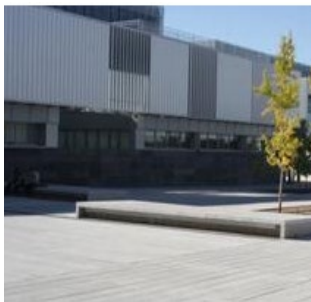




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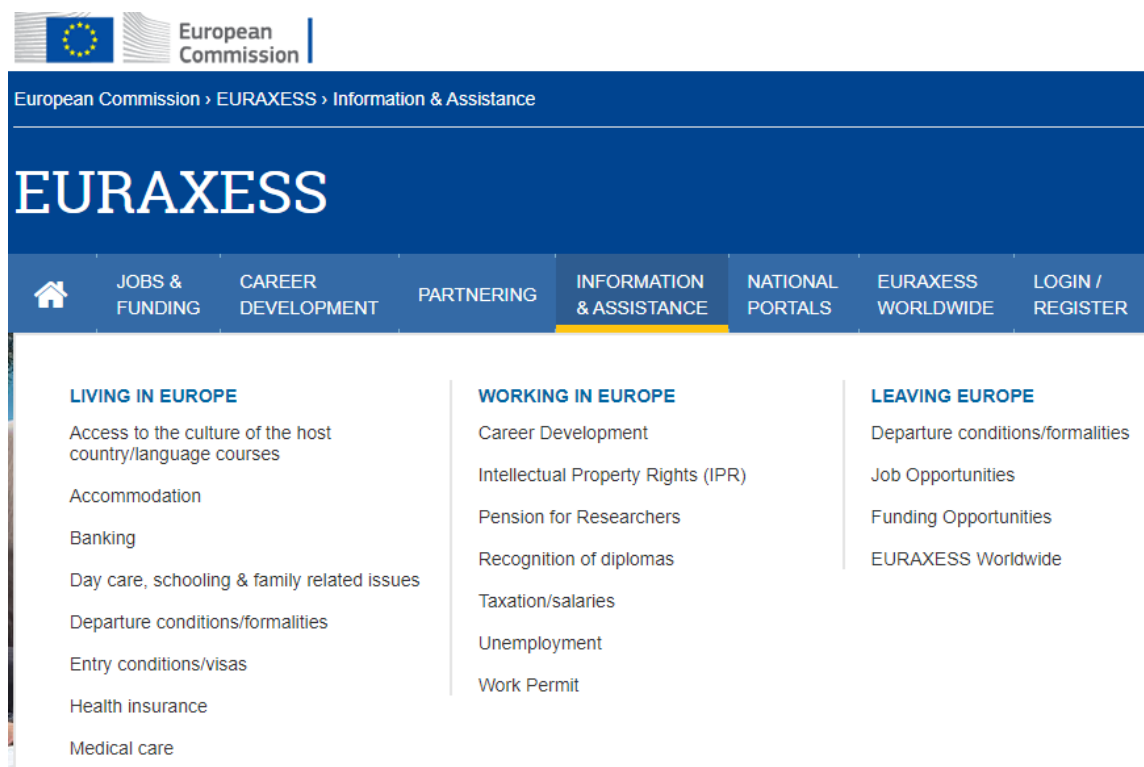
# Welcome Protocol for Foreign Researchers



## Welcome to the University of Jaén!

Upon arrival to the main campus of the University of Jaén (Las Lagunillas), incoming foreign researchers are encouraged to complete the following **7 steps** for a successful stay with us:

- Step 1** Visit the **R&I International Projects Office (OFIPI)**, which is located in B1 Building (Room 025). This is the University of Jaén's **EURAXESS Contact Point** and, therefore, here you will be able to receive guidance about the following issues:



We kindly suggest carefully reading the **UJA EURAXESS Pre-Arrival Guide for Foreign Researchers** (which is available in both English and Spanish) in order to get familiar with any of these items. Indications on how to both our campuses are also included and campus maps for both locations are available at <https://www.ujaen.es/la-universidad/los-campus> (Free parking onsite).

Apart from when you first arrive, we will be happy to help you at any time during your stay at the University of Jaén (even if your office is located in Linares Campus).

- Step 2** Make sure that you meet all the requirements for staying in Spain according to our national regulations. Please, **visit the so-called *Oficina de Extranjería*** right upon your arrival for getting to know all the administrative procedures that you might need to carry out for being able to research in our country for a short or long period of time. The ***Oficina de Extranjería*** in Jaén is located in Plaza de las Batallas 2. Researchers based in Linares will receive information from its **local police station** (C/Hernán Cortés 16). Please, make sure that you are also **fully insured** (health/travel/repatriation) during your whole stay with us.

- Step 3** Arrange a meeting with your **UJA scientific supervisor** in his/her office so that you can have an overview of your research work plan at our university. The list of UJA departments is available at <https://www.ujaen.es/departamentos>. Besides, you can also check your supervisor's contact details at our [online directory](#):



The screenshot shows the 'Directorio de la Universidad de Jaén' page. At the top, there is a breadcrumb trail: 'Inicio > Información general > Directorio'. Below this is a green header with 'Directorio' and a right-pointing arrow, followed by the title 'Directorio de la Universidad de Jaén'. Underneath is a section titled 'Búsqueda'. A green box contains the text: 'Datos de búsqueda (Las búsquedas se realizarán por diferentes datos de la persona como nombre, apellidos, teléfono, servicio/departamento, despacho, etc, y no se tiene en cuenta mayúsculas, minúsculas y signos de acentuación)'. Below this is a search input field and a 'Buscar' button.

Besides, your supervisor will arrange in which office/lab you will develop your work with the help of the UJA *Secretariado de Infraestructuras, Espacios y Equipamiento Docente*.

- Step 4** If you have been hired by the UJA, **visit our Servicio de Personal** (Staff Office) so that you can check whether all administrative procedures have successfully been accomplished:



The screenshot shows the 'Servicio de Personal' website. At the top left is the 'UJa Universidad de Jaén' logo. At the top right is a 'UJA' button. Below the logo is a dark green header with 'Servicio de Personal'. Underneath is a breadcrumb trail: 'Inicio » Servicios » Servicio de Personal » Localización y Contacto'. On the left is a green sidebar with a dropdown menu 'Sobre el Servicio' and a list of links: 'Localización y Contacto', 'Organigrama', 'Directorio de personal', 'Bolsa de sustitución PDI', and 'Carta de Servicios'. The main content area is titled 'Localización y Contacto'. It contains contact information: 'Correo electrónico: [servpod@ujaen.es](mailto:servpod@ujaen.es) [secpdi@ujaen.es](mailto:secpdi@ujaen.es)', 'Sitio web: [Servicio de Personal](#)', 'Teléfono: +(34) 953 213465', 'Fax: +(34) 953 212278 / +(34) 953 212025', and 'Dirección: > Campus Las Lagunillas, Edificio Rectorado (B1)'.

This unit is located in B1 Building – Room 112. Information regarding payslips can be obtained from the UJA *Sección de Habilitación y Seguridad Social*, which is also located on the first floor of B1 Building (Room 113).

Alternatively, you might need to visit our **PhD School** or **International Office** if you are going to receive a grant (instead of being hired by the UJA).

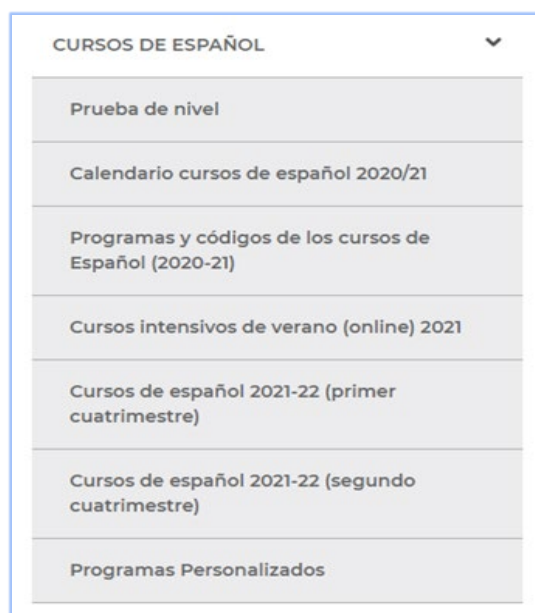
- Step 5** If you need to **open a Spanish bank account** to receive your salary/grant, you will be able to do so at one of **Caja Rural offices** at our Campus (in Buildings D1 and C4):



At any of Caja Rural branches you will also be able to buy a bus card ([Bonobús](#)) for travelling all around the city of Jaén.

- Step 6** Although we encourage all incoming researchers to **contact our Language Center** (*Centro de Estudios Avanzados en Lenguas Modernas*, [cealm@ujaen.es](mailto:cealm@ujaen.es)) before arriving, once at the UJA it is recommended to visit its headquarters as soon as possible to be able to learn Spanish (if needed) thanks to one of their courses.

Apart from learning Spanish language, the UJA CEALM also offers courses in English, French, German, Italian or Portuguese. Lessons are taught at their premises: *Recinto Domingo Savio - Carretera de Madrid s/n. Edificio Alojamientos Universitarios – Entreplanta (23071 Jaén).*



- Step 7** Staying connected is a *must* nowadays and, for this reason, we encourage all incoming researchers to check our **online services** right upon arrival:

- ✚ UJA Email & App
- ✚ Wi-Fi & eduroam
- ✚ Universidad Virtual

Besides, please make sure that you obtain your **University Smart Card** and **visit** our:

- ✚ Central Library
- ✚ Sports centre
- ✚ University canteens





**Universidad de Jaén**

International Projects Office (OFIPI)

EURAXESS Contact Point

Campus Las Lagunillas, edificio B1 (025)

23071 – Jaén

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