos

Dirección postal: Valdevarnes, 26. Madrid. CP: 28039

Tel.: 91 373 63 66

Email: cp.eugeniomariadehostos.madrid@educa.madrid.org

Escuelas Bosque

Dirección postal: Avda. Santo Ángel de la Guarda, 4. Madrid. CP: 28039

Tel.: 91 450 45 05. Fax: 91 459 05 57

Email: cp.escuelasbosque.madrid@educa.madrid.org

Escuela gemela: Valewood Primary

Esperanza

Dirección postal: Andorra, 12. Madrid. CP: 28043

Tel.: 91 300 30 12. Fax: 91 300 30 12

Email: cp.esperanza.madrid@educa.madrid.org

Escuela gemela: Kingsway Primary School

Fernando El Católico

Dirección postal: Fernando el Católico, 16. Madrid. CP: 28015

Tel.: 91 446 92 51. Fax: 91 446 92 51

Email: cp.fernandoelcatolicomadrid@educa.madrid.org

Escuela gemela: Heaton St. Barnabas Primary

Fontarrón

Dirección postal: C/ Arroyo de Fontarrón, 24. Madrid. CP: 28030

Tel.: 91 772 03 78. Fax: 91 772 03 78

Email: cp.fontarron.madrid@educa.madrid.org

Escuela gemela: St.George's Catholic Primary School

Gabriela Mistral

Dirección postal: C/ Mirallos, 3. Madrid. CP: 28050

Tel.: 91 358 65 49

Email: cp.gabrielamistral.madrid@educa.madrid.org

Garcilaso de la Vega

Dirección postal: C/ Trefacio, 18. Madrid. CP: 28043

Tel.: 91 388 20 60

Email: cp.garcilasodelavega.madrid@educa.madrid.org

General Mola

Dirección postal: C/ Príncipe de Vergara, 61. Madrid. CP: 28006

Tel.: 91 563 12 83. Fax: 91 561 38 47

Email: cp.generalmola.madrid@educa.madrid.org

Escuela gemela: Victoria Primary School

Gonzalo Fernández de Córdoba

Dirección postal: C/ Adanero, 3. Madrid. CP: 28024

Tel.: 91 711 36 25. Fax: 91 711 37 85

Email: cp.fernandezdecord.madrid@educa.madrid.org

Escuela gemela: St Clements CE Primary

Gustavo Adolfo Bécquer

Dirección postal: C/ Santa Genoveva, s/n. Madrid. CP: 28017

Tel.: 91 405 15 07. Fax: 91 405 34 98

Email: cp.becquer.madrid@educa.madrid.org

Escuela gemela: Kensal Rise Primary School

Hernán Cortés

Dirección postal: C/ Yébenes, 241. Madrid. CP: 28047

Tel.: 91 717 68 44. Fax: 91 718 04 72

Email: cp.hernancortes.madrid@educa.madrid.org

Escuela gemela: Marpplewells Primary School

Infanta Leonor

Dirección postal: C/ Monasterio de El Pular, 140. Madrid. CP: 28049

Tel.: 91 750 87 88. Fax: 91 750 88 47

Email: cp.infantaleonor.madrid@educa.madrid.org

Isabel la Católica

Dirección postal: Barceló, 2. Madrid. CP: 28004

Tel.: 91 521 78 40. Fax: 91 522 93 93

Email: cp.isabellacatolica.madrid@educa.madrid.org

Escuela gemela: Shaftesbury Junior School

Jaime Balmes

Dirección postal: Sierra de la Solana, 2. Madrid. CP: 28053

Tel.: 91 478 58 84. Fax: 91 477 16 46

Email: cp.jaimebalmes.madrid@educa.madrid.org

Escuela gemela: Lander Road Primary School

Juan de Zaragüeta

Dirección postal: Vía de los Poblados, 17. Madrid. CP: 28033

Tel.: 91 763 08 69. Fax: 91 763 08.69

Email: cp.juanzaragueta.madrid@educa.madrid.org

Escuela gemela: Taxal and Femilee Ce Primary School

La Alameda

Dirección postal: C/ De las Musas, 9. Madrid. CP: 28022

Tel.: 91 741 14 53

Email: cp.lalameda.madrid@educa.madrid.org

Leopoldo Calvo Sotelo

Dirección postal: C/ Castiello de Jaca, 2. Madrid. CP: 28050

Tel.: 685 52 84 80

Email: cp.lepoldocalvosotelo.madrid@educa.madrid.org

Lepanto

Dirección postal: Valderrey, 9. Madrid. CP: 28035

Tel.: 91 316 09 37. Fax: 91 372 82 04

Email: cp.lepanto.madrid@educa.madrid.org

Escuela gemela: Thomas Jolyffe

Luis Cernuda

Dirección postal: Carril del Conde, 64. Madrid. CP: 28043

Tel.: 91 300 27 32

Email: cp.luiscernuda.madrid@educa.madrid.org

Lorenzo Luzuriaga - Monte del Pardo

Dirección postal: Valencia de Don Juan. Madrid. CP: 28034

Tel.: 91 730 59 38. Fax: 91 730 59 38

Email: cp.lorenzoluzuriaga.madrid@educa.madrid.org

Escuela gemela: St Francis Xabier Catholic Primary

Manuel Bartolomé Cossio

Dirección postal: C/ José de Cadalso, 19. Madrid. CP: 28044

Tel.: 91 706 40 98. Fax: 91 706 40 98

Email: cp.bartolomecossio.madrid@educa.madrid.org

María Moliner

Dirección postal: C/ Arcos de Jalón, 34. Madrid. CP: 28037

Tel.: 91 313 39 69. Fax: 91 306 94 63

Email: cp.mariamoliner.madrid@educa.madrid.org

Escuela gemela: Anson Primary School

Mariano José De Larra

Dirección postal: C/ Longares, 11. Madrid. CP: 28022

Tel.: 91 313 37 89. Fax: 91 775 95 74

Email: cp.larra.madrid@educa.madrid.org

Escuela gemela: Coleraine Park Primary School

Martinez Montañes

Dirección postal: C/ Hacienda de Pavones, 223. Madrid. CP: 28030

Tel.: 91 773 88 78. Fax: 91 773 88 78

Email: cp.martinezmontanes.madrid@educa.madrid.org

Escuela gemela: Hallaton Primary School

Meseta de Orcasitas

Dirección postal: C/ Camino Viejo de Villaverde, 1. Madrid. CP: 28041

Tel.: 91 341 30 45. Fax: 91 341 78 61

Email: cp.mesetadeorcasitas.madrid@educa.madrid.org

Escuela gemela: Dunsville Primary School

Mesoneros Romanos

Dirección postal: C/ Pont de Molins, 31. Madrid. CP: 28038

Tel.: 91 303 70 96

Email: cp.mesonerosromanos.madrid@educa.madrid.org

Miguel de Unamuno

Dirección postal: Alicante, 5. Madrid. CP: 28045

Tel.: 91 528 25 54. Fax: 91 528 25 54

Email: cp.unamuno.madrid@educa.madrid.org

Escuela gemela: Long Row Nursery & Primary School

Mirasierra

Dirección postal: La Maso, 22. Madrid. CP: 28034

Tel.: 91 734 56 65

Email: cp.mirasierra.madrid@educa.madrid.org

Monte del Pardo

Dirección postal: Avda. de la Guardia, 19. Madrid. CP: 28048

Tel.: 91 376 06 92. Fax: 91 376 06 36

Email: cp.montepardo.madrid@educa.madrid.org

Escuela gemela: St John's Rishworth

Pablo Picasso

Dirección postal: C/ Ángel Luis de la Herrán, 35. Madrid. CP: 28043

Tel.: 91 382 17 95. Fax: 91 764 62 97

Email: cp.picasso.madrid@educa.madrid.org

Padre Poveda

Dirección postal: Avda. de Alfonso XIII. Madrid. CP: 28002

Tel.: 91 41 511 95. Fax: 91 416 27 81

Email: cp.padrepoveda.madrid@educa.madrid.org

Escuela gemela: Mountfields Lodge Primary School

Parque Eugenia de Montijo

Dirección postal: C/ Jacobinia, 48. Madrid. CP: 28047

Tel.: 91 462 56 53. Fax: 91 461 56 03

Email: cp.eugeniademontijo.madrid@educa.madrid.org

Pasamonte

Dirección postal: Avda. Doctor García Tapia, 47. Madrid. CP: 228030

Tel.: 91 430 53 66. Fax: 91 437 65 35

Email: cp.pasamonte.madrid@educa.madrid.org

Escuela gemela: Southdale C.E. Junior School

Patriarca Obispo Eijo Garay

Dirección postal: López de Hoyos, 40. Madrid. CP: 28006

Tel.: 91 745 02 82

Email: cp.patriarcaobispoeijogaray.madrid@educa.madrid.org

Pi y Margall

Dirección postal: C/ Plaza del Dos de Mayo. Madrid. CP: 28004

Tel.: 91 532 34 20. Fax: 91 523 10 75

Email: cp.piimargall.madrid@educa.madrid.org

Escuela gemela: St. Joseph's RC

Pío Baroja

Dirección postal: C/ Luis de Hoyos Sainz, 82. Madrid. CP: 28030

Tel.: 91 773 96 18. Fax: 91 773 96 18

Email: cp.piobaroja.madrid@educa.madrid.org

Puerto Rico

Dirección postal: C/ Segura, 76. Madrid. CP: 28041

Tel.: 91 341 27 26

Email: cp.piimargall.madrid@educa.madrid.org

Rabindranath Tagore

Dirección postal: C/ Julio Palacios, 35. Madrid. CP: 28029

Tel.: 91 733 23 73. Fax: 91 733 23 73

Email: cp.tagore.madrid@educa.madrid.org

Ramiro de Maeztu

Dirección postal: Serrano, 127. Madrid. CP: 28006

Tel.: 91 561 62 49. Fax: 91 564 70 56

Email: cp.ramirodemaztu.madrid@educa.madrid.org

Escuela gemela: Launde Primary School

Ramón Gómez de la Serna

Dirección postal: Godella, 170. Madrid. CP: 28021

Tel.: 91 797 25 22. Fax: 91 797 25 22

Email: cp.gomezdelaserna.madrid@educa.madrid.org

Rosa de Luxemburgo

Dirección postal: C/ Bardegueral, 16-18. Madrid. CP: 28023

Tel.: 91 357 02 12. Fax: 91 357 06 61

Email: cp.rosaluxemburgo.madrid@educa.madrid.org

Escuela gemela: Redlands Primary School

Rufino Blanco

Dirección postal: C/ General Álvarez de Castro, 46. Madrid. CP: 28010

Tel.: 91 448 40 83. Fax: 91 594 47 01

Email: cp.rufinoblanco.madrid@educa.madrid.org

Escuela gemela: SHaw Wood Primary School

San Cristóbal

Dirección postal: C/ Bravo Murillo, 39. Madrid. CP: 28015

Tel.: 91 448 13 81. Fax: 91 448 02 06

Email: cp.sancristobal.madrid@educa.madrid.org

Escuela gemela: Beaumont Lodge Primary School

San Eugenio y San Isidro

Dirección postal: C/ Enrique García Álvarez, s/n. Madrid. CP: 28031

Tel.: 91 331 23 22. Fax: 91 332 42 20

Email: cp.saneugenio.madrid@educa.madrid.org

Escuela gemela: Edward Wilson Primary School

San Juan Bosco

Dirección postal: Santa Irene, 2. Madrid. CP: 28017

Tel.: 91 405 36 10

Email: cp.sanjuanbosco.madrid@educa.madrid.org

San Ignacio de Loyola

Dirección postal: C/ Abrantes, 1. Madrid. CP: 28025

Tel.: 91 565 19 89. Fax: 91 469 84 61

Email: cp.sanignacio.madrid@educa.madrid.org

Escuela gemela: Woodland View Primary School

San Ildefonso

Dirección postal: C/ Alfonso VI, 1. Madrid. CP: 28005

Tel.: 91 364 39 23. Fax: 91 364 11 70

Email: cp.sanildefonso.madrid@educa.madrid.org

Escuela gemela: Christ Church Junior School

San Juan de la Cruz

Dirección postal: C/ Honduras, 10. Madrid. CP: 28016

Tel.: 91 345 30 44. Fax: 91 350 98 61

Email: cp.sanjuandelacruz.madrid@educa.madrid.org

Escuela gemela: Caterham Preparatory School

Santo Domingo

Dirección postal: C/ San Feliú de Guixols, 76. Madrid. CP: 28038

Tel.: 91 778 52 93

Email: cp.santodomingo.madrid@educa.madrid.org

Valdebernardo

Dirección postal: Tren De Arganda, 9. Madrid. CP: 28032

Tel.: 91 371 35 23. Fax: 91 305 17 73

Email: cp.valdebernardo.madrid@educa.madrid.org

Escuela gemela: Hope Hamilton C of E Primary School

Pedro Duque

Dirección postal: C/ Marmolina, s/n. Madrid. CP: 28032

Tel.: 91 776 23 63. Fax: 91 776 07 11

Email: cp.pedroduque.madrid@educa.madrid.org

Vicálvaro

Dirección postal: C/ Forges, 15. Madrid. CP: 28032

Tel.: 91 776 99 38. Fax: 91 371 84 88

Email: cp.vicalvaro.madrid@educa.madrid.org

Escuela gemela: Salterhebble J&I

Virgen del Cortijo

Dirección postal: Avda. Manoteras, 63. Madrid. CP: 28043

Tel.: 91 766 12 15. Fax: 91 384 44 38

Email: cp.cortijo.madrid@educa.madrid.org

Escuela gemela: Forsbrook Cof E.Controlled Primary School

www.educa.madrid.org

7

University and Research System within the Autonomous Region of Madrid

The Autonomous Region of Madrid plays home to **7 public universities** (including Alcalá, Autónoma, Carlos III, Complutense, Politécnica and Rey Juan Carlos), **6 private universities** (Alfonso X el Sabio, Antonio de Nebrija, Camilo José Cela, Europea de Madrid, Francisco de Vitoria and CEU San Pablo), **one Catholic University** (Pontificia Comillas), the head offices of the distance learning Universidad Nacional de Educación a Distancia (UNED) and the Universidad a Distancia de Madrid (UDIMA), making it the region with the greatest number of students in Spain and one of the greatest in Europe.

The University Information and Advice Centre (*Centro de Información y Asesoramiento Universitario*) provides detailed information on individual universities and the courses they offer.

University Information and Advice Centre (*Centro de Información y Asesoramiento Universitario*)

Alcalá, 30-32

28014 Madrid

Tel: (+34) 91 720 03 68 / 67

Fax: (+34) 91 720 00 19

Opening times: Monday to Friday, from 09:00 to 14:00.

UNIVERSITIES WITHIN THE AUTONOMOUS REGION OF MADRID

Public universities

Universidad de Alcalá	http://www.uah.es
Universidad Autónoma de Madrid	http://www.uam.es
Universidad Carlos III de Madrid	http://www.uc3m.es
Universidad Complutense de Madrid	http://www.ucm.es
Universidad Politécnica de Madrid	http://www.upm.es
Universidad Rey Juan Carlos	http://www.urjc.es
Universidad Nacional de Educación a Distancia (UNED)	http://www.uned.es

Private universities

Universidad Alfonso X El Sabio	http://www.uax.es
Universidad Antonio de Nebrija	http://www.nebrija.com
Universidad Camilo José Cela	http://www.ucjc.es
Universidad Europea de Madrid	http://www.uem.es/
Universidad Francisco de Vitoria	http://www.fvitoria.com
Universidad Pontificia Comillas de Madrid	http://www.upco.es
Universidad Pontificia de Salamanca. Campus de Madrid	http://www.upsam.com
Universidad San Pablo CEU	http://www.uspceu.es
Universidad a Distancia de Madrid (UDIMA)	http://www.udima.es

Further information can be found on the website of the Madrid Space for Higher Education (*Espacio Madrileño de Enseñanza Superior, EMES*): <http://www.emes.es/>

Universidad de Alcalá

Head of the International Relations Service: Fernando García Manzanero

Tel.: (+34) 91 885 4062

e-mail: fernando.gmanzanero@uah.es

Erasmus Programme – Educational agreements / mobility / EILC: Patricia Mangada Cañas

Tel.: (+34) 91 885 41 69

e-mail: socrates.alcala@uah.es

Universidad Autónoma de Madrid**Vice-Dean of International Relations**

Dean's Office. Second floor (2ª entreplanta)

Campus de Cantoblanco. 28049 Madrid

International Relations Office

General Information

Tel.: + 34 91 497 49 89. Fax: + 34 91 497 85 97

e-mail: ori.uam@uam.es

Universidad Complutense de Madrid**International Relations Office**

Real Jardín Botánico-Alfonso XIII

Avda. Complutense s/n. 28040 Ciudad Universitaria

e-mail: rrinter@pas.ucm.es

Opening times: 10:00-14:00

Universidad Politécnica de Madrid

Vice-Dean of International Relations

International Relations Service

Euraxess Local Point

Contact person: D^a María-Nieves Maíllo

Tel: (+34) 91 336 6148. Fax: (+34) 91 336 3664

e-mail: mn.maillo@upm.es

Universidad Rey Juan Carlos**Foreign Students Office**

Contact person: Covadonga González Quijano

e-mail: covadonga.gonzalezquijano@urjc.es

Contact person: Cheng Wang

e-mail: chen.wang@urjc.es

Tel: (+34) 91 488 76 69

Fax: (+34) 91 371 87 75

Universidad Carlos III de Madrid**International Relations Service**

Getafe International Office

e-mail: incoming@uc3m.es

Tel: (+34) 91 624 95 50

Visiting times: Mon-Fri, 11:30-14:00; Mon-Thurs, 16:00-18:00

Leganés International Office

e-mail: info-serint-leganes@uc3m.es

Tel: (+34) 91 624 59 28

Visiting times: Mon-Fri, 12:00-14:00; Mon-Thurs, 16:00-18:00

Universidad Nacional de Educación a Distancia (UNED)**International Relations Office**

C/ Bravo Murillo, 38, 7ª Planta. 28015 Madrid

Tel: (+34) 91 3987430

Fax: (+34) 91 3987497

e-mail: nego-vice-relint@adm.uned.es

Universidad Pontificia Comillas**International Relations Service**

Alberto Aguilera, 23. 4º piso. 28015 Madrid

Tel: (+34) 91 542 2800

Fax: (+34) 91 542 8807

<http://www.sri.upcomillas.es>

Contact person: Carmen González Cupeiro

e-mail: cgonzalez@sri.upcomillas.es

8

European EURAXESS Network

8.1. EUROPEAN SERVICES CENTERS NETWORK. EURAXESS

EURAXESS Services

EURAXESS Services is a network of more than 200 centers located in 35 European countries. If you are a mobile researcher, EURAXESS Services can assist you and your family in every step of your move, starting in your home country and continuing until you have settled in a new one. This free personalised service is here to remove red tape and make your life easier. You will receive comprehensive, up-to-date information, as well as customised assistance on all matters relating to your professional and daily life. A team of well informed staff is at your disposal across Europe. Find a EURAXESS Services Centre near you. Ask for information and customised assistance

EURAXESS Jobs

EURAXESS Jobs is a **free** and **user friendly** job portal.

Researchers can access a large amount of up-to-date information on international vacancies, calls for proposals and funding opportunities. In addition, you can upload your CV easily and quickly to this European database, where it could be consulted by a large number of organizations.

Institutions (research centers, companies, SMEs universities, etc.) are offered the possibility of posting jobs on this Network and finding the best candidate from a bank of European and international researchers. You will be able to consult the database of CVs stored in the system, which has more than 15,000 active entries.

EURAXESS Rights

EURAXESS Rights aims at **better employment and working conditions for researchers** throughout Europe, thereby helping to enhance the attractiveness of European research careers. One of the cornerstones of EURAXESS Rights is the implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, guided by the Human Resources Strategy for Researchers. Other important areas requiring further work are the implementation of the **Scientific Visa Package** and issues related to social security and pensions for (mobile) researchers.

EURAXESS Links

EURAXESS Links is a networking tool for European researchers abroad. It provides information about research in Europe, European research policy, opportunities for research funding, for international collaboration and for trans-national mobility. Membership is free.

The objective of EURAXESS Links is to maintain the link of Europe with European researchers, scientists and scholars abroad thus rendering them an important resource for European research and for stimulating scientific cooperation between Europe and the host countries where they work.

The network is already running in the USA since 2006 and has been launched in Japan in June 2008 and in China in December 2009. The members of the network are informed about European Union research policies and made aware of career opportunities in Europe as well as opportunities for collaboration with Europe.

The multidisciplinary network involves researchers at all stages of their careers and allows them to become well connected amongst themselves and with Europe, ensuring

that they are recognized as an important resource for the European Research Area, whether they remain abroad or choose to return.

Through the success of the network, EURAXESS Links is intended to contribute to the improvement of Europe's position in the global competition for talent, and the reinforcement of research collaboration.

EURAXESS Links focuses on three types of activity: networking of researchers, information dissemination and helping expatriate researchers to collaborate with colleagues in Europe or to return to rewarding careers in Europe. Membership of EURAXESS Links is free.

EURAXESS Links offers the following services:

- The EURAXESS Links website provides targeted information on sources of research funding in Europe, research career opportunities in Europe and conferences and training courses.
- A regular flow of information to EURAXESS Links members, including email alerts signaling mainly job, funding and collaboration opportunities.
- Occasional meetings and events involving EURAXESS Links members.
- Organization of an annual Career Fair in collaboration with the European Union's Member States to provide a forum for researchers to meet with European research funding agencies and employers, both public and private;
- Production of an electronic newsletter with articles specifically of interest to the European science community abroad. This includes information on relevant calls for proposals and career opportunities in Europe (at Member State and European Union level), as well as articles about R&D; breakthroughs and policy developments; on-going international collaboration activities; news about members, etc.;
- Organization of regular networking meetings and events for EURAXESS Links members;

- Organization of information/training workshops to provide guidance on the application process for those applying for EC grants (particularly Marie Curie actions and European Research Council grants).
- Addition of networking features to the EURAXESS Links website. These include a bulletin board where members can post information; chat rooms to allow networking to flourish; an annual poster yearbook where members can post their year's best poster once a year;

8.2. EURAXESS IN THE AUTONOMOUS REGION OF MADRID

EURAXESS SERVICES CENTRES IN MADRID

The Region of Madrid has belonged to the **European Mobility Services Network (EURAXESS-Services)** since 2005 through its *Fundación madri+d para el Conocimiento*. This has led to the creation of the **Madrid Support Hub for Researchers in Motion (Nodo Madrileño de Apoyo a la Movilidad de Investigadores)**, intended for both Madrid and foreign researchers, with the support of **Local Contact Points (Puntos de Contacto Local, or LoCP)**.

Contact details

Fundación madri+d para el Conocimiento

Mobility website: <http://www.madrimasd.org/Investigadores/Movilidad/default.asp>

e-mail: movilidad@madrimasd.org

Contact person: Jesús Rojo

Tel: (+34) 91 781 65 72

General website: www.madrimasd.org

LOCAL CONTACT POINTS (LoCP) IN THE AUTONOMOUS REGION OF MADRID

LoCPs are essentially institutions, such as universities, public research bodies and associations, that offer researchers local and face-to-face mobility services. The Madrid network features eight local contact points: Universidad a Distancia de Madrid (UDI-

MA), Universidad Politécnica de Madrid (UPM), IMDEA Nanociencia, IMDEA Agua, IMDEA Materiales, IMDEA Alimentación, IMDEA Networks and Agencia Lain Entralgo.

LIST OF LOCAL CONTACT POINTS IN THE AUTONOMOUS REGION OF MADRID

IMDEA NANOCIENCIA



Fundación IMDEA Nanociencia was created in February 2007 following an agreement between the President of the Autonomous Region of Madrid, Esperanza Aguirre, and the Minister for Education and Science, Mercedes Cabrera (currently headed by the Spanish Ministry for Science and Innovation). The aim of the initiative is to manage a new type of research institution, namely the Madrid Institute for Advanced Studies in Nanoscience (*Instituto Madrileño de Estudios Avanzados en Nanociencia*, shortened to IMDEA Nanociencia).

The arrival of IMDEA Nanociencia stems from a firm belief on the part of the Spanish government that the country needs an institution capable of:

- attracting scientific talent from all corners of the world;
- organising researchers flexibly in multi-disciplinary groups able to compete internationally on topical issues;
- forging and shaping a new model of transferring technology in relation to innovative companies;
- training scientists and technicians in nanotechnology and raising awareness of the valuable role that nanotechnology can play in creating a new growth model for Spain;
- coordinating national action in nanoscience and nanotechnology.

The results obtained in this three-year period have been promising:

- IMDEA-Nanociencia has already recruited over 40 researchers from universities such as Cambridge, Yale, Milan Polytechnic and Beijing. The recruitment process took the form of three international invitations for applications, which were assessed by the External Science Committee.

- IMDEA-Nanociencia groups have published over 200 scientific articles in numerous top-tier magazines, such as Nature Nanotechnology, Nature Chemistry, Science, Physical Review Letters and Nanoletters, and have similarly applied for three patents.
- Various European projects have been secured, and contracts signed with companies in a wide range of different fields, including the aerospace, construction, automotive, food and energy sectors.
- Construction work on the head offices of Instituto IMDEA-Nanociencia, located on Campus Cantoblanco, will be completed in 2011.
- IMDEA-Nanociencia is helping to develop the UAM+CSIC Campus for Excellence, by creating coordination and technology transfer structures.

Research programs at IMDEA Nanociencia

- Program 1. Molecular Nanoscience
- Program 2. Scanning Probe Microscopies and Surfaces
- Program 3. Nanomagnetism
- Program 4. Nanobiosystems: Biomachines and Manipulation of Macromolecules
- Program 5. Nanoelectronic and superconductivity
- Program 6. Semiconducting Nanostructures, Nanoacoustics and Nanophotonics
- Horizontal Program on Nanofabrication and Advanced Instrumentation

Contact details

María Jesús Villa, *Head of Institutional Relations*

Science Department. Módulo C-IX, 3^a planta

Avda. Fco. Tomás y Valiente, 7

Ciudad Universitaria de Cantoblanco

28049 Madrid

Tel: (+34) 914 976 851. Fax: (+34) 914 976 855

e-mail: marije.villa@imdea.org

www.nanociencia.imdea.org

IMDEA WATER



IMDEA Water Institute (*Instituto IMDEA Agua*) belongs to a network of research centres promoted by the Regional Government of Madrid. The Institute is acknowledged by the European Commission, and bears the Seal of Excellence in human resource management for researchers.

The institute gathers and shares knowledge from experimental, legal and social sciences as well as engineering with the aim of generating the multi-disciplinary relations and interactions required to tackle the pressing issue of water management in the twenty-first century. Moving beyond mere technological development and innovation, research on water management is geared towards streamlining public and private decision-making processes. IMDEA Agua therefore emphasises the link between water, public services, the economy and government bodies.

As the training of scientists and professionals is also a key issue for IMDEA Agua, the institute organises and collaborates with PhD, master's and other training programmes, thus channelling back into society the human resources that helped to create and continue to sustain the Institute.

The aim of IMDEA Agua is to provide research capacities, technological development and innovation in the field of water technologies, conducive to:

- conducting internationally outstanding scientific research;
- conducting high quality and outstanding research, focused on and driven by the real needs of society, and aimed above all at improving the state of technology and the competitiveness of companies operating within the Autonomous Region of Madrid;
- strengthening collaboration and cooperation with business sectors involved in water use and technology;
- creating a framework to help attract researchers with an international background, creating or using the necessary infrastructures and equipment to ensure that Madrid engages in competitive international research;
- ensuring the availability of technologies that effectively guarantee tangible results in the mid/long term;
- making better use of research results;
- acting as observatory to monitor the research conducted in these areas, and prospecting new horizons;

- encouraging the involvement of civil society, deploying resources to benefit Madrid-based universities, public research bodies and innovation and technology centres;
- helping to train researchers and technicians in collaboration with the relevant academic institutions;
- teaching postgraduate programmes through agreements with the relevant academic institutions.

Contact details

Juana Sanz García, *Coordinator of R&D+i Project Management*

C/ Punto Net, 4, Edificio ZYE, 2ª Planta,

28805 Alcalá de Henares. Tel: (+34) 918 305 962

e-mail: juana.sanz@imdea.org

www.agua.imdea.org

IMDEA FOOD



IMDEA Food Institute (*Instituto IMDEA Alimentación*) belongs to a network of research centres promoted by the Regional Government of Madrid. The institute is adhered to the European Charter for Researchers and to the Code of Conduct for the

Recruitment of Researchers. By adhering to this Recommendation of the European Commission, IMDEA Food Institute wishes to create a suitable framework for all its researchers, the ultimate aim being to help entice and attract researchers and enhance the appeal of a career in research within the European Research Area.

IMDEA Food Institute is committed to excellence in research and to fostering the transfer of technology to the industrial sector in a truly international environment, with the aim of helping to improve people's health and the competitiveness of the food sector.

As the training of scientists and professionals is also a key issue for IMDEA Food, the institute organises and collaborates with PhD, master's and other training programmes, thus channelling back into society the human resources that helped to create and continue to sustain the Institute.

The aim of IMDEA Food Institute is to provide research capacities, technological development and innovation in the field of food science and technology, conducive to:

- conducting **internationally outstanding scientific research**;
- conducting **high quality and outstanding research**, focused on and driven by the real needs of society, and **aimed above all else at improving the state of technology and the competitiveness of companies** operating within the Autonomous Region of Madrid;
- strengthening **collaboration and cooperation with business sectors** involved in food science and technology;
- creating a framework to help **attract researchers with an international profile**, creating or using the necessary infrastructures and equipment to ensure that Madrid engages in competitive international research;
- ensuring the **availability of technologies** that effectively **guarantee tangible results** in a mid/long term;
- making **better use of research results**;
- acting as **observatory to monitor the research** conducted in these areas, and prospecting new horizons;
- encouraging the **involvement of civil society**, deploying resources to benefit Madrid-based universities, public research bodies and innovation and technology centres;
- helping to **train researchers and technicians** in collaboration with the relevant academic institutions;
- teaching **postgraduate programmes** through agreements with the relevant academic institutions.

Contact details

Address: Edificio CLAUD - PCM

C/ Faraday, 7, 1ª planta D1.06

Ciudad Universitaria de Cantoblanco.

Ctra. de Colmenar Km. 15, 28049 Madrid (Spain)

Tel: (+34) 91 279 69 60

e-mail: contacto.alimentacion@imdea.org

www.alimentacion.imdea.org

IMDEA MATERIALS



IMDEA Materials Institute conducts outstanding research and is heavily involved in technology transfer in materials science and engineering.

It aims to attract talented researchers from all levels (senior, junior, post-doctoral and pre-doctoral) to carry out outstanding research and transfer knowledge within a truly international environment.

Facilities



- State-of-the-art research laboratories and facilities
- Multidisciplinary research environment
- Support staff
- Efficient and flexible management structure
- Flexible pay scheme

Research positions:

- Senior researchers
 - Internationally renowned by the international research community
 - Experience as head of research groups
 - Successful track record at securing funding
- Junior researchers
 - Scientific reputation in keeping with their age
 - Potential to develop an independent research group
 - International exposure
- Pre- and post-doctoral researchers

- Associate researchers
 - Researchers from universities or research centres (from Spain or abroad) who join IMDEA Materials Institute at senior or junior level and hold a double appointment at both institutions.

Research areas

Applied research

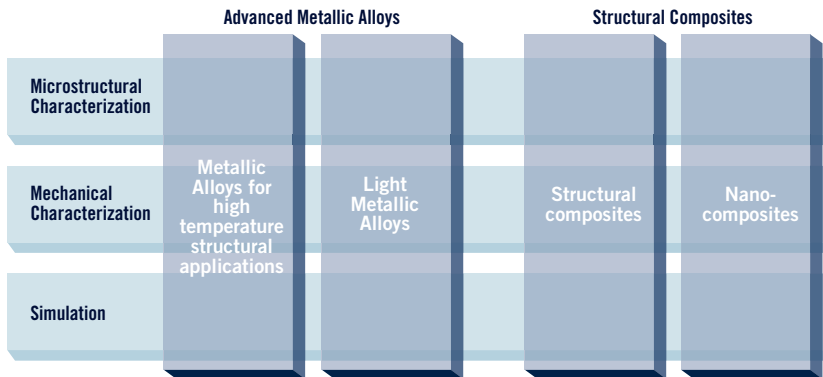
(pursuing the mid-term interests of industrial partners).

- Processing techniques, design and application of advanced structural materials in the aerospace, automotive and energy generation sectors.

Core research

Lines of research on the forefront of scientific knowledge and technological research directly supporting the lines of applied research on the path to providing long-term technological leadership.

- Hybrid structural materials on different scales of integration
- Smart structural materials
- Tailored materials (biomimetics, microstructural optimisation, self-assembly)



Research laboratories

- Processing of nanocomposites
- Processing of advanced structural materials
- Chemical and microstructural characterisation
- Micro- and nano-mechanics
- Mechanical characterisation
- Computational materials science

Contact details

E.T.S. de Ingeniería de Caminos

C/ Profesor Aranguren, s/n. 28040, Madrid

Tel: (+34) 91 549 34 22

Fax: (+34) 91 550 30 47

www.materiales.imdea.org

e-mail: contacto.materiales@imdea.org

IMDEA NETWORKS



Institute IMDEA Networks is a research institute backed by the Regional Government of Madrid and the European Union. The Institute brings together young internationally renowned scientific researchers to develop cutting-edge science and technology in the field of networks. In order to ensure a truly international perspective, the institute's working language is English. A firm believer in the need for interdisciplinary collaboration, the Madrid-based institute works in partnership with leading businesses and scientists from around the globe. By generating new knowledge and understanding through its activities, the Institute supports the continued development of Madrid and Spain as a centre for international scientific and technological research.

IMDEA (Madrid Institute for Advanced Studies) is an institutional framework promoted by the Regional Government of Madrid.

Within this framework, Institute IMDEA Networks conducts research of the highest standard and promotes the transfer of communication network technologies.

The institute has the following strategic goals, which reflect the objectives presented by Madrid's Fourth Regional Plan for Scientific Research and Technological Innovation (PRICIT - Plan Regional de Investigación Científica e Innovación Tecnológica):

- transfer technology to Spanish industries, in order to improve their capacity for innovation and competitiveness;
- transfer technology to spin-off companies, enabling them to launch new products and services on the global market;
- conduct outstanding research in the field of computer network engineering;
- attract and retain the finest human capital with the aim of internationalising research within the Region of Madrid;
- champion interdisciplinary collaboration and create a dynamic, agile, liberal, non-interventionist environment that contributes to the well-being of Madrid and Spain.

Our values

A culturally-diverse team, such as Institute IMDEA Networks, needs goals, but must also share values that transcend our social, religious and other cultural differences. These values serve to unify us by defining how we conduct ourselves, both as part of the team and in our dealings with others. Our core values will remain constant and will be promoted actively within the Institute:

- To be open to the new
- To respect individual brilliance
- To value diversity
- To work collaboratively
- To think positively
- To innovate continuously
- To act with integrity
- To compete sportingly across the globe
- To listen well and speak clearly
- To enjoy our work

Areas of research

Institute IMDEA Networks identifies and addresses major scientific and engineering challenges in computer networking. The nature of these challenges changes with ever-increasing rapidity. To ensure the relevance of our research activities, we continuously adjust our research agenda to stay at the forefront of technological innovation. We organize our scientific activities into research areas that reflect our current working priorities, ensuring sufficient flexibility to allow us to respond to emerging technological challenges. The research mission of our institute also adapts to the strengths of our growing research team and our external collaborators. Currently, our research is focusing on the following three general areas:

- Network protocols and algorithms
- Wireless networks
- Energy efficient networks

Contact details

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Fax: (+34) 91 481 69 65

e-mail: info.networks@imdea.org

www.networks.imdea.org

UNIVERSIDAD POLITÉCNICA DE MADRID



POLITÉCNICA

Universidad Politécnica de Madrid (UPM) was founded back in 1971, fusing together all the Spanish polytechnics (*Escuelas Técnicas Superiores*) existing at that time, which previously belonged to the Spanish Instituto Politécnico Superior. In 1972, the university also engulfed the so-called university colleges (*Escuelas Universitarias*). UPM currently embraces 10 Spanish polytechnics (*Escuelas Técnicas Superiores*), 1 IT Department, 1 Physical Education and Sports Sciences Department, 1 Spanish higher education polytechnic (*Escuela Politécnica de Enseñanza Superior*), 8 university schools (*Escuelas Universitarias*), 1 educational sciences institute, 3 affiliated centres and 5 university research institu-

tes. The university's teaching and research activity is articulated through no less than 111 different departments.

Contact details

Contact person: María-Nieves Maíllo

Vice-Dean for International Relations

Tel: (+34) 91 336 61 48

Fax: (+34) 91 663 3664

e-mail: mn.maillo@upma.es

UDIMA



Universidad a Distancia de Madrid (UDIMA) is an innovative, flexible, highly personalised and approachable distance learning university. Doing away with the need for actual classroom presence, students can attend classes from the comfort of their own

home, from work, or from any other location with an Internet connection, without any kind of time-related or geographic constraints. Classes are given through an on-line campus available 24 hours a day, 365 days a year, thus providing educational services to those who for one reason or another are unable to attend more traditional *in-situ* training.

One of the hallmarks of UDIMA is its commitment to free open-source software, and the university leads the way in the development of new methodologies and tools based on information and communication technologies (ICTs) in the field of educational applications. This educational and technical progress has enabled the university to humanise and personalise its on-line services, while paving the way for constant communication between tutor and student, simplifying and streamlining training processes and helping to overhaul the concept of learning.

UDIMA offers the new-generation, post-reform degree qualifications, as officially endorsed under the Bologna Process, which will ensure that your qualifications are fully recognised in all EU countries.

Contact details

Universidad a distancia de Madrid (UDIMA)

Camino de la fonda, 20. 28400 Collado Villalba

Tel: (+34) 918 56 16 99

Fax: (+34) 918 56 16 97

Contact person: pedro.aceituno@udima.es

Contact person: marta.garcia@udima.es

AGENCIA LAIN ENTRALGO



The Pedro Laín Entralgo Agency for Training, Research and Healthcare Studies of the Autonomous Region of Madrid (*Agencia Laín Entralgo*) is officially

entrusted with the task of promoting, organising, coordinating, managing, evaluating and accrediting all health science training and research activities in the Autonomous Region of Madrid. To such end, the agency rolls out initiatives to improve the training of healthcare workers, while enhancing scientific research and innovation in the specific field of biomedicine. The agency was created as a public body attached to the Regional Department of Health by virtue of Health Regulation Act 12 of 21 December 2001 (*Ley 12/2001*), applicable throughout the Autonomous Region of Madrid.

Contact details

Contact person: Ana María Tardón Ibáñez

e-mail: ana.tardon@salud.madrid.org

9

Useful information

Barajas Airport

Tels.: (+34) 902 35 35 70
(+34) 91 305 83 43
(+34) 91 305 83 45

Madrid City Council (Ayuntamiento de Madrid)

Tel.: 010

Fire Brigade

Tel.: 080

Region of Madrid

Tel.: 012

Traffic updates (Estado de las carreteras)

Tel.: (+34) 900 12 35 05

Emergencies

Tel.: 112

All-night chemist's

Tel.: 098

Municipal police

Tel.: 092

National police

Tel.: 091

Radio taxi

Tels.: (+34) 91 447 51 80
(+34) 91 405 55 00

Independent Radio taxi

Tel.: (+34) 91 405 12 13

RENFE rail enquiries

Tel.: (+34) 902 24 02 02

Taxi service for people with reduced mobility

Tels.: (+34) 91 547 86 00
(+34) 91 445 90 08

Public transport

Tels.: (+34) 91 580 42 60 / 012

Urgencias médicas graves

Tel.: 061

Sistema Informativo de Transportes de la Comunidad de Madrid

www.ctm-madrid.es

Tel.: 012

Post Office

PASEO DEL PRADO, 1
28014 MADRID (MADRID)
Tel: (+34) 91 523 06 94
Fax: (+34) 91 523 92 22

Líneas

- 1 PINAR DE CHAMARTÍN / VALDECARROS
- 2 VIZCAYA / CUARTO CAMINOS
- 3 VILLAVEVER ALTO / MONCLOA
- 4 ARGÜELLES / PINAR DE CHAMARTÍN
- 5 ALAMEDA DE OSUNA / CASA DE CAMPO
- 6 CIRCULAR
- 7 HOSPITAL DEL HENARES / PITIS
- 8 NUEVOS MINISTERIOS / AEROPUERTO
- 9 MIRASIERRA / ARGANDA DEL REY
- 10 HOSPITAL INFANTA SOFÍA / PUERTA DEL SUR
- 11 PLAZA ELÍPTICA / LA FORTUNA
- 12 METROSUR
- OPERA / PRINCIPE PÍO

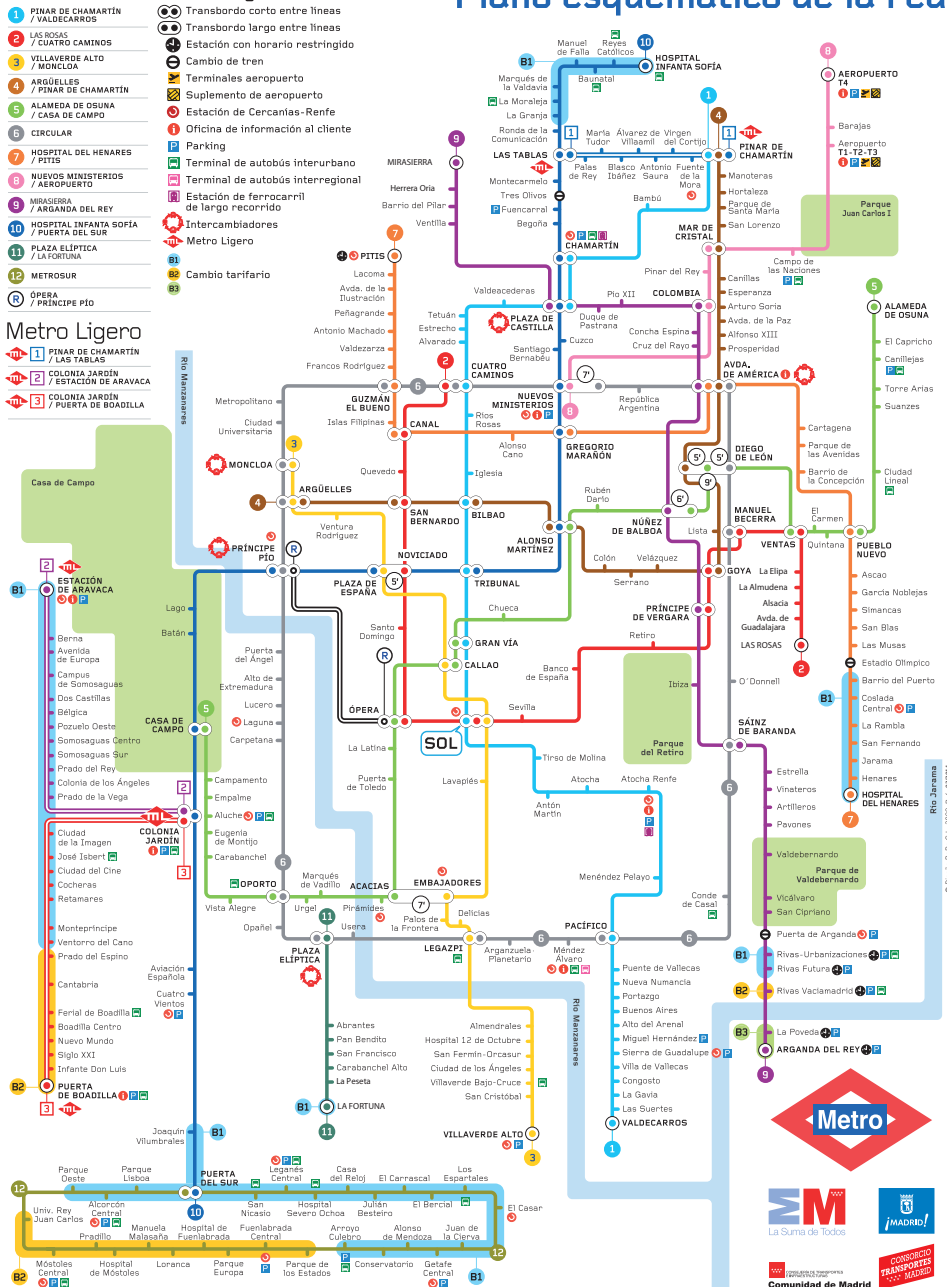
Metro Ligero

- 1 PINAR DE CHAMARTÍN / LAS TABLAS
- 2 COLONIA JARDÍN / ESTACIÓN DE ARAVACA
- 3 COLONIA JARDÍN / PUERTA DE BOADILLA

Simbología

- ⊕ Transbordo corto entre líneas
- ⊖ Transbordo largo entre líneas
- ⌘ Estación con horario restringido
- ↔ Cambio de tren
- ✈ Terminales aeropuerto
- ✈ Suplemente de aeropuerto
- Ⓜ Estación de Cercantías - Renfe
- ℹ Oficina de información al cliente
- P Parking
- Terminal de autobús interurbano
- Terminal de autobús interregional
- Estación de ferrocarril de largo recorrido
- Intercambiadores
- Metro Ligero
- B1 Cambio tarifario

Plano esquemático de la red



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Red de Cercanías en las Zonas del Abono Transportes del Consorcio Regional de Transportes de Madrid



RED DE CERCANÍAS



C-2 Guadalajara - Atocha - Chamartín

C-3 Chamartín - Sol - Atocha - Aranjuez

C-3a Pinto - San Martín de la Vega

C-4 Parla - Atocha - Sol - Chamartín - Alcobendas - San Sebastián de los Reyes / Colmenar Viejo


C-5 Móstoles-El Soto - Atocha - Fuenlabrada - Humanes

C-7 Alcalá de Henares - Atocha - Chamartín - Príncipe Pío - Atocha - Chamartín / Fuente de la Mora

C-8 Atocha - Chamartín - Villalba - El Escorial / Cercedilla


C-9 Cercedilla - Cotos

C-10 Villalba - Príncipe Pío - Atocha - Chamartín - Fuente de la Mora


 Correspondencia entre líneas de Cercanías


 1 Enlace con línea de Metro


 2 Enlace con línea de Metro Ligero


 Estación de autobuses interurbanos

 Línea de Metro al Aeropuerto

 Aparcamiento de disuasión gratuito

 Aparcamiento de disuasión de pago

 Trenes cívicos a Chamartín

 Zonas Tarifarias Cercanías Madrid

(*) Para estas estaciones es preciso la tarjeta E1 del Consorcio de Transportes

editor

Fundación madri+d para el Conocimiento

graphic design

base 12 diseño y comunicación

D.L.

M-44.493-2011

Practical guide for

foreign researchers

2010-11

moving to the Autonomous Region of Madrid

