Universidad de Castilla-La Mancha

HR EXCELLENCE IN RESEARCH

WELCOME MANUAL FOR RESEARCHERS

July 2024

Table of Contents

Table of Contents *1*

A word of welcome *2*

General information UCLM *3*

Campuses and faculties 3

Academic programmes and calendar 4

Academic and Technological Resources 5

Sports and Cultural Resources 6

Research and Innovation at UCLM *7*

Scientific-technology research programme 7

Doctorate Studies 7

UCLM Divulga 8

Research plans and funding 8

Research services 9

Research Regulation 10

Research portal 10

Human Resources Strategy for Researchers 11

Innovation 11

Resources for a professional research career 12

Practical information *13*

Before Arrival 17

Upon Arrival 20

Information on living in Castilla La Mancha 28

Returning Home 36

A word of welcome

Welcome to the University of Castilla-La Mancha, the flagship academic institution in the autonomous community which gave it its name and which is a leader in the creation and transmission of science, technology, innovation, culture and solidarity.

I welcome you from our refreshed website with which we hope to cope with the requirements our real or potential users have and to satisfy the interests of the university community.

The UCLM is a smart move for those who are shaping their future, for those who wish to gain more training throughout their life and for foreign students pursuing academic enrichment, vitality or language learning. It is also for companies who will find a wide variety of research, development and innovation opportunities in our research portfolio (R +D + I)

What uplifts the university is its people. For this reason, we value and appreciate your enthusiasm, whether you are in your pre-university year, a student, lecturer, researcher, administrative or services worker, a graduate or visitor. It doesn´t matter if you have been awarded the Nobel Peace Prize or if you are in your first year. We invite you all to seek answers to fundamental and pressing questions which society is facing. Welcome to the UCLM. You may visit us at any time in person or by means of this website and explore our campus life.

Best wishes,

José Julián Garde López-Brea,

Rector, University of Castilla-La Mancha (Spain)

General information UCLM

Campuses and faculties

The University of Castilla-La Mancha (UCLM) is a modern and competitive institution, founded in 1985 and spread out over four main campuses within four provinces of the autonomous region of Castilla-La Mancha, Spain: Albacete, Ciudad Real, Cuenca and Toledo. In addition, there are two other university centres located in Talavera de la Reina (Toledo) and Almadén (Ciudad Real).

Toledo, located at 75km from Madrid, is the capital of Castilla-La Mancha and its administrative centre. With 85,000 inhabitants, is a modern city and a first-class tourist destination. UCLM's Toledo campus is split between several locations: in the city's historical centre, in the old Weapons Factory of Toledo and in Talavera de la Reina, another important city in the region. This campus is home to around 8,300 students.

Ciudad Real, with its 75,900 inhabitants, is one of the most important cities in La Mancha. The Ciudad Real Campus is located in the city centre and is home to the Rectorate of the University. In Almadén, around 100km from Ciudad Real is the Technical School. This campus is home to more than 7,000 students.

Cuenca, a city of 53,500 inhabitants was declared World Heritage Site by UNESCO in 1996, due to its rich civil and religious architecture dating from the 12th to the 18th centuries. UCLM's Cuenca campus is situated in the outskirts of the city and is home to 3,500 students.

Albacete, with its 173,200 inhabitants, is the largest city in the La Mancha region. The Albacete campus covers a vast area, including public places and green areas. The campus is home to 8,000 students.

There are currently over 27.600 students enrolled at UCLM with a staff of close to 2.970 professors and researchers as well as nearly 1.253 administrators and service personnel. Detailed information

on student statistics, research, knowledge transfer and university financials, among others, can be found on the UCLM transparency portal.

The geographical location of UCLM has enabled the university to become a pioneer in the incorporation of new technologies. In addition, the UCLM's commitment to excellence is reflected by its outstanding reputation as one of the best universities in Spain. It ranks among the top fifteen Spanish universities according to the Young University Ranking 2024 by Times Higher Education (THE) in enrolment, R&D&Innovation funding, human resources and materials.

In addition to teaching, research constitutes a second fundamental pillar of UCLM, with numerous research institutes, mixed research centres and associated research units. Its research groups operate in varied fields such as sciences, health, agriculture, chemistry, economics, law, computer science or cynegetics. UCLM currently collaborates with more than a thousand regional, national, and multinational companies. Each year these companies offer internships and traineeship programmes for students.

In 2011 UCLM was awarded the "Campus of International Excellence" stamp by the Spanish Ministry of Education for its CYTEMA-Energy and Environment Science and Technology Campus initiative. CYTEMA is the university's bet on teaching, research and knowledge transfer in Energy and Environment, huge fields of current and future relevance in both socio-economic policies and at a national and European level. This project is leveraging UCLM's strength in R&D&Innovation in the fields of energy and environment with more than fifty research groups and over five hundred researchers.

Academic programmes and calendar

The university has a broad academic offer, with currently 66 Bachelor's degree programmes and 50 official Master's degree programmes, all of which are in accordance with the standards of the European Higher Education Area. In addition, UCLM has a wide selection of post-graduate courses and 18 doctorate programmes:

- 5 programmes in experimental science
- 5 programmes in engineering and architecture
- 3 programmes in social science
- 3 programmes in healthcare science
- 2 programmes in arts and humanities

The International School of Doctorate of Castilla-La Mancha is organized as an Interdisciplinary School aiming to encourage the specialization and internationalization of groups and centres with a proven track record in basic and experimental research, linked with the strategic priorities of the region. On the other hand, it also seeks to promote research in the fields of humanities and social

sciences, as these are considered to be the areas of greatest importance in the interdisciplinary nature of applied research at our university.

The academic year at UCLM usually spans from September to July, with breaks in December, April and August.

Furthermore, the UCLM has a Professional Development and Social Action Unit framed within the Human Resources and Administrative rea, which offers different training courses. They can be consulted in the following link link.

Academic and Technological Resources

Library

UCLM's library has 13 service points and 4 reading rooms distributed among its 4 campuses. The library has more than 1,4 million titles and 5,000 reading spaces. Opening hours vary from service point to service point and are published in advance for the entire calendar year.

Virtual Campus

Virtual Campus is a teaching support service with teaching spaces for virtual teaching. Currently, the are more than 5,000 courses on Virtual Campus, used by more than 3,400 professors and almost 30,700 students (check here for latest Virtual Campus indicators).

Virtual secretary

The Virtual Secretary service provides a personalized and safe consultation and academic management service through Internet. Virtual Secretary allows to do certain processes online. To use the service, the student or staff needs to be registered.

ICT Services

ICT services are the backbone for a regional university with the geographical distribution of UCLM. Innovation and continuous improvement in ICT infrastructure and services enable the UCLM to offer students, professors, researchers, administration staff and society in general, efficient services with proven quality. Services provided ranges from using the Virtual Campus e-learning platform by logging with the email credentials, using Eduroam and other ICT services such as obtaining academic software.

Computer rooms

The UCLM has free WIFI access for all its students and staff. Obtain your username and password at the IRO upon arrival. In addition, all faculties have a computer room with internet access available to university members.

Language learning

UCLM, through its Centro de Lenguas (CEL), offers annual courses in English, French, German, Japanese and Arabic, as well as intensive courses in English and Italian. On the other hand, CEL is committed to teaching Spanish as a foreign language. These courses are open to all students, university staff, researchers and teaching personnel.

Classroom for key competencies

The classroom for key competencies is an organized set of online course aimed at providing complementary education in competencies and life skills, key for the integral development of the UCLM community (students, staff, researchers and professors). It consists of online courses that develop key competencies of socio-emotional nature that will potentially be useful in personal, academic and professional fields.

Psychological Attention Service

The Psychological Attention Service (SAP) is a confidential and free counselling service to all members of the UCLM and with outlets on all campuses. The SAP can help you overcome personal and academic problems and stress. Contact to schedule an appointment.

Sports and Cultural Resources

UCLM promotes, nurtures and organizes sports activities including a wide range of competitive and recreational initiatives. Amongst the former, the Vice-Chancellor´s Cup stands out. The recreational activities at UCLM's own sports facilities are aimed at students, researchers and teaching, administrative and services staff and include aerobics, body building, zumba, indoor cycling, hiking, ballroom dancing, yoga, swimming, among others. Bookings can be made at the offices for University Extension.

On the other hand, UCLM is aware of the necessity to promote the creation of spaces with a cultural and artistic creativity scope, as well as to provide cultural services both nationally and internationally. Additionally, UCLM contributes to the holistic education of its students and staff through initiatives promoting music, theatre, literature, cinema, the arts and photography. The university takes on these challenges with specific activities such as its cultural agenda, the cultural contests, the Centre for Cultural Initiatives (CIC), the cultural classrooms and different calls and awards in this field.

Research and Innovation at UCLM

Research is a core activity at UCLM, as mentioned in the first articles of its statutes as its fundamental goals ("the creation, development and criticism of science, of technique and culture by means of study and research"). Being the only public research organism at regional scale, UCLM's emphasis on research is reflected by its more than 280 active groups and 40 research institutions. The prime scientific achievement of UCLM has been the official recognition as Regional Campus of International Excellence through the already mentioned CYTEMA Project (Energy and Environment Science and Technology Campus).

Scientific-technology research programme

The scientific-technology research programme includes the scientific and technological offer, the main source of information of research fields and work lines at UCLM. The offer, as well as a directory of UCLM's research centres and research groups, are readily available for the development of strategic partnerships with companies. Detailed information on research results and funding can be found in UCLM's annual research reports.

Doctorate Studies

The creation of the International Doctorate School in 2012 has been a landmark achievement for UCLM. The school is characterized by three main aspects:

- Diversity through its 18 doctoral programmes which cover 5 fields of knowledge: arts and humanities, sciences, health sciences, social and legal sciences, engineering and architecture.
- Quality because all programmes have been evaluated and approved by relevant public authorities.

- Collaboration because 7 programmes are offered in cooperation with other Spanish universities

Admission to the PhD programmes is open from July 15th to September 15th, with a second admissions period in November and December in case of remaining vacancies. Several scholarships and grants from a large variety of public and private institutions are available to PhD students and researchers. In addition to the various regional, national and international public and private grant programmes, the UCLM, within the framework of their own research programme co-funded by the European Social Fund, offers the possibility for the candidate to obtain a pre-doctoral contract in order to study and carry out their research project.

A database of past doctoral thesis can be found here.

UCLM Divulga

The Unit of Scientific Culture and Innovation of UCLM (UCLM Divulga) aims to communicate the value of the work of scientists to society in order to increase scientific culture and public interest in Science, Technology and Innovation. Famous initiatives of UCLM divulga include the news section "The Conversation" and interviews with UCLM research staff in "Investiga que no es poco", among others. UCLMdivulga is part of the Spanish UCC+i network (ComCiRed) which guarantees compliance with the requirements that a Scientific Culture and Innovation Unit must fulfil in order to be considered as such.

Crue reinforces its commitment to Open Science and presents the Platica project at the 1st Open Science Conference.

There are several grants and awards available for the dissemination of scientific knowledge and for fomenting a culture of science, technology and innovation.

Research plans and funding

Research plans provide funding mechanisms for projects and research. UCLM frequently receives funding for projects aligned with the different Spanish National Research Plans.

Furthermore, there is funding projects aligned with UCLM's internal research plans and additional calls. UCLM's vice-chancellor for Research and Science Policy is responsible for designing and launching calls for projects aligned with UCLM's internal research plan. These calls include programmes targeting specific target groups or thematic fields.

Additional sources of research funds include calls from European, national and regional public and private entities, as well as funding for recruitment temporary research staff and interns. For further information on European projects please visit the site of UCLM's EU Project Office.

Research services

Apart from coordinating the science-technology programme, organizing the doctorates, carrying out science communication and facilitating access to research plans, UCLM provides its researchers with other useful services.

In case you have any question or comment regarding research services please contact the Vice-Chancellor for Scientific Policy.

Research Management Unit

The Research Management Unit collaborates in communicating information on calls, the annual research report, annual R&D&Innovation results, the catalogue of research groups and science-technology results. Furthermore, it provides assessment and administrative support to researchers of UCLM in different processes from preparing funding requests for projects to protecting the R&D&Innovation results. Contact details of staff member of the Research Management Unit can be found here (Unidad de Gestión de la Investigación).

Supercomputing

The Supercomputing Service (SSC) provides qualified users with resources able to carry out resource-intense scientific calculations leveraging servers and business communication infrastructures. It also advises on the use of supercomputing systems available nationally and internationally. The purpose of the SSC is to organize the calculation resources to allow easy access, resulting in a better use of resources, minimizing the need for maintenance as well as optimizing investments.

Repositories

As already mentioned in a previous chapter, UCLM's library has 13 service points and 4 reading rooms distributed among its 4 campuses. The library has more than 1,1 million titles and 5,000 reading spaces. Opening hours vary from service point to service point and are published in advance for the entire calendar year.

RUIdeRA is a cross-function project developed by various areas of UCLM with the aim of gathering, archiving, preserving, communicating and publishing the results of academic, research corporate activity of UCLM community and provide open access to this repository. The collection includes

doctoral theses, magazines edited by UCLM, working papers, whitepapers, articles, conference proceedings, reports, etc. For further information you can contact RUIdeRA.

ZENODO is the free and open access European repository for sharing and depositing research data in various formats. Created by OpenAIRE and CERN with the support of the European Commission with the aim of promoting Open Science. The UCLM has a community within ZENODO 'Universidad de Castilla-La Mancha Research Data Collection', for researchers to deposit Data Management Plans (DMP) and/or datasets of their research: Zenodo Tutorial. Registration and uploading of data New.

Please consult this page regarding how to set up or complete different author profiles (e.g. ORCID) and ensure correct association of research papers.

Research Regulation

Before starting any research project at UCLM please familiarize yourself with the existing Spanish law regarding Science, Technology and Innovation, as well as UCLM's regulation of Exploitation of Industrial and Intellectual Property, of Knowledge Transfer, as well as of Doctorate Studies. Consult this page for a comprehensive overview of existing legislation and regulation.

All research projects that deal with animals need to be previously evaluated and approved by the authorized body for project evaluation, in order to make sure the proposed research project complies with existing norms and legislation on research ethics.

Research portal

UCLM's Research Portal is a service environment where all researchers can view and modify relevant personal information. Among its main functionalities are:

- Management of personal information: CV, Education, etc.
- Management of funding sources of research activities: dissemination of programmes and calls, online processing of proposals and applications, monitoring and control of financing programmes, etc.
- Management of research groups: composition and activities, participation in projects, lines of research, funding received, technological offer, etc.
- Management of research results: scientific publications, research report, etc.

Consult this page on information on how to access the Research Portal.

Human Resources Strategy for Researchers

Human Resources Strategy for Researchers (HRS4R) is a seal of quality granted by the European Commission to identify those institutions that generate and support the existence of a stimulating and favorable environment for research work. The UCLM is firmly committed to contributing to the development of an attractive European labour market for researchers and to adhering to the European Charter for Researchers and to the Code of Conduct for the Recruitment of Researchers.

The HR Excellence in Research award application was submitted by UCLM to the European Commission in late 2018. To renew the award, UCLM must undergo evaluations on the second and fifth years of the Action Plan implementation. By signing the Declaration of Commitment, the UCLM took the first step in developing a human resources strategy for researchers. A working group was created with the objective of carrying out an internal analysis, culminating in an Action Plan to ensure continuous improvement and to optimize the research work environment at UCLM.

Innovation

At UCLM, the mission of promoting innovation includes cross-curricular policies, e.g. the transfer of knowledge as well as specific programmes, such as the technical support office for entrepreneurial projects and the initiatives for incorporating human talent through work placements or those created by the Centre for Information and Employment Promotion (CIPE).

Knowledge Transfer

UCLM puts a strong focus on knowledge transfer, providing researchers with effective instruments from the Office for Transfer of Research Results (OTRI).

The OTRI manages the relationship between the institutional and corporate environments, coordinating and promoting the Scientific-Technological Offer of UCLM. It is the point of contact for researchers and companies for all aspects related to knowledge transfer. Services to researchers include, among others:

- Search for offers and technological demands that might result interesting for UCLM's Research Groups.
- Communication of private sector collaboration opportunities to researchers.
- Support in negotiation and drafting of collaboration agreements and R&D contracts with private sector.
- Support and management of intellectual and industrial property.
- Dissemination of UCLM's R&D&Innovation results to society and to private sector.
- Support in commercialization of R&D&Innovation results.

Furthermore, the OTRI will advise and support you regarding the most effective way to protect research results generated within the setting of UCLM in terms of industrial and intellectual

property. In that sense it is important to highlight that, according to Spanish Law 11/86, all inventions generating within university framework belong to UCLM.

Funding Innovation

UCLM as well as other public and private institutions provide funding for R&D&Innovation projects. A comprehensive overview of sources (e.g. European Union, Spanish Government, Autonomous Region of Castilla La-Mancha) can be found here.

Entrepreneurship (UCLMemprende)

UCLMemprende is a support program for entrepreneurial projects from students, professors and researchers from all UCLM campuses. The initiatives includes networks of entrepreneurial professors and students, as well as the idea spaces, open forums with dedicated infrastructure to discuss and interchange ideas and projects. Furthermore, there are business incubators at Albacete and Ciudad Real campuses, where entrepreneurs linked to UCLM can develop their entrepreneurial projects. UCLM has a proven track-record of successful spin-off companies.

The following links provide comprehensive overviews of links and resources related to entrepreneurship at UCLM.

Resources for a professional research career

Career paths in research have diversified significantly and are no longer limited to what was traditionally considered a research career. In addition, the private sector has begun to place greater value on the potential of researchers' skills in the early stages of their career, which has expanded their professional opportunities outside of academia.

In this platform researchers can access different sections that will help resolving any questions regarding the following aspects related to the `professional research career: sources to evaluate scientificproduction, resources to support your research career, where to publish, transformative agreements and artificial intelligent.

In addition, this Research Career Guide is meant to provide information on options for scientists and researchers at the University of Castilla la Mancha to continue his research career after the Training received at the university. This document together with the actions that are developed in the doctoral school aims to provide information and personal experiences that allow explore alternatives to a research career outside the UCLM, through post-academic career transition, reinvention professional and entrepreneurship.

Practical information

Vice-Chancellor for Scientific Policy

The Vice-Chancellor for Scientific Policy manages international mobility for researchers. If you belong to this category, please, contact this Vice-Chancellor or European Projects Office.

International Relations Office (IRO)

The International Relations Office is responsible for the management of international mobility programmes and for promoting inbound and outbound mobility for students, lectures and administrative staff. Please contact IRO with any doubts regarding your research stay at UCLM. The IRO is present with offices on all campuses of the university. You are always welcome to stop by with any doubts and questions you might have.

Albacete	**Polivalente Building** Cronista Francisco Ballesteros Gómez, 1 Phone: +34967599249	- Academic Director: Manuel Esteban Lucas Borja (Responsible for internationalization in Asia and Africa) - Deputy director: Ana Raquel Sicilia Fernández - Executive: Julia Corredor Cañadas and Alejandro Riosalido
Cuenca	**Antonio Saura Building** Camino del Pozuelo, s/n, Phone: +34926295499	- Academic Director: Eugenio Enrique Cortés Ramírez (Responsible for internationalization in United Kingdom, North America and Australia) - Deputy director: Vicente Ramos Villanueva - Executive: Patricia Romeral Alonso and Yolanda Sáiz
Ciudad Real	**Headquarters of Campus of Ciudad Real** José Castillejo Building – Student House Avda. Camilo José Cela, s/n Phone: +34926295320 **Headquarters of Campus of Almadén** Almaden Campus, Technical Building Plaza de Manuel Meca, 1 Phone: +34926295320	- Academic Director: Sonia Merino Guijarro (Responsible for internationalization in the European Union) - Deputy director: Inmaculada Guillén - Executive: María Anaya and María Isabel López
Toledo	**Headquarters of Campus of Toledo** San Pedro Mártir-Madre de Dios Building Cobertizo de San Pedro Mártir, s/n Phone: +34925265744 Technological Campus "Fábrica de Armas" Avda. Carlos III, s/n Phone: +34925265744	- Academic Director: Susaña Seseña Prieto (Responsible for internationalization in South America) - Deputy director: Mónica Ruiz de los Paños - Executive: Eva Romero and Laura González

Talavera	Headquarters of Campus of Talavera Avda. Real Fábrica de Seda, s/n 45600 Talavera de la Reina Phone: +34925265744	

Checklists

Here we provide you with a quick checklist of things to be done before your arrival to UCLM and Spain and before living Spain.

Before arrival

- Reach out to the UCLM Vice-Chancellor of Scientific Policy with any questions and requests regarding your stay at UCLM.
- Check if you need a permit to legally reside and work in Spain. If applicable, identify the appropriate permit.
- If a visa is required, request from UCLM an invitation or document accrediting the purpose of the stay.
- In addition, prepare medical certificates required to enter Spain.
- Reserve temporary accommodation in your destination city. UCLM European Projects Office will happily assist you with guidance.
- If you plan to bring your car or drive in Spain, check requirements and validate if your current license will allow you to legally drive in Spain.
- If you are a researcher from a Member State of the EEA, apply for the European Health Insurance Card.
- If you are planning to bring your family apply for the corresponding permits and visas and research childcare/ school facilities and requirements.

Upon arrival in Spain

- Open a bank account.
- Find permanent accommodation.
- If you are going to stay with UCLM for a longer period of time, obtain the Certificate of Residency or the Foreigner's Identity Card (TIE).
- If applicable, register your children with local childcare/ school.
- Obtain your Social Security card.
- Obtain your public healthcare card.

- Apply for the European Health Insurance Card if you are going to travel to other countries in the European Economic Area, United Kingdom or Switzerland.

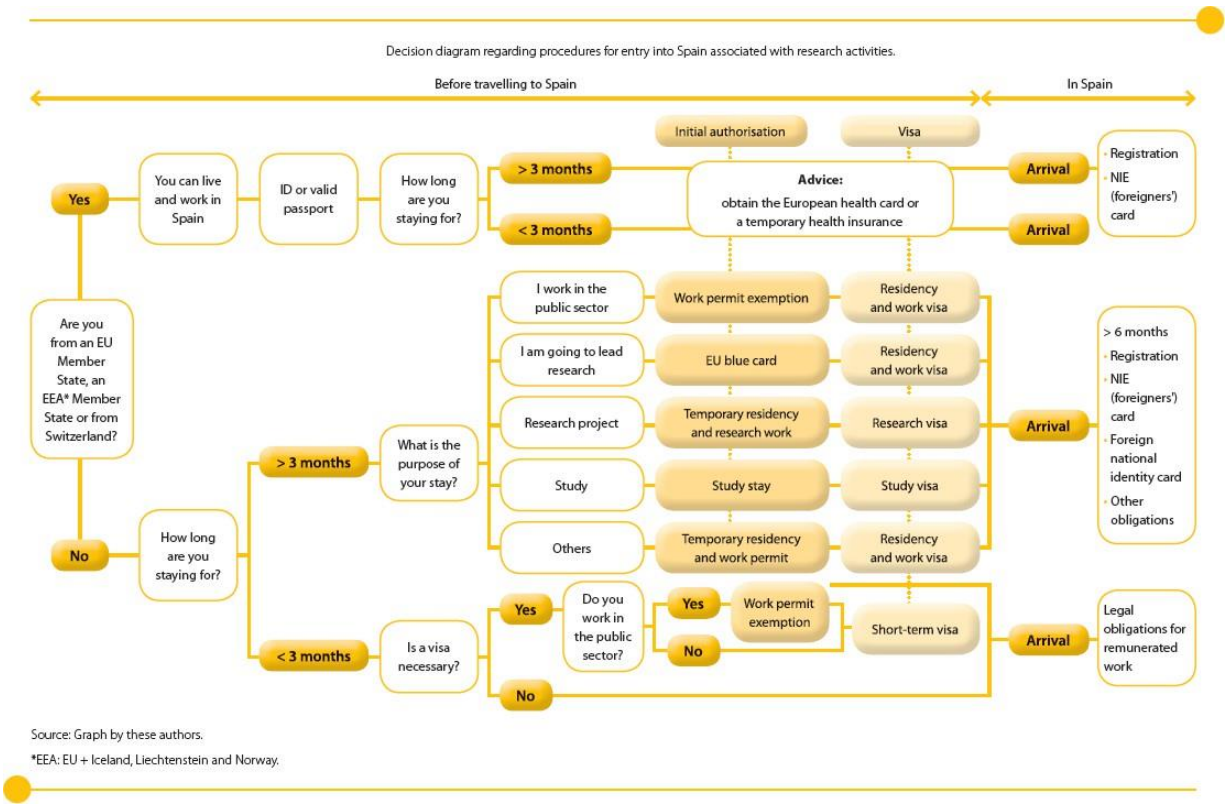
Before leaving Spain

- Cancel your bank account.
- Cancel all services (e.g. electricity, water, internet, TV, cellphone).
- Cancel your rental agreement. Schedule review of flat with landlord to obtain partial or full refund of security deposit.
- Obtain an employment record of your professional activities in Spain from the Social Security Service and check If information is correct. Request correction if necessary.
- Obtain activity report, recommendation letter, etc. from UCLM.
- Check if you are entitled to social welfare benefits while relocating and settling in in your home country.

Before Arrival

Work and Residency permit

The requirements for legally residing and working in Spain depend on your citizenship and the purpose and length of your stay in Spain. The following decision tree helps you identify the required steps for legally staying and working in Spain. For additional information please refer to or contact the Euraxess Service Centre (ESC) in Castilla-La Mancha, which is located at the European Projects Office (OPE).



Source: Euraxess Spain

Citizens from EU/EEA countries and Switzerland:

EU/EEA countries and Swiss citizens are free to stay in Spain for up to 3 months. Longer stays need to be registered with local authorities in Spain in order to obtain a Foreigner's Identity Number (NIE).

- EU-citizens are citizens from Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Holland, Hungary, Ireland, Italy,

Latvia, Lithuania, Luxembourg, Malta, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.

- EEA-citizens are citizens of Liechtenstein, Norway and Iceland. Citizens of Switzerland fall under the same rules as EU/EEA-citizens.

You can find detailed information regarding working and residency regulation and formalities at the webpage of Spanish National Police.

Citizens from outside the EU

As a non-EU citizen intending to stay for more than 90 days, you must apply for residence and work permit in the Spanish Embassy of your home country between two and three months before you intend travelling to Spain to allow time to process your application. Exact application requirements may vary from consulate to consulate but in general you'll need to show your passport, as well as provide the following documentation:

- details of position and research that you'll be doing at UCLM;
- proof of medical insurance;
- medical certificate confirming that you don't have any diseases that require quarantine;
- proof of sufficient funds to support you for the duration of your stay in Spain (e.g. scholarship details);
- a criminal record certificate issued by the competent authorities in your home country.

For a detailed list of requirements please check with the relevant consulate in your home country. It is important to highlight that you can't come to Spain on a short-stay tourist visa and then apply for a student visa. You have to return to your home country and apply from there.

There are various kinds of visas depending on the duration and purpose of your stay in Spain. Below table summarizes entry, residency and work authorization procedures and responsibilities:

Source: Euraxess Spain

Regulations and procedures of arrival, stay and departure of foreigners in Spain underly constant changes. We recommend you regularly consult the web pages of the Spanish National Police (Comisaría General de Extranjería y Fronteras) and of the Ministries of Education, Labour and Foreign Affairs and reach out to UCLM's Vice-Chancellor for Scientific Policy or European Projects Office.

For further reference please refer to chapter 3 of Euraxess Spain Guidelines for the Management of the Mobility of the Foreign Researcher in Spain.

Upon Arrival

Registration with local administration

New residents in Spain are required to register with local administration to be entitled to obtain public services such as healthcare, education, etc. The "empadronamiento", also known as the "padrón municipal de habitantes", is a municipal register or census record. The information provided during registering is confidential and subject to data protection laws.

Registration is done at the town hall of the district where you reside. Detailed information on registration in the 4 cities with a UCLM campus and obtaining the residency certificate, is available at the web page of the respective city councils of Albacete, Ciudad Real, Cuenca and Toledo (Spanish only).

You need to provide the following documents when registering:

- Original passport and photocopy; and NIE or registration certificate from the national police foreigner's office, plus photocopy.
- Proof of ownership of real estate property
- If you do not own a property and are renting, your rental contract in Spanish and a photocopy
    - You live in a university residence:
        - A certificate from the university residence itself. You should request this at the reception office of your residence.
        - Registration form or "Hoja padronal" filled out.
    - You rent an apartment:
        - Registration form – Filled out in your name
        - Photocopy of the landlord's ID
        - Rental contract
        - Utility bill
    - You share an apartment (and at least one of your roommates is already registered):
        - Registration form – Filled out in the name of your registered roommate
        - Photocopy of the passport or Foreigner's Identity Number (NIE) of your roommate
- All family members over the age of 18 have to sign the registration form.

Obtaining Foreigner's Identity Number (NIE), Certificate of Residency and Foreigner's Identity Card (TIE)

The Foreigner's Identity Number (NIE) number is a legal number assigned by the Spanish National Police to any foreign national. Obtaining a NIE number is mandatory for all foreigners with financial, professional or social affairs in Spain, regardless of whether you are a resident or non-resident in Spain. Children also need a NIE number in order to, among other things, get social security. Your NIE number is assigned on a permanent basis, in case you were a legal resident in Spain before you don't need to do the NIE expedition process again.

The Certificate of Residency proves the registration of EU citizens in Spain's Central Registry of Foreigners. EU citizens who plan to stay in Spain for a period exceeding 3 months are required to obtain the certificate within 3 months from the date of entry into Spain. This certificate is issued immediately and contains name, nationality and address of the registered person, the NIE number and date of registration.

To obtain the Certificate of Residency (EU citizens only) you need to make an online appointment with the relevant Spanish National Police station in province you reside in (select "Albacete", "Ciudad Real", "Cuenca" or "Toledo" and then "Policia – Certificados UE"). To the appointment you need to bring the following documentation:

- Copy of the Appointment Confirmation email.
- Application form EX-18 / EX-23 for United Kingdom residents (original and copy).
- Valid passport or national ID (original and copy).
- Certificate of employment with UCLM (original and copy).
- Proof of payment of corresponding fee using a 790 form.

The Foreigner's Identity Card (TIE) is the unique and exclusive document that contains the NIE number and that certifies the legal permanence of non-EU foreigners in Spain, their identification and that the authorization or recognition of the right to remain in Spanish territory for a period exceeding six months has been granted, in accordance with current regulations. The TIE allows you to travel through the European Union and to countries that have signed agreements with Spain or the European Union for the free movement of people. It is valid for a maximum of one year and can be renewed annually. Non-EU citizens must obtain the TIE within the first 30 days of having entered Spanish territory.

To obtain the Foreigner's Identity Card (TIE) you need to make an online appointment with the relevant Spanish National Police station in the province you reside in (select "Albacete", "Ciudad Real", "Cuenca" or "Toledo" and then "Policia – Toma de huellas (Expedición de tarjeta"). To the appointment you need to bring the following documentation:

- Copy of the Appointment Confirmation email.
- Application form EX-17 (original and copy).
- Valid passport (original and copy).

- 2 recent colour passport photos on white background, 4cm x 4cm.
- Letter or printout showing the approval of your visa (Carta de resolución) – An easy way to obtain this document is to navigate to this site and fill in the required information. You will then be redirected to a page with all the relevant information on the status of your visa resolution. Take a printout of this page.
- Certificate of registration with local administration (Certificado de Empadronamiento).
- Proof of payment of corresponding fee using a 790 form.

Social Security and Pensions

As a foreign visiting researcher at UCLM you will most likely contribute to Spanish Social Security, which provides a series of financial and non-financial benefits, e.g. pension, unemployment subsidy, universal healthcare.

Social Security

Universal healthcare and social benefits to all citizens and their families are guaranteed through Social Security. In order to apply for social benefits, you must be included in the General Social Security Regime. Both, workers and employers are obliged to make contributions to Social Security. UCLM will automatically deduct contributions to Social Security from your monthly pay slip.

Registering with social security

Anyone who works or studies in Spain is required to have a Social Security number. In order to obtain a Social Security number you will need to complete the TA-1 form and provide the following additional documentation:

- ID or passport and photocopy.
- Rental and employment contracts (plus photocopy).
- Foreigner's Identity Number (NIE).
- Residency papers and visa if you are a non-EU citizen.

You need to present these documents to your local Tesorería de la Seguridad Social to apply for your Social Security number. It is worth getting there early to avoid the usually long queues.

Pensions

Spain has a mandatory pension system that is funded by contributions to the Social Security system. Foreign residents working in Spain are entitled to claim a Spanish pension providing they meet certain criteria, and in some cases international pensions can be transferred to or count towards your pension in Spain.

Spanish pensions are funded by contributions from employees at around 4.7% of gross salary, while employers contribute the equivalent of 23.6% of an employee's salary. Spanish pension rates are relatively high, amounting up to 81% of earned income.

Spain also has bilateral Social Security agreements with the several non-EU countries, which provide varying conditions for transferring pension and Social Security benefits.

Taxes

As a foreign visiting researcher at UCLM you will classify as Spanish resident for tax purposes if you have been living in Spain for 183 days or more in a given calendar year (not necessarily consecutively) or you have your main interests in Spain. In this case you will need to submit a Spanish tax return and pay Spanish income tax on your worldwide income (if you meet certain conditions). You will have to declare all assets abroad > €50,000 (Form 720).

If you live in Spain for less than six months (183 days) in a calendar year, you are classified as a non-resident and will only be taxed on the income earned in Spain. Your income is then taxed at flat rates with no allowances or deductions.

Personal income tax rates depend on taxable base and range from 19% to 45%. Spain has signed several treaties to avoid double taxation. The Spanish tax authority maintains an up-to-date list of treaties.

There are several special tax regimes for researchers and research grants. For detailed information on the taxation of foreign researchers in Spain and general information on the Spanish tax system please consult directly Euraxess very detailed information on taxes in Spain.

Registering with Spanish National Tax Authority

In order to be able to pay taxes in Spain you need to register with the National Tax Authority (Agencia Tributaria). To register for the first time, you need your Foreigner's Identity Card (NIE) number and present tax form 30 (Modelo 30) and present the registration at the local office of the Spanish National Tax Authority. See here for further details regarding registration process.

Health Insurance

Spanish healthcare consists of both private and public healthcare. It's not mandatory to have private health insurance to get medical treatment in Spain. However, it usually allows you to receive faster treatment for non-emergency procedures.

Public healthcare is provided by the Spanish National Health System (SNS) free of charge to anyone living and working in Spain. The state system is funded by Social Security contributions. You can find your nearest local health centre or public hospital in the city you reside in here.

Dental work in Spain does not fall under the public care system and must be paid for out of your own pocket, unless you have private health insurance.

To be able to apply for and renew the Foreigner's Identity Card, you will need to provide a certificate of health and accident insurance. Repatriation insurance is also highly recommended. There are numerous insurance companies that offer specific policies that cover these events. These policies vary in extent of coverage and price.

Coverage of public health insurance in Spain

Foreign nationals legally residing in Spanish territory have the same access to healthcare as Spanish nationals. As a foreign researcher at UCLM you are covered by public healthcare if you are living and working in Spain. Part of your mandatory Social Security contributions go towards providing you with free state healthcare in Castilla-La Mancha and all over Spain. Your spouse and children are also entitled to healthcare in Spain, provided they also reside in Spain.

Obtaining the health card

Once you have formally registered with the Social Security system, you'll be given a certificate stating that you're entitled to public health insurance. You need to present this certificate, passport and TIE to your local health centre (consult this map to find the closest one to you) and register with a doctor.

At your local health centre, you can apply for the health card (tarjeta sanitaria individual-TSI) that identifies you as user of the SNS (National Health System). The TSI covers care from doctors and at hospitals, as well as 40-60% of the cost of prescription drugs, depending on your earnings. When presenting the TSI card you don't pay any fees when receiving treatment at hospitals or from a doctor. The prescription fee at pharmacies, however, must be paid by you at the time of purchase.

European Health Insurance Card (EHIC)

If you have an EHIC issued by an EU-member state and you are in Spain on a temporary visit – that is, you are not yet a resident in Spain – you can use your EHIC to access state healthcare in Spain. You can use the EHIC to get any medically necessary treatment (as determined by the doctor you see) through the state system either at a reduced cost or free.

Housing

There are several options of public and private residences available to students and researchers. Check the practical information section of each Campus city for comprehensive lists of residences. Residences should be reserved well in advance, ahead of start of academic year. Services provided usually include full board, weekly cleaning, laundry, cultural and sports activities. Prices vary greatly, mainly based on board option and city.

Another popular option among visiting researchers and students alike is renting or sharing an apartment. To find an apartment or a room in a shared apartment the following resources might be useful:

- The European Projects Office (for researchers) or International Relations Office (for students) of each Campus has a list of available apartments and rooms that you can consult upon your arrival. In our experience this is the quickest and most convenient way to find accommodation.
- Make sure to check the message boards on campus as well. Especially in September there are plenty of students and researchers looking for roommates.
- Useful web resources to find apartments or rooms include (UCLM has no affiliation with any of these sites): Idealista, Fotocasa, Enalquiler, Roomgo o Pisocompartido

Banking

In order to be able to open a bank account in Spain you need to provide documentation proving your legal status in the country (resident or non-resident).

1. In case you already have proof of residency (Foreigner's Identity Card - TIE), all you have to do is present it at the bank when opening the account.
2. In case you do not have Foreigner's Identity Card but are resident of another EU country:
   - Option 1: Go to Police Headquarters (Dirección General de la Policía) with your passport (original and photocopy) and ask for "certificado de no residencia" (a certificate of non-residency). Provide passport and certificate to any bank to open an account.
   - Option 2: Go to any bank with your passport. The bank itself requests certificate of non-residency. The account will be restricted until the bank receives certificate from police.
3. In case you do not have Foreigner's Identity Card and are not resident of another EU country:
   - Open account by presenting your passport. Keep in mind that if 2 months after opening the account, you have not provided proof of residency the bank might cancel your account and block your funds.

It is highly recommended to shop around when choosing a bank as they might differ in terms of maintenance fees, charges for certain transactions, minimum balance, etc.

Car and driver's license

Importation of a motor vehicle

If you bring your car to Spain, carefully read the information on the web- site of the Spanish Traffic Authority regarding bringing (and registering) a vehicle with foreign license plates to Spain. There you will find information regarding duty, VAT and registration tax for the import of a used car from abroad.

Driver's license

If you are a national from an EU/EEA country you are free to drive in Spain using your existing driver's license for the first two years of residence in Spain, although you must register with the traffic authorities after six months. After 2 years of residency in Spain, you will have to obtain a Spanish driver's license either by exchanging your foreign license or renewing your foreign license. Exceptions apply depending on the expiration date of your license.

If you're from outside the EU/EEA you are legally allowed to drive in Spain with your existing foreign driver's license for up to six months after you have registered for residency in Spain. If your foreign license is not in Spanish, you must carry at all times an official translation or an International Driving Permit. The IDP is valid for one year and must be applied for outside of Spain.

After six months of residency, your foreign driving license will cease to be valid in Spain and you must get a Spanish driving license. Depending on your nationality, you may be able to exchange your license for a Spanish license. Spain has agreements with more than 20 countries, which allow drivers to directly exchange a foreign driver's licenses for the equivalent Spanish license. These agreements change, so always check with your home country's consulate in Spain or the Spanish traffic authority.

Childcare and Education

Compulsory education in Spain doesn't start until the age of six, but most parents in Spain take advantage of pre-school education (from as young as a few months old).

Pre-school

Preschool is divided into nursery schools (guarderías) for children from three months up to three years and kindergarten or infant schools (escuelas infantiles) for children from three to six years. Pre- school availability is not always widespread and often it can be quite difficult to find a place for your child.

Nurseries offer low-cost childcare, rather than specifically focusing on child development. There are public, Spanish-speaking nursery school, as well as private, fee-based nursery schools. The latter generally cater for children aged two to six.

Kindergarten is voluntary, but most children in Spain attend, starting from the age of three until age six, when compulsory education at primary school begins. Public preschools in Spain aim to prepare children for social integration within the school environment. Schools offer lessons in basic reading, writing and mathematics, as well as playing in team games and developing their creativity through arts and crafts, painting and music.

You can register your child with a state school once you and your family are registered as residents at the local town hall. The local authorities will require the minor's birth certificate, proof of residence and legal identity document.

Primary and secondary School

For all children aged 6 to 16 school education is mandatory. This includes primary education (educación primaria) and secondary education (educación secundaria obligatoria). To enrol your child into mandatory education, you can choose between a state school, charter Spanish school or a fully private school, which includes most international and foreign schools. It's also legal to home school your child.

The regional government of Castilla-La Mancha annually communicates guidelines regarding the process and requirements for admission to public and charter schools and pre-schools. For those students wanting to enter the school system in the middle of a cycle special application procedures apply. The application should be presented online through the papas 2.0 platform. To access this platform you need a digital certificate or username and password that can be obtained at the education centres in Castilla-La Mancha.

Citizen information & Emergencies

012 is the telephone channel of the Citizen Information Offices in Castilla-La Mancha. There you can obtain general administrative information, as well as carry out numerous types of procedures without the need to present yourself at one of the municipal offices.

Dial 112 for any emergency (health emergency, fire and rescue, public safety, civil protection). Other important phone numbers are:

- Local Police: 092.
- National Police: 091.
- Fire Department: 080.
- Civil Guard (Guardia Civil): 062.

Information on living in Castilla La Mancha

Albacete

City Information

Cost of Living: Housing is the main expenditure in Albacete, depending on quality and location of the apartment. Monthly rent per square meter in the city centre is on average €8.20. Groceries account for approximately €60-85 per week in large discounter chains and are usually more expensive in independent local grocery stores. Average monthly utility cost (including water, gas, electricity) for an 80 square-metre apartment is €120. Eating-out is around €13 (about €7.50 in university canteens). Public bus transport is relatively cheap with € 1,20 per trip.

Prices for other relevant items:

- Coffee with milk in cafetería: €1,30.
- Beer (caña) in bar: €2,5.
- Movie ticket: €7.90.
- Gym membership (month): €30.
- Unleaded fuel (litre): €1.45

City Transport

- Urban buses: Bus lines and timetables, Prices
- Taxis: Stops, Prices
- Intercity buses: Bus lines, timetables and prices
- Train: Timetable, Prices

Useful telephone numbers

- Albacete Tourism Office: 967 630 004
- UCLM European Projects Office: 967 599 354
- UCLM International Relations Office (IRO) – Albacete Branch: 967 599 249

Accommodation

First days in Albacete: It is advisable that you stay the first days in Albacete in a temporary accommodation before committing to a long-term rental agreement. This webpage gives a comprehensive overview of different short-term accommodation options.

University Residences: There are several public and private university residences in Albacete. The residence's respective webpages contain valuable information on services and costs:

- Public Residence José Prat
- Public Residence Benjamín Palencia
- Public Residence José Isbert
- Private Residence Apartamentos Universitarios Campus: €210 (double room), €315 (single room), including, internet, parking, gym; no board

University Services

Library: There are 3 library service points on UCLM Albacete campus (General Library, Library in Economics and Business faculty, Library in Medical and Pharmaceutical Faculty) where you can loan borrow books, laptops, as well as scan documents. Opening hours depend on the day and month and are different for each library (General, Economics&Business, Medicine&Pharmacy).

Canteens: There are 3 canteens on UCLM's Ciudad Albacete. Access is open to all public. Price for menu is € 7 - 8, cash only.

- Vice-Rectorate Building
- Law and Business Sciences Building
- Technical School

Ciudad Real

City Information

Cost of Living: Housing is the main expenditure in Ciudad Real, depending on quality and location of the apartment. Monthly rent per square meter in the city centre is on average €6.70. Groceries account for approximately €50-75 per week in large discounter chains, and are usually more expensive in independent local grocery stores. Average monthly utility cost (including water, gas, electricity) for an 80 square-metre apartment is €110. Eating-out is around €11 (about €7 in university canteens). Public bus transport is relatively cheap with € 1.10 per trip.

Prices for other relevant items:

- Coffee with milk in cafetería: €1.30
- Beer (caña) in bar: €2.20
- Movie ticket: €7.50
- Gym membership (month): €33
- Unleaded fuel (litre): €1.40

City Transport

- Urban buses: Bus lines and timetables, Prices
- Taxis: Stops, Prices
- Intercity buses: Bus lines and timetables, Prices
- Train: Timetable, Prices

Useful telephone numbers

- Ciudad Real Tourism Office: 926 216 486
- UCLM European Projects Office: 967 599 354
- UCLM International Relations Office (IRO) – Ciudad Real Branch: 926 295 320

Accommodation

First days in Ciudad Real: It is advisable that you stay the first days in Ciudad Real in a temporary accommodation before committing to a long-term rental agreement. This webpage gives a comprehensive overview of different short-term accommodation options.

University Residences: There are several public and private university residences in Ciudad Real. The residence's respective webpages contain valuable information on services and costs:

- Residence José Maestro
- Residence El Doncel
- Residence José Castillejo
- Residence Don Quijote

- Residence Santo Tomás de Villanueva
- Residence Religiosas de María Inmaculada
- Residence Estudiantes Cristo de la Misericordia
- Residence Ágora
- Residence Felipe II

University Services

Library: There are 4 library service points on UCLM Ciudad Real campus (General Library and specific libraries in Law and Social Sciences, Education and Agronomy Faculties) where you can loan borrow books, laptops, as well as scan documents. Opening hours depend on the day and month and are different for each library (General, Law, Education, Agronomy).

Canteens: There are 6 canteens on UCLM's Ciudad Real Campus. Access is open to all public. Price for menu is € 7 - 8, cash only.

- School of Mining and Industrial Engineering
- Higher School of Informatics
- Faculty of Education
- Faculty of Law and Social Sciences
- School of Agricultural Engineers
- Kiosco-Bar Campus De Ciudad Real

Cuenca

City Information

Cost of Living: Housing is the main expenditure in Cuenca, depending on quality and location of the apartment. Monthly rent per square meter in the city centre is on average €8.30. Groceries account for approximately €50-75 per week in large discounter chains, and are usually more expensive in independent local grocery stores. Average monthly utility cost (including water, gas, electricity) for an 80 square-metre apartment is €115. Eating-out is around €10 (about €7 in university canteens). Public bus transport is relatively cheap with €1.20 per trip.

Prices for other relevant items:

- Coffee with milk in cafetería: €1.40
- Beer (caña) in bar: €2
- Movie ticket: €7.90
- Gym membership (month): €28
- Unleaded fuel (litre): €1.45

City Transport

- Urban buses: Bus lines and timetables, Prices
- Taxis: Stops, Prices
- Intercity buses: Bus lines and timetables, Prices
- Train: Timetable, Prices

Shopping and Entertainment: There are 3 main shopping and entertainment areas in Cuenca: the historic centre where you will find mainly small clothing and souvenir stores, as well as many bars-restaurants, El Mirador shopping centre, with large supermarkets and entertainment such as restaurants, bars, cinemas, and Carretería Street area.

Useful telephone numbers

- Cuenca Tourism Office: 969 241 050
- UCLM European Projects Office: 967 599 354
- UCLM International Relations Office (IRO) – Cuenca Branch: 969 179 155

Accommodation

First days in Cuenca: It is advisable that you stay the first days in Cuenca in a temporary accommodation before committing to a long-term rental agreement. This webpage gives a comprehensive overview of different short-term accommodation options.

University Residences: There are 3 public and 1 private university residences in Cuenca. The residence's respective webpages contain valuable information on services and costs:

- Residence Alonso de Ojeda
- Residence Bartolomé Cossío
- Residence Juan Giménez de Aguilar
- Residence Nazaret: Women-only residence with religious focus.

University Services

Library: There is 1 library service point on UCLM Cuenca campus (General Library) where you can loan borrow books, laptops, as well as scan documents. Opening hours depend on the day and month.

Canteens: There are 4 canteens on UCLM's Cuenca Campus. Access is open to all public. Price for menu is € 7 - 8, cash only.

- Fine Arts Faculty
- Technical School
- Education Faculty
- Building Gil de Albornoz

Toledo

City Information

Cost of Living: Housing is the main expenditure in Toledo, depending on quality and location of the apartment. Monthly rent per square meter in the city centre is on average €8,60. Groceries account for approximately €50-75 per week in large discounter chains, and are usually more expensive in independent local grocery stores. Average monthly utility cost (including water, gas, electricity) for an 80 square-metre apartment is €140. Eating-out is around €14 (about €8 in university canteens). Public bus transport is relatively cheap with €1.40 per trip using the rechargeable ticket.

Prices for other relevant items:

- Coffee with milk in cafetería: €1.35
- Beer (caña) in bar: €2
- Movie ticket: €7,90
- Gym membership (month): €35
- Unleaded fuel (litre): €1.50

City Transport:

- Urban buses: Bus lines, Timetables, Prices
- Taxis: Stops, Prices
- Intercity buses: Bus lines and timetables, Prices
- Train (only Toledo-Madrid): Timetable, Prices

Shopping and Entertainment: There are 3 main shopping areas in Toledo: the historic centre where you will find mainly small clothing and souvenir stores, as well as many bars-restaurants and the Luz del Tajo and La Abadía commercial areas with shopping centres, large supermarkets and entertainment such as restaurants, bars, cinemas.

Useful telephone numbers

- Toledo Tourism Office: 925 211 005
- UCLM European Projects Office: 967 599 354
- UCLM International Relations Office (IRO) – Toledo Branch: 925 265 744

Accommodation

First days in Toledo: It is advisable that you stay the first days in Toledo in a temporary accommodation before committing to a long-term rental agreement. This webpage gives a comprehensive overview of different short-term accommodation options.

University Residences: There is no on campus residence in Toledo. The following residences are situated in the historic city centre:

- Residence Francisco Tomás y Valiente: Owned by the regional government of Castilla – La Mancha. Monthly rent is approximately € 415 in a shared room, full board. If interested, please contact International Relations Office at Toledo Campus.
- Residence Colegio Mayor Gregorio Marañón: Daily, weekly and monthly rates available. Monthly rent from € 495, room only. Kitchen facilities available. For reservations please contact the residence directly.
- Residence Nuestra Señora de los Remedios: This (religious) residence only admits women adhering to its internal rules. Monthly rent ranges from € 395 (triple room) to € 520 (individual room), full board.

University Services

Library: There are 2 library service points on UCLM Toledo campus (in the historic centre and in the Fabrica de Armas) where you can loan borrow books, laptops, as well as scan documents. Opening hours depend on the day and month and are different for historic centre and Factoria de Armas service points.

Photocopies: Toledo Campus provides reprographic services at 2 service points (Campus Fábrica de Armas – Building 6 and Faculty of Law and Social Sciences), where you can photocopy documents, obtain materials, etc.

Canteens: There are 4 canteens on UCLM's Toledo Campus. Access is open to all public. Price for menu is € 8 - 9.

- Law and Social Sciences Faculty.
- Humanities Faculty
- Vice-rectorate Building
- Fábrica de Armas Building

Returning Home

Bank account: If you wish to provisionally maintain your Spanish bank account after your departure, contact your bank agency regarding the options to manage the account from abroad and potential paperwork you need to provide (e.g. evidence on tax residency).

Housing arrangements: Make sure to cancel your rental agreement in advance, in line with the specific terms and deadlines stipulated in the agreement. Settle any questions regarding your rental security deposit – you are entitled to a partial or total refund of the money. Contact the water, gas and electricity companies to disconnect the meters. Don't forget to cancel your contracts with TV and internet providers.

Activity report: The public or private institution funding your research stay at UCLM might require you to provide a report concerning your stay with us. Make sure to submit this report to your research supervisor at UCLM.

Recommendation letter: If you would like to obtain a letter of recommendation from UCLM for your CV or as a reference for future employers, please ask your research supervisor at UCLM to provide you with one.

Certificate of services rendered: Regarding your social security pension benefits, if a social security agreement between your home country and Spain exists (you can verify here), you can request a Certificate of services rendered from your UCLM human resource department.

Official Employment Record: We recommend you obtain an official Employment Record of your professional activities in Spain from the Social Security Service and check that the information is correct. In case there are any errors, make sure to request a correction.

Welfare Rights: You might be entitled to social welfare rights after expiration of your contract with UCLM and while moving back to your home country. This might be particularly regarding unemployment, health- care, etc. Carefully review the requirements and information available on the website of Spanish Social Security and make sure you do the required paperwork before leaving for your home country.

UCLM
Universidad de
Castilla-La Mancha