

Prioritized Checklist for a New International Student

Barcelona & Universitat Autònoma de Barcelona (UAB)

Note: Yes, it is a long list, but don't worry – you don't have to do it all at once. Follow the days in order and take it one step at a time.

Day-by-Day Priorities

Day –1 (Before you fly)

- ☐ **PhD Pre-registration:** Check the first-year registration portal and the Physics PhD admission page. Take help from older PhD students via Discord if needed. *(Note: this is not strictly necessary for signing the contract; you can finish it later).*
- ☐ **Social Security Form:** Fill in the form for social security number (TA_1), attach it with your NIE letter, and send it to your international office contact.
- ☐ **Medical appointment email:** Once your flight tickets are booked, write an email to book an appointment for your medical certificate: `recepcio.servei.salut@uab.cat`. Attach your pre-contract to the email.

Day 0 (The day you land)

- ☐ **Get a SIM card:** Walk into any mobile repair shop you see.
 - ▶ ☐ **Take your passport** (required for activation). Pricing is very reasonable and similar to Indian mobile plans.

Day 1 (First day on campus)

- ☐ **Open a Bank Account:** Recommended to go to **Santander at Plaça Cívica (UAB Campus)** for speed.
 - ▶ Documents to take: ☐ NIE letter (*Autorización de residencia para Investigación Nacional*) ☐ Passport ☐ Pre-contract
- ☐ **Medical certificate:** Go to SAS (*Servei Assistencial de Salut, Universitat Autònoma de Barcelona*) with the unfilled medical certificate form (buy it at a **Tabacs** shop beforehand).
- ☐ **Go to HR department:** Take the above 2 papers (bank letter & signed medical certificate) to HR (probably Marc). Tell them about the short time you have to sign the contract and ask them to start on the Social Security number immediately, as this is the rate-limiting step (often takes 2–3 days).
- ☐ Finish whatever remaining paperwork HR gives you.
- ☐ Apply for your **TMB / T-Mobilitat card** for public transport.
- ☐ Fill up all the remaining time with house hunting!!!!!!

Day 2 (Digital ID)

- ☐ **idCAT Certificat:** Go to a verification center with your NIE document. [\[Video guide\]](#)
 - ▶ ☐ Fill the form online on the idCAT website.
 - ▶ ☐ Verify your identity in person at the accredited center (e.g. UAB Rectorat or local town hall OAC).
 - ▶ ☐ Download, install the browser certificate, and sign your first documents :)

Papers Needed for Contract

Make sure you have both acquired and attached each document before HR finalizes your contract:

Document	Acquired	Attached	Notes
Phone number	☐	☐	Spanish mobile number (+34)
Address	☐	☐	Local address in Spain
Bank account letter	☐	☐	Certificate showing IBAN from Santander or CaixaBank
NIE	☐	☐	NIE assignment letter / resolution
Social security number	☐	☐	Form TA_1 / processed by HR
Degree certificates	☐	☐	Degree copies & official transcripts
IRPF form	☐	☐	Modelo 145 tax form completed
Admission letter	☐	☐	PhD admission letter from doctoral school
Medical Certificate	☐	☐	Signed by doctor at SAS UAB

General Information for Life in Barcelona

Housing

1. **Aluni.net:** Expensive, but possibly less headache.
2. **Vila Universitària (UAB) & RESA:** Super expensive. Least headache.
3. **Idealista & Badi:** Cheapest of all, but higher chances of getting scammed (never pay before viewing in person!).

SIM Card

Any and all mobile phone repair shops sell SIM cards for a very reasonable price with immediate activation using your passport.

Banking

1. **Santander:** Easier and faster access to the account compared to La Caixa (the branch at UAB Plaça Cívica is used to international researchers).
2. **La Caixa:** A newer and more tech-savvy bank with free access to some cool museums as a perk (CaixaForum, CosmoCaixa). Though account opening can take longer and require repeated verifications.
3. **Online banks:** Not much info available at this point; verify if HR accepts online IBANs first.

Travel & Public Transport

Public transport is dependable and affordable (if Renfe is not considered). Tickets are reasonably priced. **UAB is in Zone 1.**

1. **T-casual:** 10 tickets set. Priced based on number of zones. Available on contactless paper and T-Mobilitat.
2. **T-usual:** Monthly ticket for unlimited travel. Priced based on zones. Available on contactless paper and T-Mobilitat.
3. **T-jove:** 90-day ticket for people under 30 years of age. Single flat price without zones and the cheapest of all options. **Only available on T-Mobilitat.**

Step-by-Step Formalities

Medical Certificate

1. Go to a **Tabacs** shop and ask them for a “*certificado médico*” (€4 blank yellow form).
2. Go to **SAS** (Servei Assistencial de Salut on UAB campus) and get the checkup and doctor’s signature.
3. Submit it to HR.

E-signature (idCAT)

1. Fill the online application on the idCAT website.
2. Book an appointment at **Rectorat** (UAB) or local town hall OAC, verify your documents, and receive your e-signature.
3. Download the certificate file (.p12) and install it into your browser.

Empadronament (City Registration)

1. With your rental contract, visit your nearest **Ajuntament** (Town Hall).
2. They will help you process the empadronament (gives you the *Volant d’Empadronament*).

Health Care (CatSalut)

1. Take your empadronament, passport/NIE, and contract/social security info to the nearest **CAP** (*Centre d’Atenció Primària*).
2. Receive your **CatSalut card** (public health insurance covered across Spain).

(Sometimes they ask for a tax number, but it is not strictly necessary).

Graduate School Registration

- ☐ **PhD Pre-registration:** Check the UAB PhD First-Year Registration Portal and the Physics PhD admission page.
 - **Note:** This is not strictly necessary for signing the employment contract; you can finish it step-by-step with your supervisor once you settle in.