



## Immigration

SAIER offers information and services to foreigners who have immigrated to Barcelona.

SAIER provides immigrant people a service where to lay out your doubts and questions. For newcomers we provide services of first assistance and welcome; and for those who have been here longer, we provide services to help you settle in the city.

SAIER's objective is to provide a service where to get information and assistance about proceedings that have to be done, to know the resources and city equipments, and to find tools to help establish your everyday life in the city.

Type of questions we handle:

What are the first steps I must take when I arrive in Barcelona?..... 2

What is Population Register (Padró)? ..... 2

Can I register (empadronament) if I am living in a room? ..... 2

Can I register if I do not have a fixed abode in Barcelona?..... 2

How often do I have to be registered? ..... 2

Can I find counseling for immigrants in my district?..... 2

How do I process the health card?..... 2

I have small children. How do I enrol them in school? ..... 3

Is it indispensable to learn Catalan to live in Barcelona?..... 3

Where can I learn Catalan? ..... 3

How do I get recognition for my studies in Spain? ..... 3

Where do I start to look for work?..... 4

How do I prepare my Curriculum Vitae (Resume) to find a job? ..... 4

How can I regularize my legal situation in Spain? ..... 4

How can I renew my residence permit? ..... 4

How can I request family reunification? ..... 4

Can I apply for a residence permit as a Spanish family?..... 5

When can I apply for Spanish nationality?..... 5





**NOTE: The following information does not replace the advice personalized in the SAIER offices. This is a general orientation on frequent questions, but always it is advisable to request personal advice in SAIER.**

## What are the first steps I must take when I arrive in Barcelona?

1. Sign up for inclusion on the population register (Empadronament)
2. Request the health card for you and your family.
3. Enrol your children in school.
4. It is advisable to go to your Consulate and get a registration
5. Learn the native languages (Spanish and Catalan)
6. Inform yourself at SAIER about your particular legal situation.

## What is Population Register (Padró)?

The population register (padró municipal) is an administrative document that contains the forename, surname(s), address, gender, nationality, date and place of birth, identity document number and level of studies of each person included in it. You should go to the Citizen Services Office (Oficina d'Atenció al Ciutadà) of your town or city to sign up for inclusion on the population register.

## Can I register (empadronament) if I am living in a room?

Yes, but as you are not the owner of the rental agreement, you should carry a letter of authorization from the owner or the person who signed the rental agreement.

## Can I register if I do not have a fixed abode in Barcelona?

Yes, but it is a special procedure. For the most appropriate procedure in your case, we recommend to explain your situation at Citizen Services Office (OAC). It is also advisable to approach SAIER offices and ask for personalized legal advice.

## How often do I have to be registered?

Every time you change your address, you must unsubscribe from the previous floor and sign up for the new one. In addition, foreigners who do not have a permanent and / or long-term residence permit must renew their register every two years, approaching their Citizen Services Office (OAC).

## Can I find counseling for immigrants in my district?

Yes, you can. The City Council has an [Orientation and Support Service for Immigrants \(SOAPI\)](#), which offers general information on the environment, public resources and procedures, among other issues. The SOAPI Technicians organize group sessions for different districts.

## How do I process the health card?

If you have a NIE, the National Institute of Social Security has given you a number, with which you can apply for your health card in the CAP (Primary Care Center) in your neighborhood. Consult your nearest CAP, calling 061.





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If you are in an irregular situation, you should complete three months of population register (empadronament). The National Institute of Social Security will give you a document proving that you do not have the status of insured and therefore, [your CAP may give your health card](#). For other particular situations or concerns about health services, go to your nearest CAP, the SAIER or technicians SOAPI of your District.

### **I have small children. How do I enrol them in school?**

It is imperative that children are already living in Barcelona to enrol them in school. If you have arrived in Barcelona outside the regular school enrollment period, you should approach Barcelona Education Consortium to apply for a school near home. You will be asked for a registration document (padró), identification documents (passports) and family book or birth certificate of the child.

If you have arrived in Barcelona during the normal period of pre-enrollment, you must go to the public or concerted school of your interest and request a form.

For pre-enrollment you will be asked to:

- Original and copy of Family Book or another documents related to filiation.
- Original and copy of applicant's passport or NIE (father, mother, guardian).
- Original and copy of the child TSI (Individual Health Card), if is available.

Remember: in Spain, schooling is compulsory between 6 and 16 years old.

Lessons begin the second week of September and finish the third week of June. In Barcelona, the Education Consortium establishes the school calendar every year. Check the school calendar on the [Consorci d'Educació de Barcelona website](#).

### **Is it indispensable to learn Catalan to live in Barcelona?**

Catalan and Spanish are official languages in Catalonia. Therefore, learning these two languages will open opportunities to work, study, and enrich your cultural and social life. You will even be able to obtain or renew your residence permit. In Barcelona there are many learning centers and free resources to learn Catalan.

### **Where can I learn Catalan?**

In [Centers for Language Normalization \(CPNL\)](#) which are distributed by different districts of Barcelona. You can also find out about Catalan courses offered at SAIER offices.

### **How do I get recognition for my studies in Spain?**

If you have a non-university degree, equivalent to secondary education, baccalaureate, vocational training or higher artistic studies, you can apply for a validation in the Consorci d'Educació de Barcelona.

If you have a university education you can request the Ministry of Education for the approval of higher education qualifications to the corresponding official Spanish university degree and master's degrees that give access to a regulated profession in Spain. If your degree does not appear in regulated professions list, you can apply for an equivalence of higher education





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degree to the official university degrees of the branches of knowledge and specific fields and to the academic level of degree or master.

Remember that original academic documentation must include Hague Apostille or be legalized through diplomatic channels (if your country has not signed Hague Convention) and translated by a sworn translator or consular translator.

Find out about all the homologation requirements in the SAIER service office.

If you want to go deeper into the subject of homologation of studies, we recommend you **consult the section on the subject on this page.**

### **Where do I start to look for work?**

Barcelona has different resources and entities for job counseling, job search and training courses for adults. We recommend you to inform yourself at SAIER.

### **How do I prepare my Curriculum Vitae (Resume) to find a job?**

Make sure your resume has been well formulated in Spanish and / or Catalan. It means that does not contain spelling or writing mistakes and explains clearly your academic and professional career.

Usually, a resume occupies two leaves and is classified into several blocks: personal data, educational background, work experience, career goals, skills (personal qualities), additional knowledge and references.

In SAIER you will get guidance on resources available in the city for job search.

### **How can I regularize my legal situation in Spain?**

There are different ways according to your particular situation or exceptional circumstances in which you are in Spain. At SAIER you will be guided on your particular case and will advise you legally.

### **How can I renew my residence permit?**

You can renew your residence permit during the 60 days prior to the expiration date of your card and up to 90 days later. You must show that you have an employment contract or that the exceptional circumstances that gave rise to the first permit remain in effect. In SAIER offices you will get personalized attention to your case.

### **How can I request family reunification?**

You should prove family ties and relationships and, if appropriate, age and legal dependency. It's necessary to demonstrate employment and/or sufficient economic means to be able to support the family, and written evidence, according to the regulations, of having adequate housing for the family's needs. You can ask for a Housing Report at Citizen Services Office (OAC).

We recommend advising you well in SAIER office. You can also contact with [the Family Regrouping Program](#), for guidance on the process. In this program they also offer orientation





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and accompaniment activities for children and young people who come to Barcelona outside the school registration period.

### Can I apply for a residence permit as a Spanish family?

Yes. If you are a direct family member of a Spanish citizen and you are going to reside in Spain for a more than three months, you can apply for a residence permit as a family of a European citizen. This procedure also applies to relatives of citizens of any member state of the European Economic Area or of Switzerland.

Spouses, de facto couples, ascendants or descendants are considered as being directly familiar. Individuals who are in charge of the European citizen or any member of the family who, due to serious health or disability reasons, may need to live with the EU citizen to take care of their care.

Find out in the SAIER of all the requirements to obtain a residence permit as a Spanish family.

### When can I apply for Spanish nationality?

Citizenship by residence can be requested by non-EU citizens who have legal residence in Spain for a continuous period of two years in the case of Latin Americans and ten years for the rest of the applicants.

Spouses, children or grandchildren of Spaniards can apply for nationality, after one year of legal residence.

Know all the details about the new procedure and requirements to apply for Spanish nationality in **our special about nationality**.



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