VISITING (RESEARCH/TRAINING) STAYS

GUIDELINES FOR REQUESTING VISITING STAY AUTHORIZATION

GENERAL CONSIDERATIONS:

- The stay **shall not** begin until, once the application has been processed, it has been authorized by the Director through formal approval. **The Director's authorization is constitutive in nature.**

- All documentation for visiting stay requests must be submitted to the Director's Office (Carmen Vera), with a copy to Administration/Human Resources, **AT LEAST 15 DAYS PRIOR TO THE START OF THE STAY**, and must include electronic signatures. This deadline is particularly important for **interns**, as it is necessary to process their registration with the Social Security system.

- An invitation letter does not imply any formal commitment and is not, by itself, valid for processing a visiting stay authorization.

REQUIRED DOCUMENTATION BY CATEGORY

Category 1: Public administration employees in Spain, currently in active service, who intend to carry out research or training activities for a limited period while continuing to receive their salary from their home institution:

- Visiting stay **application form.**
- **Copy of a valid identification number (ID):** National ID (DNI), Foreigner ID (NIE), or Passport (visa required where applicable).
- **Certificate from the home institution** stating: type of personnel, purpose of the stay, tasks to be performed, required duration, and the name of the supervising researcher.
- **Document acknowledging acceptance of confidentiality and assignment of rights.**

Category 2: Employees of a company who intend to carry out research or training activities for a limited period while continuing to receive their salary from their home company:

- Visiting stay **application form.**
- **Copy of a valid identification number (ID):** National ID (DNI), Foreigner ID (NIE), or Passport (visa required where applicable).
- **Certificate from the home institution** stating: type of personnel, purpose of the stay, tasks to be performed, required duration, and the name of the supervising researcher. **A collaboration or partnership agreement must be in place and a copy must be provided.**

CORREO ELECTRÓNICO:
direccion.eea@csic.es

CUESTA DEL CHAPIZ 22
18010 GRANADA
ESPAÑA

- **Copy of liability insurance and accident insurance policy**, to be covered by the applicant, naming the applicant as beneficiary and covering any potential damages incurred or caused during the stay and use of institutional facilities (Administration can provide a contact for an appropriate insurance provider)
- **Document acknowledging acceptance of confidentiality and assignment of rights.**

Category 3: Recipients of scholarships or grants funded by public or private sources, whether national or international (including **Erasmus)**:

- Visiting stay **application form.**
- **Copy of a valid identification number (ID):** National ID (DNI), Foreigner ID (NIE), or Passport (visa required where applicable).
- **Official award document** clearly stating: the funding institution, the name of the supervising researcher, and the duration of the funding period, as well as acceptance by the responsible researcher and authorization from the Director of the Escuela de Estudios Árabes.
- **Document acknowledging acceptance of confidentiality and assignment of rights.**
- **Copy of liability insurance and accident insurance policy**, to be covered by the applicant, naming the applicant as beneficiary and covering any potential damages incurred or caused during the stay and use of institutional facilities (Administration can provide a contact for an appropriate insurance provider).

Category 4: Vocational training students, undergraduate or graduate students (including degree holders such as architects, engineers, or equivalent recognized qualifications), and master's students who wish to undertake curricular internships, final degree projects (TFG), master's theses (TFM), supervised research projects, or doctoral dissertations:

- Visiting stay **application form** (the requested period must match the dates indicated in the annexes).
- **Copy of a valid identification number (ID):** National ID (DNI), Foreigner ID (NIE), or Passport (visa required where applicable).
- **Proof of enrollment.**
- **Annexes I, II, and III** to the agreement, signed by all parties.

Category 5: Research personnel affiliated with national or international scientific institutions, including bachelor's or master's degree holders, provided that they are members of research project teams:

- Visiting stay **application form.**
- **Copy of a valid identification number (ID):** National ID (DNI), Foreigner ID (NIE), or Passport (visa required where applicable).

- **Justified report** explaining the need for the collaboration.
- **Copy of liability insurance and accident insurance policy**, to be covered by the applicant, naming the applicant as beneficiary and covering any potential damages incurred or caused during the stay and use of institutional facilities (Administration can provide a contact for an appropriate insurance provider).

Category 6: Individuals who have completed a predoctoral grant or fellowship and need to remain at CSIC until the defense of their doctoral dissertation (Maximum, non-extendable duration: **6 months** from the day following the end of the predoctoral contract):

- Visiting stay **application form.**
- **Copy of a valid identification number (ID):** National ID (DNI), Foreigner ID (NIE), or Passport (visa required where applicable).
- **Copy of liability insurance and accident insurance policy**, to be covered by the applicant, naming the applicant as beneficiary and covering any potential damages incurred or caused during the stay and use of institutional facilities (Administration can provide a contact for an appropriate insurance provider).