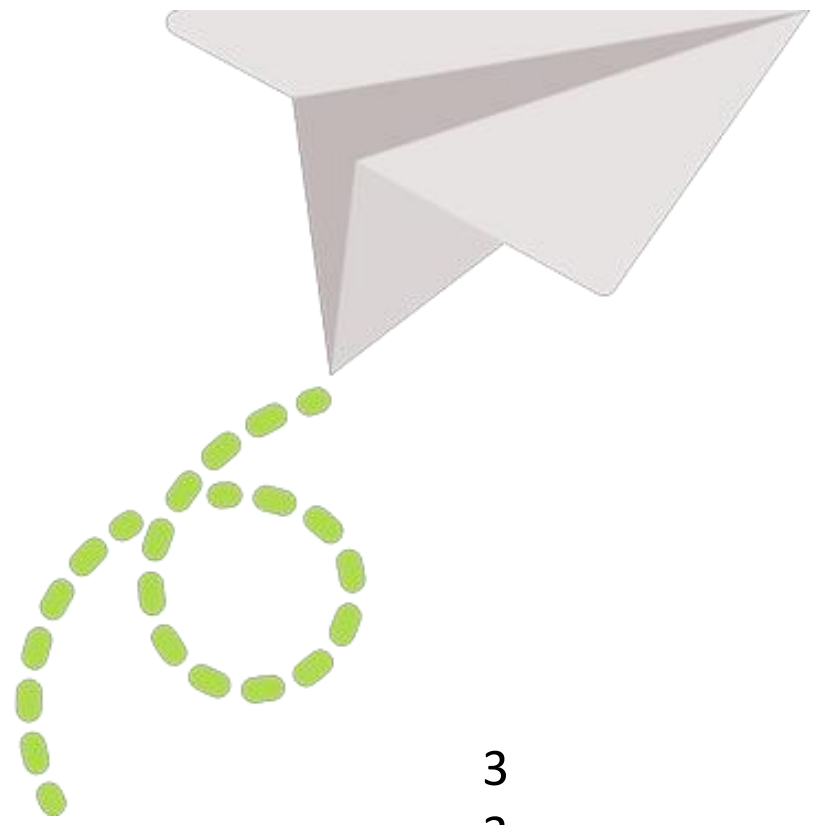


# Onboarding Welcome!

## Extremadura (España)



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## WELCOME & BRIEF HISTORY

### WELCOME TO SPAIN and more specifically... to EXTREMADURA!

The region of Extremadura, located in the southwest of Spain, borders Portugal. It is one of the largest regions in Europe.

Extremadura is divided into two provinces:

- Cáceres, in the north
- Badajoz, in the south



The capital of the region is Mérida. Although it is not commonly known, you will be living in a region with **one of the most outstanding historical heritages on the Iberian Peninsula**. Both Cáceres and Mérida have obtained the privilege of being recognised as World Heritage Cities by **UNESCO**.

We recommend that you take advantage of your leisure time to get to know our region. To whet your appetite, we are going to tell you a little about the city in which you are going to live.

#### CÁCERES



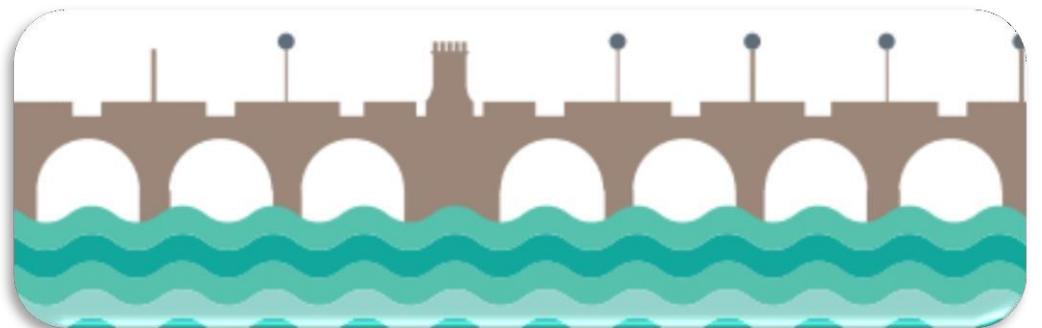
The urban area of Cáceres is a privileged enclave of monuments. It is the capital of Upper Extremadura and is proud of its rich cultural *heritage*, the excellent state of conservation led to its declaration as a **National Monument** in 1949 and its proclamation by **UNESCO as a World Heritage Site in 1986**. Cáceres is also the **Third Monumental Ensemble of Europe** which was awarded by the Council of Europe and is part of tourist networks such as the **World Heritage Cities of Spain, Jewish Quarters and Silver Route**. This city has been the setting for numerous series and films, such as *Game of Thrones*, *Romeo and Juliet* or *The Cathedral of the Sea*, which have allowed Extremadura's great historical and artistic treasures to be shown to the world.

Cáceres has approximately 96,100 inhabitants and is a city where you can find everything you need. There are shopping centres, supermarkets, local shops, bars, restaurants, and a wide variety of events that make it easy to enjoy the city.

As we don't want to leave behind the rest of the cities that make up our district, we are going to tell you a little about each of them...

#### BADAJOZ

This is largest city of Extremadura based on three geopolitical points. These are the Guadiana River, the *Cerro de La Muela* or *Cabezo del Monturio* (the hill on which the Arab Alcazaba stands), and Portugal, an unavoidable reference point for the existence of Badajoz and the determination of its most authentic signs of identity.



The capital of Badajoz is the most important economic, cultural, and service centre in the southwest of the peninsula, and the focal point for all the territories included in the Madrid-Seville-Lisbon triangle. Badajoz is Arab and Christian, military and religious, bordered and Guadianero. A hinge between Spain and Portugal. It is historic and modern, industrial and artisan, castizo and cosmopolitan, hospitable and welcoming, friendly and tolerant. It is always active... and always open to visitors.

## MERIDA

The Capital of Roman Lusitania, was recognised as a **World Heritage Site** for its archaeological wealth and has been a **World Heritage Site since 1993**.

The large number of sculptures, as well as the grandeur and importance of its monuments, make it the **most important archaeological centre of the Roman period in the Peninsula**.

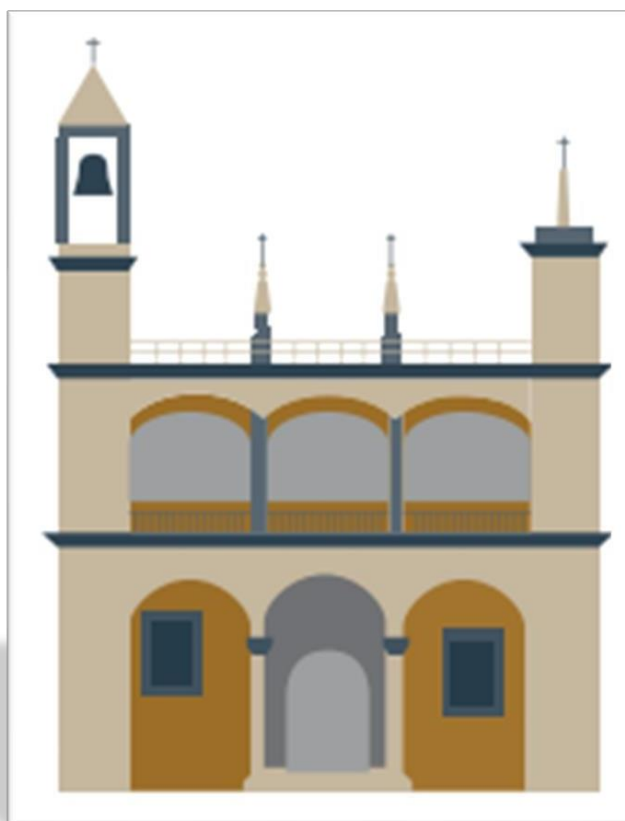


On the outskirts of the city are remains of its Roman past, such as a **circus, amphitheatre, and theatre**, which is the most sumptuous of the eighteen Roman theatres found in Spain.

The remains of temples and the famous **Trajan's Arch** have been found. The city has become a growing industrial and service centre. **Since February 1983 it has been the capital of the Autonomous Community of Extremadura**.

## PLASENCIA

Located in the north of the province of Cáceres, on the Silver Route and on the banks of the river Jerte, it was conceived as a fortress and is known for its old quarter. Plasencia is a welcoming, bold, and dynamic city characterised by its **natural setting**. In its surroundings we find natural paradises such as the **Jerte Valley, La Vera, the Ambroz Valley, Las Hurdes, Monfragüe, the Alagón Valley and the Sierra de Gata**.



# COMMITMENT TO RENEWABLE ENERGY SOURCES

Extremadura produces one out of every four GWh of photovoltaic solar energy in Spain.

Extremadura closed 2022 with a total of 1,480 new MW of solar photovoltaic technology, 38.3% more than it had in 2021, making it the only region in our country reaching more than half (50.5%) of its installed capacity.

This is some of the data included in the Spanish Electricity System Report 2022 and the Renewable Energies Report 2022; Red Eléctrica. Documents that include the main magnitudes of the sector in our country.

**These figures for 2022 show that Spain is the European Union's renewable energy driver.** Everything points to the fact that, thanks to the efforts made last year, 2023 will be a great year for the ecological transition in which our country is immersed.

According to the current report presented by Red Eléctrica, 80.8% of Extremadura's generation fleet is renewable. Hydro, with 21.5% of the installed MW, being the second in its category, only surpassed by solar photovoltaic. Nuclear, with 19.1%, is in third place.

In terms of electricity production, **Extremadura has consolidated its leadership as the region that contributes the most photovoltaic solar energy to the national electricity system** with a total of 6,952 GWh. One out of every four GWh produced with photovoltaic panels in our country comes from Extremadura. This technology, of which generation has grown by 40.8% in 2022 compared to 2021, reached the second position in the regional mix with a share of 26.5% of the total. This was only surpassed by nuclear with 61% and followed by solar thermal (6%), hydro (4.7%) and other technologies, which obtained a share of 1.7%.

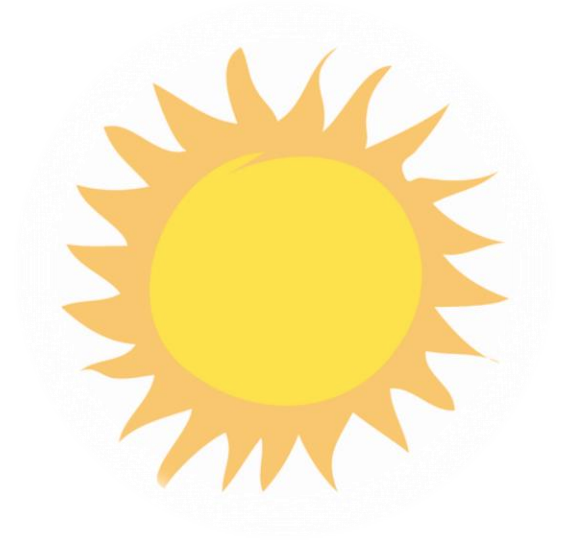
A total of 26,247 GWh were generated in Extremadura in 2022, 6.3% more than in the previous year, representing 9.5% of the national production. Of all the energy generated in the region, 38.7% corresponds to renewable sources.

Extremadura was also the leader in electricity production free of CO2 equivalent emissions (greenhouse gases), which accounted for 99.8% of its total generation structure.

The autonomous region's electricity demand in 2022 was 4,860 GWh, 3.9% less than in the previous year, and accounted for 1.9% of the total in Spain.

# WEATHER AND DAYLIGHT IN SPAIN

The climate of Extremadura is characterised by its irregular temperature and rainfall. It has a Mediterranean climate, although it is influenced by its proximity to the Atlantic and the characteristics of being an inland region. Temperatures rise from north to south, with average temperatures ranging from 5°C in the coldest month to 26-30°C in the hottest months. Summers are hot and dry; winters are mild and humid.



The hours of daylight in Extremadura are approximately:

<b>January: 08.45 - 18.10</b>	<b>March: 07.20 - 19.40</b>
<b>July: 07.00 - 21.55</b>	<b>November: 07.50 - 18:20</b>

Remember that we are in UTC+1 (Universal Coordinated)  
That's Central European Time, we are one hour ahead of the UK  
(London-Greenwich) and Portugal



# PRACTICAL INFORMATION



## TRANSPORT

The best way to get to Cáceres, Badajoz, Mérida or Plasencia is to fly to the airports of Badajoz, Madrid, Seville (all Spain) or Lisbon (Portugal) and then travel by **bus, train, private car or even Blablacar**. To find information about flights, timetables, and fares, etc., you can consult the following pages:

SPANISH AIRPORTS	<a href="http://www.aena.es">www.aena.es</a>
PORTUGUESE AIRPORTS	<a href="http://www.ana.pt">www.ana.pt</a>
BUSES TO EXTREMADURA	<a href="http://www.avanzabus.com">www.avanzabus.com</a> <a href="http://www.mirat-transportes.es">www.mirat-transportes.es</a>
TRAINS TO EXTREMADURA	<a href="http://www.renfe.com">www.renfe.com</a>

## HOW DO I GET TO THE WORKPLACE?

In Cáceres we have **urban public transport** (buses), and this service offers the opportunity to purchase special travel cards, a *bonobús*, or monthly cards. These cards are cheaper and can be recharged online. To purchase them you can visit the website of the companies that manage these services, at Cáceres <https://caceres.vectalia.es/>. Below you will find details of the cost of the different passes and where and when they can be topped up.

**MONTHLY PASS:** unlimited travel for one month €29



This is a **temporary pass that entitles the holder to travel on all urban transport lines on a personal and non-transferable basis**, for a period that coincides with the **calendar month**. It is valid for the cardholder, although there is no limit on the number of journeys, so a personalised card with a photo and personal details of the user must be made up in advance.

**Purchase and refill:** *Avenida de la Hispanidad, n 61. 10005 Cáceres*

**REGULAR TICKET:** €1.10



This is a voucher on an **anonymous, non-personalised card**, which for **€1.10** allows a single free transfer between buses on different lines for **75 minutes** after the first use. The card can be obtained at the customer service office, without the need to provide any documentation, and can be recharged on the bus, at the office and on the Internet.



**SPECIAL LARGE FAMILY VOUCHER: €0.40 per trip**

The price of the card is **€2.25**



**GENERAL LARGE FAMILY VOUCHER: €0.64 per trip**

The price of the card is **€2.25**



Both Large Family cards are valid only for the **holder**, provided they **meet the requested requirements**, and therefore requires a personalised card to be made up with a photo and personal details of the user. The use of the card by a person other than the cardholder will lead to the withdrawal of the card and a possible penalty.

**Purchase and refill: Avenida de la Hispanidad, n 61. 10005 Cáceres**

**YOUTH VOUCHER (valid until 31/12/2023):**

The price of the card is **€2.25**

For use by **children under 16 years of age**, free of charge for a period of 7 months from 01/06/2023 until 31/12/2023. It is necessary to carry a valid ID card or document valid in Spanish territory according to the criteria of the FNMT (i.e., Foreigner's Card, Driving Licence, Spanish Passport, *Schengen* Visa, EU Residence Permit, Travel Documents).



It is requested at the Customer Service Office by appointment. You must bring a completed application form, a recent passport-sized photo, and a valid ID card or valid document in accordance with the above criteria.

**It does not need to be recharged.** The expiry date is on the 16th birthday of the user or on 31 December 2023.

**BONOBUS: Ten journeys: €8**



The price of the card is **€1.10**

This is an **anonymous card** that is provided at the Customer or User Service Office and no documentation is required to obtain it, it is delivered on the spot with a minimum recharge of €8.

Top-ups can be made at the Customer Service Office located at *Avenida de la Hispanidad, nº 61* and on board the buses. You can also top up on the website <https://caceres.vectalia.es/login/>.

## DRIVING IN SPAIN

If you are European, your valid **EU driving licence** will suffice. If you are from outside of Europe, we recommend that you get an international driving licence before coming to Spain.

Speed limits (speed cameras are common):

- on motorways 120kmph
- on roads 90kmph
- in town between 30kmph and 50kmph



**WARNING!**

It is important to bear in mind that we **drive on the right** side of the road in Spain. It is also **prohibited** to use **mobile phones and eat** whilst driving.





# ACCOMMODATION IN CÁCERES

Finding accommodation in Cáceres is relatively easy. Furthermore, it is not expensive to live in Extremadura in general. You have all the conveniences of a big city, but in a small environment.

An entire flat can cost €500-€650 per month plus water, electricity, gas, and internet bills. In most cases the flats are rented fully furnished, even with a washing machine. In all flats you must pay a deposit and sign a rental contract. Please note that the first month will be more expensive than the rest.

Here are some websites that can help you in your search for a flat:

<https://www.idealista.com/en/>

<https://www.fotocasa.es/en/>

<https://www.tucasa.com/alquiler/viviendas/caceres/>

<https://www.pisos.com/>



# USEFUL TELEPHONE NUMBERS

Here are some important phone numbers to keep in mind:

USEFUL TELEPHONE NUMBERS	
EMERGENCY SERVICES	112
LOCAL POLICE	092
NATIONAL POLICE	091
CIVIL GUARD	062
CÁCERES FIRE BRIGADE	080
AMBULANCES - EMERGENCIES	061
MUNICIPALITY OF CÁCERES	927 255 800
CIVIL PROTECTION	927 749 000
REPSOL BUTANE / REPSOL GAS - BREAKDOWNS	901 121 212
BADAJOS AIRPORT	924 210 400
CÁCERES BUS STATION	927 230 016
RENFE RAILWAY STATION	927 235 061
IDENTITY CARD AND PASSPORT OFFICE	927 626 544
CIVIL REGISTRY	927 620 268



# ADMINISTRATION

## PROCEDURES FOR LEGALISING YOUR STAY IN SPAIN



### TEMPORARY NIE

#### (Número de Identificación de Extranjero)

##### TYPE OF AUTHORISATION

This is a foreigner's identity number for identification purposes. This document is **valid for 3 months**.



##### REQUIREMENTS

- Not to be in Spain in an illegal situation.
- It is requested for the economic, professional, and social interests of the person.
- The reasons for requesting the allocation of the number should be communicated.

##### REQUIRED DOCUMENTATION

Note: Usually, photocopies of documents must be provided, and originals must be presented at the time of application.

- **Application form in official model (EX-15)** in duplicate, duly completed and signed by the foreigner. Link to the form: [15-Formulario NIE y certificados.pdf \(inclusion.gob.es\)](https://www.inclusion.gob.es/15-Formulario_NIE_y_certificados.pdf)
- **Copy of full passport, travel document or registration card, or identity card if the applicant is an EU citizen.**
- **Communication of the economic, professional, or social reasons justifying the application.**

Important note: when documents from other countries are provided, they must be **translated into Spanish** or the co-official language of the territory where the application is submitted.

##### PROCEDURE

- **The person entitled to submit the application:** the foreigner in person or by proxy.
  - **Place of presentation:**
    - **From Spain:** at the *Dirección General de Policía* directly, or through the *Oficina de Extranjería* or *Comisaría de Policía* of the province where you have your residence address.
    - **From outside Spain:** at the **Spanish** diplomatic mission or **consular office** in your country of origin. Or at the Foreigners' Office (*Oficina de Extranjería*).
- **Fees** for the allocation of a Foreigner's Identity Number (N.I.E.) must be paid prior to the resolution of the procedure,
  - Form 012 "Assignment of Foreigner's Identity Number (NIE) at the request of the interested party":

**Deadline for completing the application:** **five days** from the date of the application entering the register of the office responsible for conducting the process.

# HOW TO GET A SOCIAL SECURITY NUMBER

## CITIZENS OF THE EUROPEAN UNION WITHOUT A NATIONAL IDENTITY CARD

You can get a Social Security number without having an ASSIGNED NIE number, only with a passport or Identity Card from an EU country.

The Social Security affiliation and **affiliation number (NOT the NIE) is obtained from the General Treasury of the Social Security** (it is not the same as the National Institute of Social Security, they are two different bodies, the Treasury is for registrations/cancellations of work etc., and the Institute for pensions, health, etc.).

Once you have your Social Security number, the company can register you and you can apply for the Certificate of Registration as a European Union Citizen, in which you are already assigned a NIE number and then it can be the company or the worker who communicates the NIE to the General Treasury of the Social Security.

The **application can be made in two ways, IN PERSON** at the Registry of the General Treasury of the Social Security in the city where you live (in Cáceres the registry is located at AVENIDA DE ESPAÑA 14, 10001 CÁCERES, telephone 92762620000):

- Copy of passport
- APPLICATION FORM (MODEL TA.1)  
[https://www.seg-social.es/wps/wcm/connect/wss/74de4056-76f1-49aa-ae39-f24385bc8989/TA\\_1+%28V.6%29.pdf?MOD=AJPERES](https://www.seg-social.es/wps/wcm/connect/wss/74de4056-76f1-49aa-ae39-f24385bc8989/TA_1+%28V.6%29.pdf?MOD=AJPERES)

You must print the form and complete it in capital letters.

In case you want to do this procedure **ONLINE** you can go to the following web address:

[https://portal.seg-social.gob.es/wps/portal/importass/importass?1dmy&urile=wcm%3apath%3a/wps/wcm/connect/importass/importass\\_contenidos/solicitudes/enviar](https://portal.seg-social.gob.es/wps/portal/importass/importass?1dmy&urile=wcm%3apath%3a/wps/wcm/connect/importass/importass_contenidos/solicitudes/enviar)

Once on this page a **blue box with white letters appears with "Send Request"**, you must click on this icon...



The website directs you to a new page where you must fill in the following data:

- Enter your email address (then click on "**Confirm Email**" and you will receive a code to confirm that it is your email address)
- Name
- First surname (if foreigners have two surnames, they are all put on the first surname line).
- Second surname
- Type of identification: DNI, NIE, PASSPORT (passport is marked)
- Identification number: (passport number)

- Expiry date: (date of expiry of passport) DAY, MONTH, YEAR

### 1. Datos de acceso a la solicitud

**Nota:** todos los campos son obligatorios excepto los que se indique lo contrario

#### Correo electrónico



Para poder realizar la solicitud es necesario que tengas acceso a un correo electrónico donde te enviaremos el justificante de envío e informaremos de los cambios de estado:

Indica tu correo electrónico

**CONFIRMAR CORREO**

#### Datos identificativos del solicitante

Escribe los datos tal y como aparecen en el documento identificativo (DNI o NIE) para acceder al trámite

Nombre	Primer apellido	Segundo apellido
<input type="text"/>	<input type="text"/>	<input type="text"/>
Tipo de identificación	Número de identificación	Fecha de caducidad  
<input type="text" value="DNI"/>	<input type="text"/>	<input type="text" value="Día"/> <input type="text" value="Mes"/> <input type="text" value="Año"/>

Then **click on the BLUE BACKGROUND AND WHITE LETTERS icon "TAKE PHOTO"**

Marca esta casilla si tu documento es de validez permanente.

**Hazte una foto a ti mismo** para asegurar tu identidad:

Se te pedirá dar permisos desde tu navegador para acceder a la cámara de tu dispositivo



The photo must be from the shoulders up, holding the passport page with photo so that they can confirm it is the same person.

In addition, a photo is taken of the page of the passport bearing the name, surname, and the photo in the passport.

There are **two boxes to add documents**, in the **first** one you upload your passport page with name, photo, date of birth.

In the **second** box, upload the photo you have taken of yourself holding your passport in your hand.

**Click on CONTINUE and follow the instructions by attaching the document APPLICATION FOR AFFILIATION NUMBER (MODEL TA.1).**

Adjunta las 2 caras del DNI o NIE

↑  
Suelta o pulsa para cargar la  
imagen de una cara  
Puedes adjuntar archivos en formato JPG o PNG

↑  
Suelta o pulsa para cargar la  
imagen de una cara  
Puedes adjuntar archivos en formato JPG o PNG

Asegúrate que tu documento se puede leer sin problemas, no está deslumbrado, borroso, u oscuro.

VOLVER

CONTINUAR

Follow the instructions and the Social Security will reply to the mail with the affiliation number, **although occasionally they may ask for additional information by e-mail, portal.noreply@seg-social.es, the usual request being the following if you do not have a certificate of residence as a citizen of the EU:**

*"We are contacting you to request the following additional information:*

- *MODEL TA.1 duly completed*
- *Certificate of registration as a citizen member of the European Union (SEE BELOW IF YOU DON'T HAVE, IT IS PERMITTED WITH THE PRE-CONTRACT OF EMPLOYMENT, ETC.)*
- *Valid identification document: Passport or country identity card*
- *Pre-contract or employment contract, or any other document that accredits that they are going to carry out professional activity in our country or, failing that, the TA.1 form signed and stamped by the company (IN THE CASE THAT THEY DO NOT HAVE A EUROPEAN UNION CITIZEN REGISTRATION CERTIFICATE)".*

With this number, the company can register the worker, and once they have the NIE, the passport number can be changed to the NIE number by filling in another form model TA.1 and marking the variation that we want to make.

## **NON-EU CITIZENS (NON-MEMBERS OF THE EUROPEAN UNION)**

The first thing you should know is that **this procedure is compulsory for all persons wishing to start working for the first time**, regardless of whether they are self-employed or employed.

Obtaining the Social Security number is a preliminary step to registering with the Social Security.

Your social security number (NUSS) will become your affiliation number as soon as you start an employment relationship.

### **REQUIREMENTS:**

- Not having previously obtained a Social Security number in Spain
- Have a NIE, or else:
  - If you are a non-EU national, you can carry out the procedure **with your passport**, accompanied by the **resolution of authorisation to reside and work in Spain**. Remember that you must subsequently apply for a foreigner's identification card (TIE) if you are going to reside in Spain for more than six months. The Social Security may later require you to provide the NIE to validate the application.

You can carry out this procedure **ONLINE** or in person.

If you want to carry out the procedure **ONLINE**, you must carry out the following steps:

1. Go to the following web address: [https://portal.seg-social.gob.es/wps/portal/importass/importass?1dmy&urile=wcm%3apath%3a/wps/wcm/connectimportass/importass\\_content/applications/send/applications/submit](https://portal.seg-social.gob.es/wps/portal/importass/importass?1dmy&urile=wcm%3apath%3a/wps/wcm/connectimportass/importass_content/applications/send/applications/submit)
2. Once on this page and in **blue box with white letters** appears **"Send Request"**, you must click on this icon.



3. The website directs you to a new page where you must fill in the following data:



- Enter your email address (then click on **"Confirm Email"** and you will receive a code to confirm that it is your email address).
- Name
- First surname (if foreigners have two surnames, they are all put on the first surname line)
- Second surname
- Type of identification: NIE, PASSPORT (passport is marked)
- Identification number: (passport number)
- Expiry date: (date of expiry of passport) DAY, MONTH, YEAR

### 1. Datos de acceso a la solicitud

**Nota:** todos los campos son obligatorios excepto los que se indique lo contrario

#### Correo electrónico



Para poder realizar la solicitud es necesario que tengas acceso a un correo electrónico donde te enviaremos el justificante de envío e informaremos de los cambios de estado:

Indica tu correo electrónico

**CONFIRMAR CORREO**

#### Datos identificativos del solicitante

Escribe los datos tal y como aparecen en el documento identificativo (DNI o NIE) para acceder al trámite

Nombre	Primer apellido	Segundo apellido
<input type="text"/>	<input type="text"/>	<input type="text"/>
Tipo de identificación	Número de identificación	Fecha de caducidad  
<input type="text" value="DNI"/>	<input type="text"/>	<input type="text" value="Día"/> <input type="text" value="Mes"/> <input type="text" value="Año"/>

4. Then click on the **BLUE BOX AND WHITE LETTERS** icon **"TAKE PHOTO"**.

Marca esta casilla si tu documento es de validez permanente.

Hazte una foto a ti mismo para asegurar tu identidad:

Se te pedirá dar permisos desde tu navegador para acceder a la cámara de tu dispositivo



The photo must be from the shoulders up, holding the passport page with photo to be able to confirm that it is the same person.

In addition, a photo is taken of the page of the passport bearing the name, surname, and the photo in the passport.

There are **two boxes to add documents**, in the **first** one you upload your passport page with name, photo, date of birth.

In the **second** box you upload the photo you have taken of yourself holding your passport in your hand.

Adjunta las 2 caras del DNI o NIE



Asegúrate que tu documento se puede leer sin problemas, no está deslumbrado, borroso, u oscuro.

VOLVER

CONTINUAR

5. Click on **CONTINUE** and follow the instructions by attaching the document **APPLICATION FOR AFFILIATION NUMBER (MODEL TA.1)**.

6. Follow the instructions and the Social Security will reply to the mail with the affiliation number, **although occasionally they may ask for additional information by e-mail, portal.noreply@seg-social.es, the usual request being the following if you do not have a certificate of residence as a citizen of the EU:**

*"We are contacting you to request the following additional information:*

- *MODEL TA.1 duly completed*
- *Certificate of registration as a citizen member of the European Union (SEE BELOW IF YOU DON'T HAVE, IT IS PERMITTED WITH THE PRE-CONTRACT OF EMPLOYMENT, ETC.)*
- *Valid identification document: Passport or country identity card*
- *Pre-contract or employment contract, or any other document that accredits that they are going to carry out professional activity in our country or, failing that, the TA.1 form signed and stamped by the company (IN THE CASE THAT THEY DO NOT HAVE A EUROPEAN UNION CITIZEN REGISTRATION CERTIFICATE)"*

With this number, the company can register the worker, and once they have the NIE, the passport number can be changed to the NIE number, by filling in another form model TA.1 and marking the variation that we want to make.

**The maximum resolution period is 45 days.**

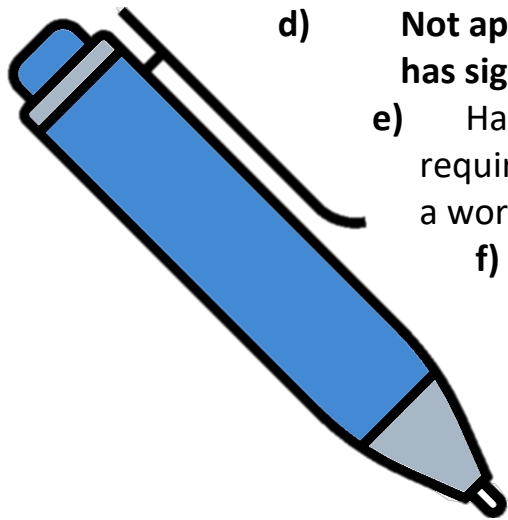


# APPLICATION FOR RESIDENCE AUTHORISATION (Act 14/2013 on International Mobility: RESEARCHERS)

Foreigners who intend to **enter, reside, or who already reside in Spain**, will have **their entry, and stay in Spanish territory facilitated for reasons of economic interest**, in those cases in which they can prove that they are, in accordance with the Law to Support Entrepreneurs and their Internationalisation (Law 14/2013): **Researchers**.

The **general requirements** of the article for obtaining a residence permit for training, research, development, or innovation (62.3 of Law 14/2013), as may be your case are:

- a) **Not to be illegally present in Spanish territory.**
- b) **Be over 18 years of age.**
- c) **No criminal record both in Spain** (an *ex-officio* report will be requested) **and in the country of origin** and the countries in which you have resided in the last two years, and a statement on your criminal record for the last five years for offences under Spanish law.
- d) **Not appearing as rejectable in the territorial space of countries with which Spain has signed an agreement to this effect. A report will be requested (*ex-officio*).**
- e) Have public or private health insurance. In the case of researchers, this requirement is covered by their registration with the social security system as a worker recruited in Spain.
- f) Have sufficient financial resources for themselves and, if accompanied by a family member, for the family during the period of residence in Spain. In the case of researchers, this requirement is considered to be fulfilled from the emoluments indicated in the signed contract.
- g) **Pay the fee for processing the authorisation.**



When these foreigners (art. 72 of the LEI) reside outside of Spain or who are regularly in Spain with a tourist visa, a visa for study purposes, a residence permit with or without authorisation to carry out work or professional activities wish to carry out training, research, development and innovation activities in public or private entities, they must be in possession of either a visa (to be applied for at the Spanish consulate corresponding to their residence) or an authorisation (to be applied for at the *Unidad de Grandes Empresas y Colectivos Estratégicos, UGE-CE*) for training or research, which will be valid throughout the national territory, in the following cases:

- a) Research personnel referred to in Article 13 and the first additional provision of Law 14/2011 on Science, Technology and Research.
- b) Scientific and technical personnel who carry out scientific research, development and technological innovation work in business entities or R&D&I centres established in Spain.
- c) **Researchers hosted under an agreement by public or private research organisations.**
- d) Lecturers employed by universities, higher education and research bodies or centres or business schools established in Spain.

**The application must indicate in which of the cases we find ourselves in:**

**It must be indicated that it is an initial authorisation and whether the worker is in Spain at the time of the application (with a residence permit or a residence authorisation) or outside Spain.**

What type of authorisation does this law provide for? There is a difference between visa and authorisation. This document only contains information regarding residence authorisations for researchers and their family members who apply to the UGE-CE (Unidad Grandes Empresas y Colectivos Estratégicos).

It is a single authorisation that allows the holder of the residence permit to reside and work (fourth additional provision of the Ley).



In the case of researchers, the application for initial residence is submitted (signed) by the researcher's contracting entity. A representative of the entity must sign the application.

The application must be submitted electronically at the electronic headquarters of the Ministry:

<https://expinterweb.inclusion.gob.es/iley11/inicio/showTramites.action?procedimientoS el=200&proc=1>

<https://www.inclusion.gob.es/web/unidadgrandesempresas/solicitudes>

**The maximum resolution period will be 20 working days** from the submission of the application. From when it is registered. **If no decision is taken within this period, it will be understood that the application has been accepted by administrative silence.**

The **initial duration of the initial authorisation** for researchers shall be as justified by the contract, with a maximum of three years (the duration of the authorisation shall be three years if the contract has a duration of at least three years or its duration is indefinite, otherwise the duration of the authorisation shall be equal to the duration of the employment contract).

Once this period has expired, he/she may apply for the renewal of the residence permit for two years, and may obtain permanent residence after five years, in accordance with the provisions of Article 75.2.

The decision takes effect upon notification to the applicant. In other words, **the duration of the authorisation starts to run from the moment the applicant entity has been notified of the decision. the authorisation, i.e., from the moment it is submitted.**



#### **TWO ASSUMPTIONS CAN BE MADE AT THIS STAGE:**

- If the researcher for whom the authorisation is requested **is regularly present in Spain at the time the application is submitted**, it will not be necessary to obtain a new visa.
- **If you are outside Spain**, you must apply in person at the diplomatic mission or consular office in whose demarcation you reside for the corresponding visa that will allow you to enter Spain (once you have obtained your residence permit).

**It is compulsory to obtain a Foreigner's Identity Card when the authorisation is for a period of more than 6 months.**

#### **PROCEDURE:**

You can find the application forms at the following links:

<https://www.inclusion.gob.es/web/migraciones/informacion-util/modelos-de-solicitud>

<https://www.inclusion.gob.es/web/migraciones/modelos-de-solicitudes-de-la-ley-14/2013>

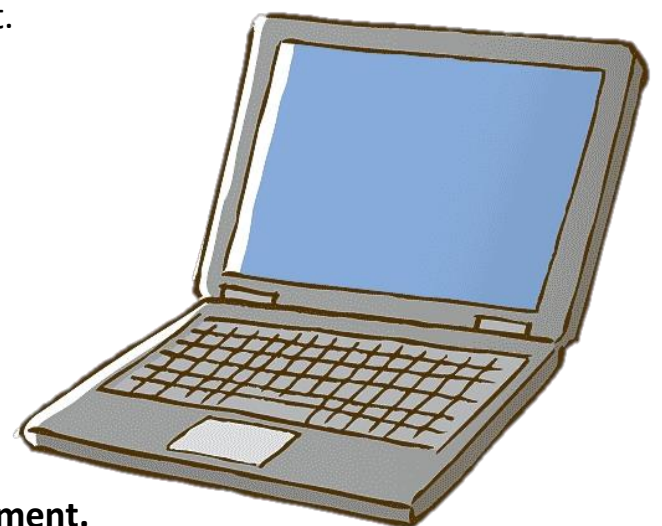
#### **Requirements to be met by the company for the incorporation of researchers:**

- Copy of the **NIF of the applicant organisation** and **accreditation of the relationship with that institution of the person submitting the application**, as well as a copy of his or her identification document.
- **Copy of the contract** or document **linking the researcher to the organisation, signed by both parties**. If the contract does not indicate the project in which the researcher is involved, a brief explanatory report on the project must be provided.
- **Proof** of the case of article 72 of Law 14/2013 applicable to the entity:

- Body referred to in the Law on Science (public universities, **public research bodies, state and regional**; universities and private entities in accordance with the first additional provision of this law, etc.).
- Business entity or R&D&I centre established in Spain.
- Public or private research organisation signing an agreement.
- Higher education and research body or institution.
- Business school established in Spain

**To complete the application:**

- Indicate in the section on residence authorisation which case it concerns (**researcher**).
- In the type of authorisation, **whether initial or renewal**.
- **Indicate where the person is located:** If the application refers to a person who is abroad, the initial box and the box indicating that the foreigner is outside Spain must be ticked. If the person is in any of the situations listed below (visa, stay or residence), the corresponding box must be ticked, accompanying the documentation that justifies this situation.
- Details of the foreigner and, if he/she resides in Spain, indicate the address in Spain.
- **Details of the person submitting the application.** This may be the same person who signed the application or another person. In the latter case, he/she must have been authorised to-do so. A simple authorisation identifying both the applicant and the applicant as to the presenter, signed by the authorising party is sufficient.
- **Address for notification purposes.** This is the address where the applicant wishes to be notified. If this is not completed, it will be understood that the applicant wishes to be notified at the address of the company.



**REQUIREMENTS FOR SUBMITTING AN APPLICATION:**

- **Deed granting legal representation of the company in favour of the person signing the application and an identity document.**
- **NIF of the contracting entity.**
- **Copy of the employment contract signed by both parties.** The worker's signature will be accepted scanned. If the contract does not reflect the activity to which the worker will be dedicated, a brief explanatory report on the research project he/she will be joining must be provided (this may be signed by the project director).
- **Provide evidence of which of the cases referred to in Article 72 the contracting entity finds itself in:**
  - Bodies referred to in the Science Act (public universities),
- **Copy of complete valid passport** (all pages).
- Copy of the foreigner's identity card, if available.
- **Fees.** Payment of the fee will result in the NRC, which must be included in the application. You will find the fee form 790, code 038 for the payment of the fee for the residence permit at the Internet address:

<https://expinterweb.inclusion.gob.es/Tasa038/login.htm>

**An application and fee are submitted for each person.**

The obligation to pay the fee is triggered by the submission of the application (one application submitted, one fee payable) and its admission for processing. **A fee is payable for each applicant**, for the principal and for each of his or her family members.

**Remember: Obtaining a Foreigner's Identity Card is compulsory when the authorisation is for a period of more than 6 months**



## TIE

### (Tarjeta de Identidad de Extranjeros)

This is an authorisation for temporary residence and work as an employed person.



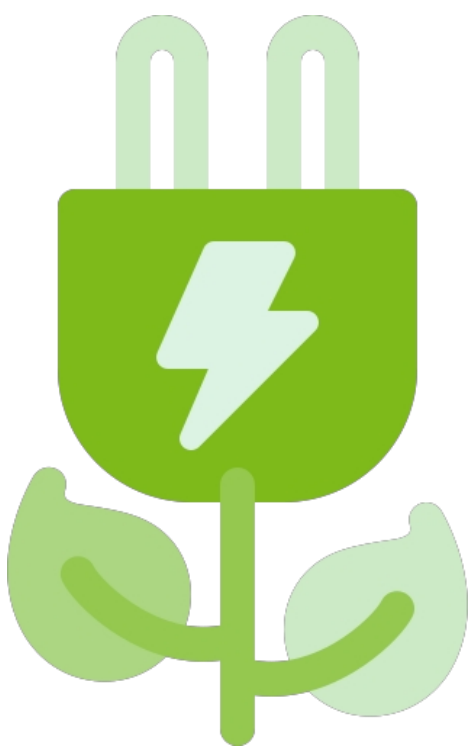
### REQUIREMENTS

- **You must not be a citizen of a State of the European Union**, the European Economic Area or Switzerland, or a family member of a citizen of one of these countries to whom the Union citizenship scheme applies.
- **Not to be illegally** present in Spanish territory.
- **Not have a criminal record** in Spain or in their previous countries of residence for offences under Spanish law.
- **Not be banned from entering Spain** and not be refused entry into the territorial space of countries with which Spain has signed an agreement to this effect.
- **Not being, where applicable, within the period of the commitment not to return** to Spain that the foreign national has assumed when returning voluntarily to his/her country of origin.
- **Pay the fees** for processing the residence permit and the work permit.
- **Present a contract signed by the employer and worker** that guarantees the worker a continuous activity during the period of validity of the authorisation to reside and work. The date must be conditioned to the moment of effectiveness of the authorisation to reside and work as an employee.

### Some of the differences between NIE and TIE, please note that:

- The NIE is granted automatically when you initiate a procedure or contact the administration. You must apply for the TIE, and it will be issued when you are granted a residence permit in Spain.
- Authorities can take away your TIE but not your NIE. A simple example is when you commit a crime and lose your residence permit in our country. You will not be able to reside legally in Spain, but you will not lose your NIE.
- The NIE does not prove that you are legally resident in Spain. The TIE does.
- The TIE is a physical document, whereas the NIE is only a number, which only has administrative effects.

As we explained, the NIE is unique and forever, i.e., it does not expire. The TIE does. You will have to renew your card according to the residence permit you have.



### Steps to apply for a TIE

To apply for a Foreigners' Identification Card, you must follow the steps below:

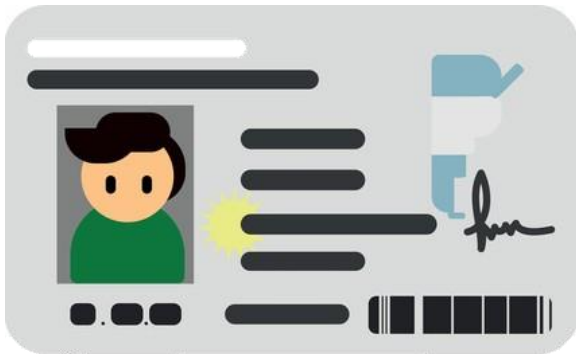
- **At the Police Station or Foreigners' Office where you applied for your residence permit, you must make an appointment to apply for the TIE.** To do so, you have one month from your arrival in Spain or the granting of the permit.
- **Pay the fees.** The amount is different depending on the authorisation on which the card is based.
- Before the card is issued, you must prove that you are the recipient of this document and that you have paid the fees.

## Documentation to apply for a TIE

- Official form EX-17. This form must be submitted in duplicate, duly completed, and signed.
- Proof of payment of the fee.
- Recent colour passport photograph.

## NIE (Número de Identificación de Extranjero)

### REQUIREMENTS



Foreigners who, due to their economic, professional, or social interests, are related to Spain, will be provided, for identification purposes, with a **personal, unique, and exclusive sequential number**.

**The personal number shall be the foreigner's identifier, which shall appear on all documents issued or processed to him or her, as well as on the formalities stamped on his or her identity card or passport.**

For the allocation of NIEs on grounds of economic, professional, or social interests, the following applications will be accepted:

- Those presented in Spain in person by the interested party,
- Those presented in Spain through a representative,
- Those submitted to the Spanish diplomatic representations or consular offices located in the applicant's country of residence, corresponding to the applicant's place of residence.

The following documents must be provided for the allocation of this number:

- **Standard application form (EX-15)**, duly completed and signed by the foreign national.
- **Original and copy of full passport, or identity card**, or valid travel document or registration card.
- **Communication of the economic, professional, or social reasons justifying the application.**
- When the application is made through a representative, the representative shall provide proof of sufficient power of attorney expressly stating that he/she is authorised to make the application.

### How to apply?

#### On-site

At the request of the interested party

**Application is made to the Directorate General of the Police**, either directly or through the Foreign Office.

Police Stations. In the event that the foreigner is not in Spanish territory at the time of the application, he/she will request the assignment of the NIE from the Comisaría General de Extranjería y Fronteras, through the Spanish Consular Offices abroad.

\*To make an appointment in Cáceres, please call 927 62 65 25.

**Deadline for submission:** three months from the date of entry into Spain.

**Fee:** to be paid before the certificate of registration is issued.

**Issue of the registration certificate:** once the fee has been paid and the conditions have been checked, the Union citizen will immediately be issued with a registration certificate stating his or her name, nationality, address, alien's identity number and date of registration.

### DOCUMENTATION

- [Application for Foreigner's Identity Number \(NIE\) and Certificates \(Form EX15\)](#)
- [Proof of payment of tax model 790 Code 012.](#)

# REGISTERING IN CÁCERES



Firstly, it needs to be explained what it means to register in a municipality.

To begin with, we must point out that **every person living in Spain is obliged to register in the *Padrón de Habitantes* of the city in which they live.** In the case of the city of Cáceres, it is necessary to register in the *Padrón de Habitantes de Cáceres*.

This municipal register is an administrative register where all those who habitually live in a municipality are listed and their details are recorded as proof of residence in that municipality.

## WHY REGISTER IN CÁCERES?

Registration in the city where you live entitles you to **recognition as a resident of the city**, and as such **you will have certain advantages** over tourists or those who do not live in the city of Cáceres.

Below, you have the reasons why you should register in Cáceres and what advantages you may have...

- Registering in Cáceres (or in the city where you live) is essential to apply for residence and work permits. As well as for the renewal of the DNI and driving licence.
- Once you are registered in Cáceres you can apply for and receive the health care card.
- It is necessary to be registered in Cáceres if you want to take your children to the best schools in Cáceres.
- The right to vote in the election of the political representatives of Cáceres and the Autonomous Community of Extremadura.
- It allows you to make use of the city's municipal services.
- Necessary to register your vehicle or for certain legal proceedings.
- It is necessary for access to certain social benefits.
- It is required to carry out procedures at the Civil Registry Office.

## WHAT YOU NEED TO REGISTER IN CÁCERES

To register in the city of Cáceres or to register your family you will need the following documents:

- **Certificate** of census registration filled in with the requested data.
- **Photocopy of the DNI/NIE** of the persons who are going to register in Cáceres, passport or residence card (foreigners).
- **Photocopy of a receipt for the property where you are going to live.** This can be a photocopy of the rental contract, or a water, electricity, or gas bill in your name.
- **Photocopy of the *Libro de Familia*** if you want to register your children, partner, or other family members together with a photocopy of the ID card of each of them.



## HOW TO REGISTER YOURSELF IN CÁCERES

To register as a resident of the city of Cáceres, the best option is to go to the **Cáceres Town Hall** offices located in Plaza Mayor S/N, whose entrance is through Plaza las Piñuelas, from Monday to Friday from 9.00 to 13.00.

To consult the procedures or resolve any doubts you may have, you can contact the following telephone numbers: 927 255714 / 927 255792.

You can also do it in the **Valhondo Building** (it is closer to the university campus where you will be working):



To request the Cáceres census registration certificate you will need to make an appointment, either online or by telephone:

- [Online Appointment](https://sede.caceres.es/sta/CarpetaPublic/doEvent?APP_CODE=STA&PAGE_CODE=PTS2_HOM E)  
([https://sede.caceres.es/sta/CarpetaPublic/doEvent?APP\\_CODE=STA&PAGE\\_CODE=PTS2\\_HOM E](https://sede.caceres.es/sta/CarpetaPublic/doEvent?APP_CODE=STA&PAGE_CODE=PTS2_HOM E))
- Appointment by telephone: 927 255 800

### How to register in Cáceres online

If you wish, you can also register in Cáceres online, through the [Cáceres Town Hall website](#).

If you have chosen this option, you have to go to the [Sede Electrónica](#) section of the council's website. In *Trámites Destacados* you will find *Certificados Padronales* which you must access.

In the list below, choose *Certificado de Empadronamiento* and select the option *Tramitar*. All you must do is follow the instructions provided.



# TAXES

Although there are important differences in the taxes to be paid depending on whether you are resident or non-resident, **both residents and non-residents must pay taxes in Spain.**

## HOW DOES THE TAX SYSTEM WORK IN SPAIN?

**The Spanish fiscal year runs from January to December**, coinciding exactly with a calendar year.

This simply helps us to understand the duration of the different tax obligations that will arise depending on what you generate in the country and your particular situation.

### What does this mean?

All tax obligations generated from 1 January to 31 December are grouped together, and **you will have to declare and pay them during the following year.** And this is done through your annual tax return, known as *Declaración de la Renta, Impuesto sobre la Renta de las Personas Físicas, Modelo 100 AEAT.*

### When should we pay our taxes?

Your taxes are filed **between 1 May and 30 June next year.** In other words, we will always file in the current year, the previous year's taxes.

All matters relating to taxation in Spain, both for residents and non-residents, are regulated by the **Spanish Tax Agency, the institution to which you must pay your taxes.**

If you want to be up to date with all the latest tax updates, we recommend you visit their website, as they frequently publish the latest updates and all the forms and documents you will need to use.

## ARE YOU RESIDENT OR NON-RESIDENT FOR TAX PURPOSES?

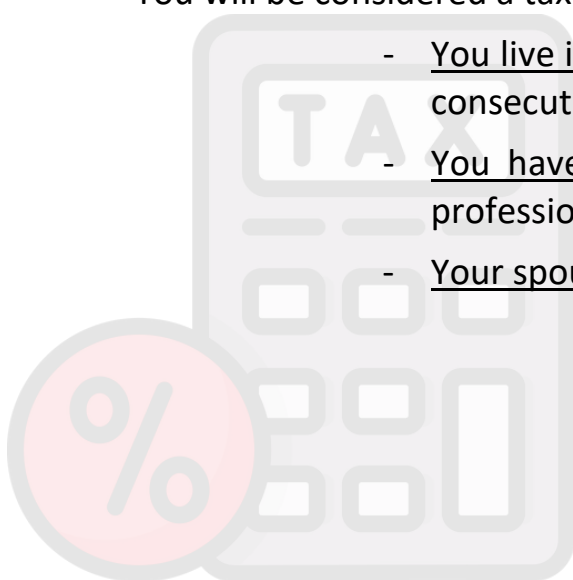
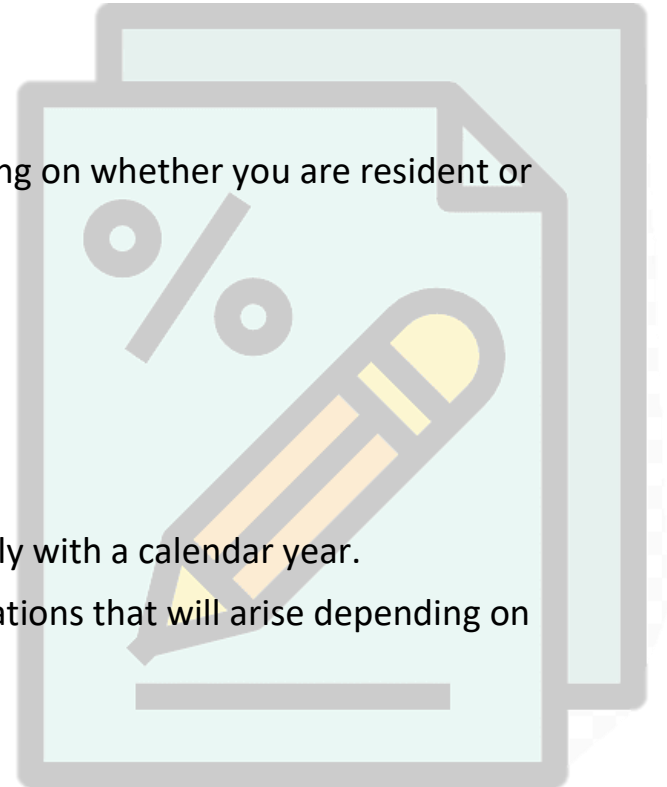
To determine exactly what specific taxes you will pay in Spain as a foreigner and how much you will pay, you first need to know whether you are a resident in tax terms or not.

This distinction, as mentioned above, **is purely fiscal in nature and has nothing to do with the residence permit** you may hold to live legally in the country. For example, it is possible that you are the holder of a residence permit, but for tax purposes you are considered a non-resident because you do not meet the requirements.

### So, how do I know if I am a tax resident in Spain?

You will be considered a tax resident if you meet one of the following three requirements:

- You live in Spain for more than 183 days per year (note that the days do not have to be consecutive to count as effective).
- You have economic interests in the country, which means that you carry out your professional activity in Spain, whether you work for a company or are self-employed.
- Your spouse and/or children live in Spain.





# COMPLETE LIST OF TAXES IN SPAIN FOR FOREIGNERS

Now you know that you have to file your tax return every year, and that you will have tax obligations regardless of whether you are resident or non-resident.

But what exactly are these tax obligations, and what are the differences depending on whether I am a resident or non-resident?

Below you will find a complete list of all taxes you will have to pay as an expatriate, including applicable tax rates and allowances.

## Personal Income Tax (IRPF)

Let's take a closer look at this tax as it is the most important and common tax: income tax, which is **levied on the income you generate in the country**.

But what can be considered as income for income tax purposes? Basically:

- The salary you get from working for a company or what you earn as a self-employed person through your invoices.
- Capital gains arising from, for example, dividends or interest
- Pension contributions and benefits
- The income you earn from renting a home
- Gains generated from the sale of real estate etc.

All such income is subject to income tax and must be included in your tax return.

**In addition, if you are considered a tax resident in Spain, you will have to pay income tax on all income and gains you have generated worldwide (not only in Spain).**



## Social Security payments

All workers must contribute to the Spanish social security system unless you are a foreigner and receive a certificate of coverage from your home country.

**If you work for a company, you receive your salary at the end of each month. This salary is made up of a gross amount and a net amount** (the net amount is the amount you finally receive and see in your bank account).

## What is the difference?

From your gross salary, the company that hired you pays monthly social security contributions and personal income tax on your behalf. This way, normally, when you do your tax return in June, you don't have to pay extra (depending on the % withholding you have), as the company has been deducting it throughout the year and has paid it for you.



## VAT (Value Added Tax)

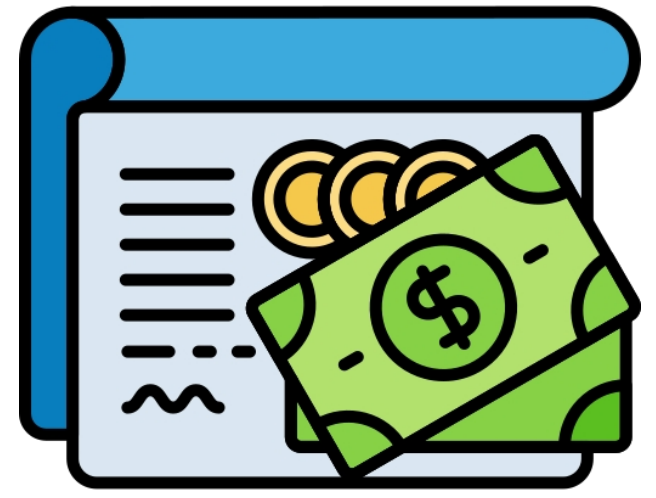
Finally, there is this **indirect tax on consumption derived from the purchase of goods or professional services**. It is a tax that is passed on to the final consumer.

**The standard VAT rate is 21%, although there is also a reduced rate of 10%, a super-reduced rate of 4%, and there are some products that do not apply VAT (0%) as they are exempt, such as educational courses and training.**

# HOW TO GET A BANK ACCOUNT

You can set up a bank account to receive your salary. To do so, all you need are the following documents:

- **Employment contract** or, if you do not have an employment contract, a **statement of employment** from the employer or a certificate of employment, including at least the name and address of the company, tax identification number and contribution account code.
- **Valid passport**
- **Non-resident certificate.** This certificate can be requested at any National Police station (in Cáceres at the *Dirección General de la Policía Nacional*).



The Directorate General of Police is located here (AVENIDA PIERRE DE COUBERTIN, 13. 10005 CÁCERES):



## BANKS YOU CAN FIND IN CÁCERES



# **THE SPANISH HEALTH SYSTEM**

**The Spanish healthcare system is considered one of the best in the world, with public, universal, and free medical care for all citizens.** In addition, Spain is at the top of the ranking for organ transplants.

In 2019, Spain was considered the healthiest country in the world. **In Spain there is a public and a private healthcare system.** To **benefit from the public healthcare system** in Spain, **you must legally reside in the country and contribute to the Spanish government** to be entitled to the public service, as it is funded by the government through the taxes mentioned above.

**Private healthcare in Spain is paid for** on a monthly basis **by those citizens who wish to take advantage of it.** This fee varies according to the company contracted, and so they can enjoy medical and hospital care when necessary.

## **PUBLIC HEALTH SYSTEM**

Public health services in Spain are classified into two groups: Primary Care and Specialised Care.

**Primary Care** offers basic services such as consultations, examinations, courses for pregnant women and emergency care.

In **Specialised Care**, the service is aimed at specialised centres and hospitals, on an outpatient or inpatient basis.

**To be able to use the public health system in Spain, you must be registered with the Social Security.** Obtaining a Social Security number is free and quick and must be applied for before starting any activity or service and can be requested by the worker or by the employer.

Once registered, you must go to the health centre closest to your home to apply for the **Tarjeta Sanitaria**, as the health card is called.

The National Social Security Institute is the competent body for determining entitlement to health care from the public funds of the Single Health System. Therefore, if the citizen is unemployed, retired or on leave, he/she is guaranteed care if he/she is registered with the Social Security.

**As for foreigners in Spain**, as a requirement for entry into the country, the government **requires all travellers to have medical insurance or travel insurance** with coverage in Spain, otherwise the public service is guaranteed only in cases of accidents, serious illnesses and for pregnant women in labour.

In the case of those who are **citizens of one of the member countries of the European Union**, you can receive medical care in the Spanish public health system if you present the Spanish Health Insurance Card **European Health Insurance Scheme (EHIS)**.

# PRIVATE HEALTHCARE SYSTEM

As mentioned above, **there are health insurance plans** in Spain, **where you pay a monthly fee for medical and hospital care** when necessary. For foreigners working in the country, it is also recommended that you take out health insurance, which can do yourself.

In general, there are three types of health insurance in Spain:

- **Accredited without co-participation:** the cheapest but has a low coverage in relation to care and services.
- **Accredited with co-participation:** despite the low monthly fee, it is necessary to pay some costs related to consultations and examinations.
- **Accredited and private:** this is the most expensive option, however, there is the possibility of claiming reimbursement of high amounts, depending on the limit set by the plan.

One of the advantages of health insurance plans is that they offer some specialities that are not available in the public health system, such as ophthalmology. For those who do not have a health insurance plan, there is also the possibility of using the services not offered by the public system in private hospitals, paying separately.

## HOW TO GET A DOCTOR?

Once you have obtained your NIE and your Social Security number, you can **go to the medical centre assigned to you according to your place of residence in the city. This is where you can apply for your health card and where you will be assigned your family doctor.** To do this you will have to go through the administration and provide the information requested.

The documentation required to obtain a Health Insurance Card is: DNI/NIE/Community Resident Card, passport, driving licence or any other document that can prove your identity.

**In Cáceres we have several Health Centres:**

- Aldea Moret Health Centre: C/ Jesus Nazareno s/n
- Manuel Encinas Health Centre (Cáceres-Zona Norte): Avenida Rodriguez de Ledesma
- Plaza de Argel Health Centre (Cáceres-Plaza de Argel): Plaza de Argel s/n
- Juan Manuel Gutierrez Hisado Health Centre (Cáceres-Mejostilla): C/ Pedro Romero de Mendoza, 2
- San Antonio Health Centre (Cáceres-Nuevo Cáceres): C/ Juan Solano Pedrero 1
- San Jorge Health Centre (Cáceres-Zona Sur): C/ Atahualpa, 3
- Centro Zone Health Centre: Avenida Hernán Cortés, 1
- Dirección de Salud (Edificio Múltiples): C/Hernán Cortés



# FAMILY

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## CHILDREN

### SPANISH EDUCATION SYSTEM

Spain's education system consists of **five levels of education**:

#### INFANT EDUCATION

Structure: two educational cycles of three academic years each, which are called:

- **First cycle (0-3 years)**. Usually in nursery schools or kindergartens, many of which are managed by local councils, consortia or privately. As it is not compulsory and is not offered in the public network of centres, it is usually a stage that is not free of charge.
- **Second cycle (3-6 years)**. Most public, private and state-subsidised schools offer this cycle. It can be free of charge and non-compulsory.

#### PRIMARY EDUCATION

Basic education in Spain is compulsory and free for all persons.

Primary education comprises of six academic years, from six to twelve years of age.

Structure (six educational levels; details of the age of the pupil before the end of the year in which the academic year begins):

- First cycle
  - **1st Primary** (6-7 years)
  - **2nd Primary** (7-8 years)
- Second cycle
  - **3rd Primary** (8-9 years)
  - **4th Primary** (9-10 years)
- Third cycle
  - **5th Primary** (10-11 years)
  - **Primary 6** (11-12 years)

#### SECONDARY EDUCATION

##### COMPULSORY SECONDARY EDUCATION

Structure: Two cycles, each with two school years:

- First cycle (12-14 years (if not repeating a year))
  - **1ST E.S.O.**
  - **2ND E.S.O.**
  - **3RD E.S.O.**
- Second cycle (15-16 years (if not repeating a grade))
  - **4TH E.S.O.**

At the end of ESO the student (if he/she passes) has different options:

1. Completion of Intermediate Level Training Cycles.
2. Access to the Baccalaureate.
3. Entering the workplace (if you have reached the minimum age for access).

**IMPORTANT: If you have not obtained the ESO diploma, you can join a vocational qualification programme.**

## HIGHER EDUCATION

### UNIVERSITY

Following the incorporation into the European Higher Education Area, official university degrees are reduced to:

- **Degree:** Four-year university study.
- **Master's degree:** A one- to two-year course of study, for which enrolment requires a bachelor's degree or equivalent (diploma, engineering, or technical architect).
- **Doctorate:** A master's degree or equivalent (bachelor's, engineer's, or architect's degree) is required for enrolment.

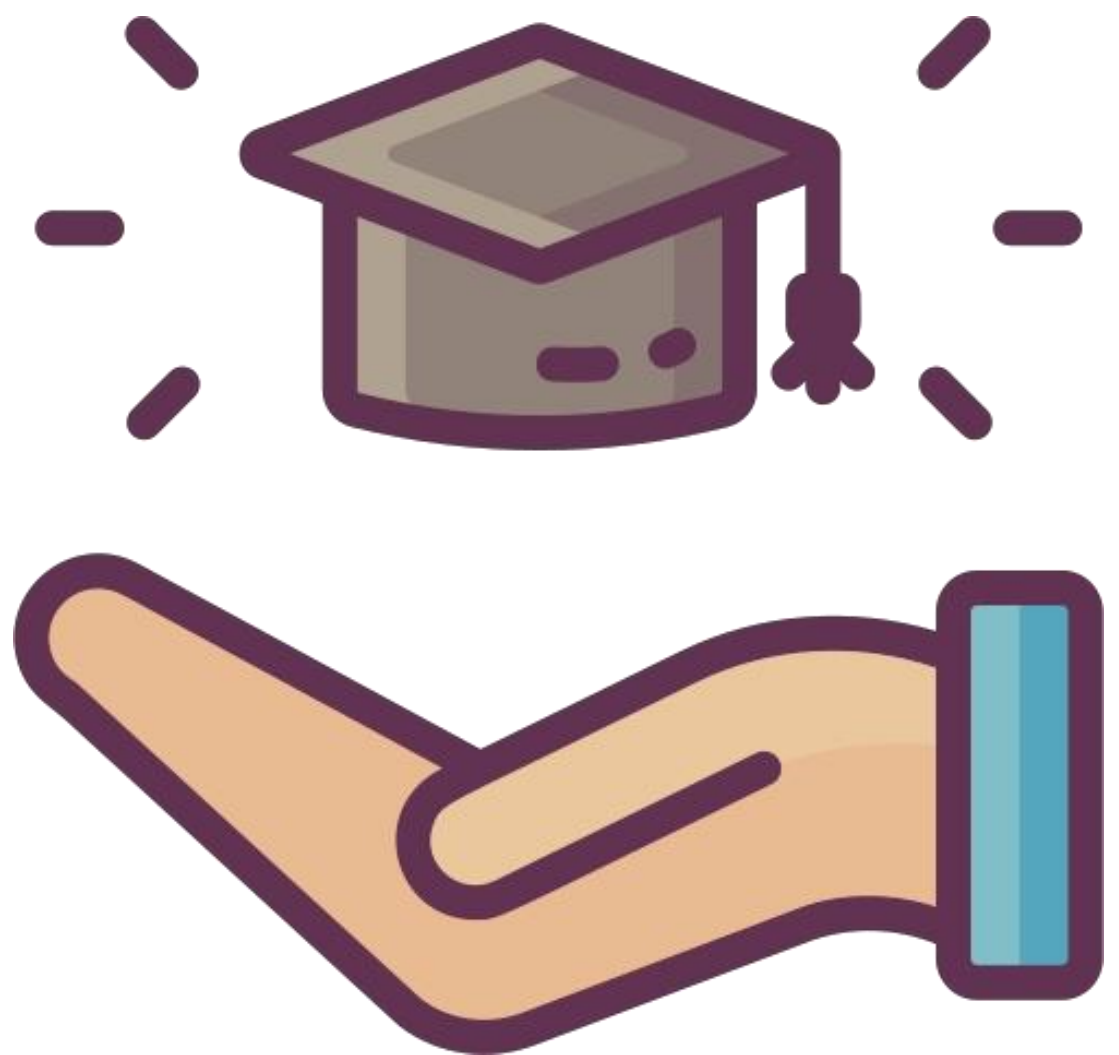
### NON-UNIVERSITY HIGHER EDUCATION

#### HIGHER ARTISTIC EDUCATION

These studies cover the areas of:

- Visual arts
- Conservation and restoration of cultural goods
- Ceramics
- Dance
- Design
- Music
- Theatre
- Glass

The duration of the studies is variable and when they are passed, they lead to a bachelor's degree in the corresponding area.



# PRE-SCHOOL CHILDCARE

## HOME SERVICE

If you need to leave your children in the care of a third person, there are two options:

- **Babysitter:** person who looks after children on specific days. These could be for dinner, a business meeting, a scheduled trip, etc.)
- **Au-pair/Nanny:** comes to your home on a regular basis. This could be the person who is hired to look after your children while you are at work.

There are applications through which you can hire the services of people who can take care of your children:

[https://www.sitly.es/canguero/caceres?device=c&utm\\_medium=cpc&utm\\_source=google&utm\\_term=&utm\\_content=143792741881&utm\\_campaign=18064916085&gclid=EA1aIQobChMIoJicvpXb\\_QIVE4jVCh36UQRnEAAYAAEgLGWPD\\_BwE](https://www.sitly.es/canguero/caceres?device=c&utm_medium=cpc&utm_source=google&utm_term=&utm_content=143792741881&utm_campaign=18064916085&gclid=EA1aIQobChMIoJicvpXb_QIVE4jVCh36UQRnEAAYAAEgLGWPD_BwE)

<https://famiados.com/>

The average price charged by the person who takes care of your children is usually €10 per hour. However, in the links provided you can see that the price varies depending on what each person asks for.

## CHILDREN'S CENTRES

There is also the option of taking them to a **nursery or nursery school**. In Extremadura we have both **private** and **public centres**.

### WHAT TO TAKE INTO ACCOUNT WHEN CHOOSING A PUBLIC OR PRIVATE NURSERY OR PRE-SCHOOL

- **SCHEDULES AND OPENING TIMES:** The difference that may help us choose one or the other could be that the private nursery school has longer opening hours and does not include as many holiday periods as the public nursery school. This can guarantee greater flexibility in timetables and the possibility of greater adaptation for the family.
- **APPLYING FOR A PLACE:** In public nursery schools there is a short and rigid period for enrolment, however, this isn't the case in private schools.
- **CURRENT REGULATIONS:** Both public and private nursery schools are obliged to comply with the current regulations established by public bodies in relation to health and education.
- **PRICE:** This is one of the aspects that is most often considered, since most of the public nursery schools are subsidised in part by the *Junta de Extremadura*. This is not the case with the private ones, so their prices will be higher.

#### SOME NURSERIES SITUATED IN CÁCERES



## COLLEGES

In Extremadura, and more specifically in Cáceres which will be the place of residence, there are two types of schools: public and subsidised.

### PUBLIC SCHOOLS

Public schools are the majority choice in Spain. Such schools **are publicly funded and administered**. Although public schools admit all pupils who wish to attend, it may not be possible to choose the exact school you want. The allocation of places depends on criteria to be met, such as proximity to home.

### PRIVATE SCHOOLS

Private schools are education companies that are financed exclusively by the fees allocated to families.

This **entails a significant annual outlay**, but also some advantages such as being able to choose a centre that perfectly suits the family's needs and values.

### CHARTER SCHOOLS

Charter schools could be considered a **hybrid between public and private education**, as they are **privately administered and largely publicly funded**. This means that teachers are chosen in the same way as in a public school, but parents do not have to bear the full cost of education, as much of the cost is covered by public revenue.

However, it should be considered that **charter schools usually include monthly fees**.



**Depending on the type of school chosen, the enrolment process may be different. Below is a list of schools in the city that can be consulted regarding the enrolment process...**

#### SAINT ANTHONY OF PADUA SCHOOL

It provides training for pre-school, primary, secondary and baccalaureate education, covering all stages of compulsory education.

In addition, it offers bilingual programmes in both infant and secondary education.

- Dirección: Ctra/ Salamanca, N-630, Km. 551,2, 10001.
- Teléfono: 927 62 92 50.
- Horario: de lunes a viernes: 8:30-19:00.
- Página web: <https://www.colegiosanantonio.org/>

#### MARIA AUXILIADORA SCHOOL

Educationally, they teach the two **formative cycles of infant, primary and secondary education, and extracurricular activities** such as skating, basketball, plastic arts and crafts or *Radio Meña*, the centre's radio station.

- Dirección: Av/ de la Hispanidad, 10005.
- Teléfono: 927 23 75 06.
- Mail: [m\\_auxiliadora@msn.com](mailto:m_auxiliadora@msn.com)
- Horario: de lunes a viernes: 7:30-18:00.
- Página web: <https://colegiomariaauxiliadoracc.es/>

#### SANTA CECILIA DE VEDRUNA SCHOOL

##### Religious charter school.

They have large and well-equipped facilities: computer rooms, technology workshop, early bird classroom, chapels, basketball and volleyball courts, football pitches and psychomotricity classrooms...

They offer training to

**both cycles of infant, primary, secondary and baccalaureate studies.**

- Dirección: C/ San Pedro de Alcántara, 9, 10001.
- Teléfono: 927 24 35 16.
- Mail: [santacecilia.caceres@vedruna.es](mailto:santacecilia.caceres@vedruna.es)
- Horario: de lunes a viernes: 8:30-14:30.
- Página web: <https://colegiosantacecilia.es/>



## GINER DE LOS RÍOS SCHOOL

### Secular and public school.

For education, they cover the **first and second cycle of nursery, primary and secondary education**, as well as courses for adults.

- Dirección: C/ Italia, 13, 10005.
- Teléfono: 927 23 58 54.
- Mail: [colegio@ginerdelosrioscaceres.com](mailto:colegio@ginerdelosrioscaceres.com)
- Horario: de lunes a miércoles: 7:30-21:30. Jueves: 7:30-19:00. Viernes: 7:30-18:00.
- Página web: <https://www.ginerdelosrioscaceres.com/>

## ALBA PLATA SCHOOL

It is the only school in the province that offers an integrated Spanish/English curriculum within the MEC-BRITISH COUNCIL programme, so its syllabus is different from the rest of the schools.

- Dirección: Av/ de Dulcinea, 10005.
- Teléfono: 927 01 09 12.
- Mail: [ceip.albaplata@edu.juntaextremadura.net](mailto:ceip.albaplata@edu.juntaextremadura.net)
- Horario: de lunes a viernes: 9:00-14:00.
- Página web: <https://cpalbaplata.educarex.es/el-centr>

## SCHOOL HOLIDAYS

In terms of leisure and holiday time in Extremadura and in Spain in general, children have several holiday periods throughout the year:

- **EASTER HOLIDAYS:** The dates for 2024 are 24 March to 31 March. Each year these holidays depend on which days Easter is celebrated in the country.
- **SUMMER HOLIDAYS:** From the end of June to beginning/middle of September.
- **CHRISTMAS HOLIDAYS:** from 20-22 December until the beginning of the following year.

There are also options for activities for children outside the school day. Some can be taken through the school where they are enrolled and there are also options from private companies or even the Cáceres City Council itself offers different activities for children.



## LEISURE & CULTURE

You are going to be living in a community that has many leisure options. Depending on your hobbies and needs, you will be able to choose the options that suit you best:

- Visiting new towns and cities
- Hiking routes
- Practising an infinite number of sports...
- Getting to know our gastronomy
- Visiting museums
- Theatre and plays
- Going to the cinema
- Shopping

Cáceres has an extensive calendar of events around the city. It is one of the best ways to get to know our city and our culture. Here are some pages where you can consult the events that take place:

<https://caceres.portaldetuciudad.com/es-es/agenda-caceres/005.html>

<https://www.turismocaceres.org/es/agenda>

<https://todo.caceres.online/eventos/>

We are not only going to stay in Cáceres, but you will probably want to visit other places in Extremadura. For this reason, here you can find a link to the website of *Turismo de Extremadura* so you can check the events that will take place all over the region:

<https://www.turismoextremadura.com/>

## **CULTURE**

Some of the customs of Spanish culture may be different from those of your own culture.

For example, **supermarkets** usually open at 09.30 and do not close until 21.30, and most commercial establishments open at 10.00, close at 13.30 or 14.00, reopen at 17.00 or 17.30 and close again at 20.30 or 21.00. **Banks** on the other hand, tend to be open only in the morning. This is because most workers **have lunch at home between 14.00 and 15.30**, and usually rest until 15.00 or 16.00. Meanwhile, **dinner is usually served as late as 21.00 or 22.00**.

If you are staying with local families, you should bear in mind these aspects and some others. For instance, the fact that all the houses usually have a **washing machine in the kitchen or bathroom**, or that **the rooms have blinds**.

In terms of addressing others, it is customary in Spain to greet women with two kisses, one on each cheek, and it is not unusual to do so between male friends or relatives too. It is also customary to greet friends or relatives with a hug. In this regard, you should bear in mind that social distance in Spain is quite minimal, and it is common to touch another person, usually on the arm or shoulder, in the middle of a conversation. Finally, bear in mind that Spaniards tend to be very expressive and direct when speaking.

It is also customary to queue at places such as bus stops, health centres, banks, or administrative offices; to do so we usually politely ask, "Who is the last in line?"

In Cáceres you will also find that there is **a lot of life in the streets**, where you can find numerous bars, restaurants, and terraces where there are almost always a lot of people who meet to eat or have a drink. This activity also takes place in the evenings, as the bars and restaurants are usually open until midnight. There are also many late-night pubs which typically close at 03.00.

## UEX COURSES

### UNIVERSITY OF EXTREMADURA COURSES

The University of Extremadura offers a wide range of courses. Below, you can find the link to see the various options...

<https://www.unex.es/conoce-la-uex/centros/eid/titulaciones/doctorado>

You can find out more information in the following ways:

- **IN PERSON**  
Opening hours: 09.00 to 14.00  
Doctorate Department  
Generala Palace  
Plaza de Caldereros, 2. 10003 Cáceres
- **TELEPHONE**  
927252254/927251095
- **EMAIL**  
doctouexcc@unex.es



The process of **access and admission to doctoral studies** is managed by the Doctoral Service in coordination with the Academic Committees of the Doctoral Programmes.

You can only apply for a place in one **Doctoral Programme**.

The requirements for access to the PhD are those listed in the following link:

<https://www.unex.es/conoce-la-uex/centros/eid/secretaria/acceso-y-admision/requisitos-de-acceso>

As the 2022/2023 academic year has not yet ended, you will not yet find information on the 2023/2024 PhD enrolment calendar on their website.

To check if the new dates for the next academic year 2023/24 are available, please see the links below.

Pre-registration can be done here: <https://www.unex.es/conoce-la-uex/centros/eid/secretaria/acceso-y-admision>, and the required documentation can be consulted at the same link.

During the pre-registration process you will get your IDUEX and PINWEB.

When the calendar for the 2023/2024 academic year is available, you will be able to consult the dates on which the provisional and definitive lists of admitted students will be published, as well as the dates for submitting applications.

There is a period for the submission of documentation, which will also be included in the 2023/ 2024 calendar.



# LEARNING SPANISH

## OFFICIAL LANGUAGE SCHOOL

We understand that you may need help with your Spanish, so please find below the page of the *Escuela Oficial de Idiomas (EOI)* so that you can consult the different languages which are taught:



ESCUELA  
OFICIAL  
DE IDIOMAS  
DE CÁCERES

<https://eoicaceres.educarex.es/>

On the website there is a section for Spanish (Castilian). There, you can find information about the various levels taught, the enrolment process, level tests, and much more.

There is a **registration period for these courses**. For the 2022/2023 academic year, the deadlines are as follows:

**July:** 1st to 15th registration period for new students of German, Spanish, French, Italian and Portuguese who are not pending the September placement test.

**September:** 1st to 15th for new students of German, Spanish, French, Italian, Portuguese and French.

19th publication of the lists of admitted and reserve students

19th to 23rd until 14.00 registration deadline for students on the list of admitted students.

26th enrolment of vacant places from the reserve list

27th to 28th registration of places left over at the end of this process

Before enrolling in a level, and you are not sure what is your current level, you have the option of taking a Spanish Classification Test. Here is the link:

<https://eoicaceres.educarex.es/index.php/contactar-espanol/prueba-de-clasificacion>

In the case of enrolling in the most basic course, it isn't necessary to take this test. As for the application form, it would be as follows:

<http://doe.juntaex.es/pdfs/doe/2023/250o/23060326.pdf>

(Here, on page 5, is the application form for admission and enrolment)

In addition to this application, the following documentation must be submitted:

- Photocopy of DNI/NIE
  - Form 50, which will be used to pay the corresponding public price. Here is the link to the document: <https://modelo050.juntaex.es/modelo050/> and these are the sections that must be completed:
    - Under public fees or prices select OTHER.
    - Managing Body: 13- Education and Employment
    - Conceptual details: 131110 -For language teaching
    - Full personal details.
- Payment can be made online and must be made before submitting the documentation.
- Photocopy of a valid large family certificate or card (if applicable)
  - Photocopy of the academic transcript or certificate (A2, B1...), in the case of not enrolling in A1 and not taking the Placement Test.

Once we have all the documents, they can be delivered to the Secretary's Office of the centre. The EOI is located at: Calle Gómez Becerra, 6, 10001 Cáceres.

For any questions you may have and for more information you can go to the school on Fridays from 9.00 to 14.00 or contact the telephone number [927 00 48 45](tel:927004845).

# INSTITUTE OF SPANISH AS A FOREIGN LANGUAGE (IELE)



There is also the *Instituto de Español como Lengua Extranjera (IELE)*, which offers both face-to-face and online courses. Below, you can find the link to the Spanish section of the courses:

<https://www.unex.es/estudiar-en-formative/instituto-espanol-lengua-foreign/offering-academica/cursos-de-espanol> [la-uex/otras-propuestas](https://www.unex.es/estudiar-en-la-uex/otras-propuestas)

As you can see there are a variety on offer:

- **9-month course:** 280 hours, from October to June.
- **Quarterly intensive course:** 100 hours, from September to December or from February to May.
- **Quarterly course:** 40 hours, from October to December or from February to May.
- **Intensive monthly course:** 64 hours, every month except January, April, August, and December.
- **Course for international students of the UEX:** 40 hours, from October to December and from February to May.
- **DELE preparation course:** 64 hours, November, or May.

Online courses are also available

- **Three-month course:** 90 hours, from September to December or from March to June.
- **Monthly course:** 30 hours, every month except January, August, and December.
- **Intensive course for international students of the UEX:** 60 hours, July.
- **DELE preparation course:** 32 hours, February, April, May, July, October, and November.

In addition, as a complement to the course you sign up for, you can join the **Conversation Club**, which offers conversation sessions outside the classroom with trainee teachers, or request **extra classes**, whose time load will be added to the duration of your course. Finally, you can book individual classes if you need to deal with very specific content on a one-to-one basis or as a trial class.

To take into account the registration process, you can access the website and check the registration period for each of the courses and register directly from the page.



Thank you for  
joining the team!

