

MIGRANT WOMEN'S HANDBOOK



FEDERACIÓN DE MUJERES PROGRESISTAS

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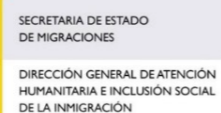
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We would like to thank every one of you that participated and collaborated one way or another to this Handbook.

First of all, to all migrant women who willingly shared their valuable time, life projects and testimonies with us, giving us the chance to dive into their life experiences and becoming co-authors in this document. You are the true stars here and it would not have been possible to do this without your support and cooperation. THANK YOU!

Also, thank you to all the professionals who kindly dedicated their time and work experiences as well as stopped to reflect on how to positively improve their attention and their own glances, contributing to the fight against racism, xenophobia and associated intolerance.

To Esther, for her generosity and her art. Sharing her time and creativity once again as a volunteer. Becoming, through her valuable lessons, a true inspiration for the women who created the watercolors shown in this Handbook.

To TOMO Estudio for their designs, illustrations and great work that so accurately reflected our main idea for the Handbook and to all the team throughout these past months.

To our colleagues and friends who work with us. Thank you for making this possible through your sorority, unconditional support, fight, constant motivation, effort and kindness.



THANKS

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HANDBOOK INTRODUCTION

The **Federación de Mujeres Progresistas** or FMP (Progressive Women's Federation) is a nationwide non-gubernamental organization declared of public utility that has more than 35 years of experience. It actively defends women's rights, makes inequality and discriminations more visible in every scope and promotes the change in social, economic and cultural structures as a way to achieve women's empowerment and gender equality. All of which, with special consideration to the diverse realities migrant women face.

"DIBUJANDO MIRADAS. Buenas prácticas en la intervención contra el racismo y la xenofobia" (DRAWING GLANCES. Good practices in intervention against racism and xenophobia), is a project funded by the Secretaría de Estado de Migraciones. Dirección General de Atención Humanitaria e Inclusión Social de la Inmigración and co-funded by the European Social Fund + (FSE+), whose main goal is to contribute to the improvement of the intervention against racism, xenophobia and related intolerance, through collaborative knowledge creation and development of good practices.

This **Migrant Women's Handbook** is a result of reflections, shared knowledge and collaborative work in which migrant women and social-sanitary professionals have been the main characters. Throughout these past months we have carried out several individual interviews focusing on migrant women and professionals as well as group sessions in which migrant women have been learning new artistic skills by painting watercolors and taking urban photography. This way they have become co-authors of the content this Handbook offers along with its colorful designs. Women from 20 countries have participated in this project: Argentina, Bolivia, Cameroon, Colombia, Cuba, Ecuador, El Salvador, Equatorial Guinea, Lebanon, Macedonia, Morocco, Mexico, Nicaragua, Paraguay, Romania, Senegal, Syria, Sri Lanka, Ukraine and Venezuela.

This Handbook pretends to give continuity to the **Comic DRAWING GLANCES**, previously funded by the Dirección General de Integración y Atención Humanitaria del Ministerio de Inclusión, Seguridad Social y Migraciones, and co-funded by the European Asylum, Migration and Integration Fund, executed in the year 2020.

Through the comic's main characters, it pretends to serve as a companionship book to all those fighting, courageous women who at some point in their lives made the brave decision to migrate to Spain.



HELLO! MY NAME IS KHADY, I COME FROM A SMALL TOWN IN SENEGAL AND I'M 21 YEARS OLD. I DECIDED TO EMIGRATE FROM MY COUNTRY AND COME TO SPAIN BECAUSE MY FAMILY LOST THE FAMILY BUSINESS, AND I MUST HOLD MY PARENTS AND BROTHERS ECONOMICALLY. MY MOM AND MY DAD ARE QUITE ILL, AND THEY HAVE POOR CHANCES OF FINDING A JOB THERE. I'M QUITE MOTIVATED TO BE ABLE TO STUDY AND WORK HERE. AS FOR NOW, I HAVE ONLY FOUND LOW-INCOME JOBS IN VERY PRECARIOUS WORK CONDITIONS BUT I'M SURE I CAN DO THIS, BECAUSE MY COUSIN MIGRATED TO SPAIN SEVERAL YEARS AGO AND TOLD ME THAT THE REGULARIZATION PROCESS IS VERY EASY TO DO.

OH, IT'S A PLEASURE TO MEET YOU! I'M MANUELA AND I COME FROM LIMA, PERU. I HAVE 43 YEARS OLD, AND I'VE BEEN IN SPAIN 6 YEARS NOW. I CAME, JUST AS MANY OTHER WOMEN, HOPING TO GIVE MY FAMILY A BETTER FUTURE. I HAVE 2 DAUGHTERS IN LIMA, THEY'RE 9 AND 12 YEARS OLD WHO I CONSTANTLY MISS. I'M VERY THANKFUL FOR MY MOM AND MY SISTER WHO TAKE CARE OF THEM WHILE I'M HERE. I WORK IN THE CAREGIVING SECTOR DESPITE THE FACT THAT I STUDIED SOCIAL WORK IN MY HOME COUNTRY, BECAUSE IT HAS BEEN IMPOSSIBLE FOR ME TO HOMOLOGATE MY CAREER. AT THE MOMENT, I'M TAKING THE OPPORTUNITY TO STUDY AND EVENTUALLY IMPROVE MY WORKING CONDITIONS SO I CAN BRING MY GIRLS WITH ME.

HI THERE, MY NAME IS AMINAH! I'M 35 YEARS OLD AND I COME FROM CASABLANCA, MOROCCO. I ARRIVED TO SPAIN 15 YEARS AGO WITH MY HUSBAND. I HAVE FOUR CHILDREN OF 4, 5, 8 AND 10 YEARS OLD. CURRENTLY, I WORK AS A CAREGIVER IN MY HOUSE AND FOR MY FAMILY, ALTHOUGH I DO TRY TO WORK CLEANING DOORWAYS AND HELPING OUT CAREGIVING MY NEIGHBORS' CHILDREN BEHIND MY HUSBAND'S BACK. HE DOESN'T LIKE IT THAT I MAKE MY OWN MONEY. THIS WAY I CAN SAVE MONEY TO LEAVE HIM IN THE FUTURE.

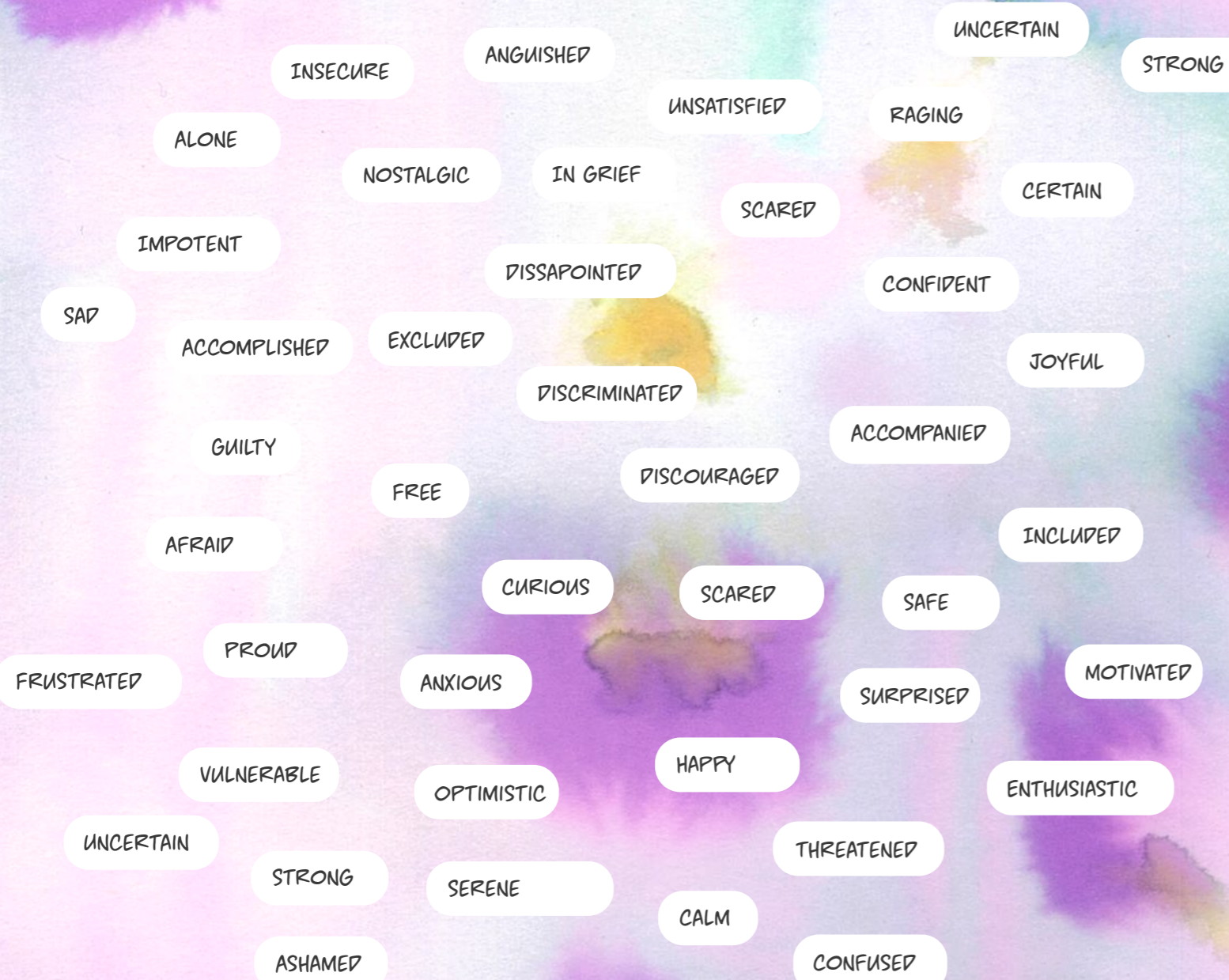
AND HOW ABOUT YOU? WHAT'S YOUR NAME? WHERE DO YOU COME FROM? HOW OLD ARE YOU? WHY DID YOU DECIDE TO MIGRATE? WE ARE ALL VERY EXCITED TO MEET YOU!

ONCE WE ARRIVED... EMOTIONAL ROLLER COASTER!!

With this Handbook, we want to join you in your migratory journey. We understand that many times, migrating and the whole post-migration process is often very complicated, and we find ourselves in an emotional roller-coaster. Which is why, in this Handbook, we present to you many of the emotions we felt in many parts of the process, and we feel you might too. This way you can identify, name and register your emotions.

At the end of every chapter, you will find a little Emotionary for you to reflect on and validate your feelings, emotions and frustrations. This way you will be able to register your processes over time. Thank you for sharing them with us!

HOW I FELT BEFORE MIGRATING...



HOW I FEEL NOW...



GET TO KNOW YOUR HANDBOOK

Hereby, we briefly explain to you what you will find in this Handbook and how it's divided: As you previously saw in the Index, it's divided into chapters through which we will make a tour across the main procedures, quick question and answer sections you might have, brief explanations of each procedure, relevant information, difficulties you might find and the "Emotionary" to validate your emotional world in this complicated transit.

Each one of us is unique and the migratory processes, such as our personal situations, are quite different. But also, you might want to take into consideration that the procedures also vary depending on which province, municipality or autonomous community you are residing in. This is why, we have gathered from the testimonies of many migrant women and many professionals who work directly with this collective, the main aspects to keep in mind as soon as you arrive.

Please keep in mind that this Handbook has many Spanish websites, but all of them can be translated to different free apps, websites or simply right clicking and choose the option "translate to English". Let's not let the language barriers win!

As you can see, they all part on human rights, since the right to freedom of movement and to be free to leave and return to one's country is recognized and protected by international laws. Although, sadly, reality is not quite as it seems, and the road has many barriers and obstacles...

With this Handbook we hope to contribute to the **RIGHT TO INFORMATION**, and thus to the improvement of the intervention against racism, xenophobia and related intolerance.

WE HOPE THAT THIS HANDBOOK WILL HELP YOU AND ACCOMPANY YOU IN YOUR MIGRATION JOURNEY!



FIND YOUR PLACES

FINALLY! I FOUND A NICE ROOM TO RENT!

OH, MANUELA, I'M SO HAPPY FOR YOU. CONGRATULATIONS ON YOUR PERSISTENCE, I'M GLAD YOUR SEARCH HAS FINALLY PAID OFF.

DEFINITELY, IN SEVERAL OCCASIONS I CALLED TO RENT A ROOM AND WHEN HOMEOWNERS LISTENED TO MY ACCENT, I FELT HOW THEY STARTED TO PUT MORE AND MORE DIFFICULTIES AND ASK FOR MORE DOCUMENTATION. IT DIDN'T SEEM NORMAL TO ME. ONCE I TRIED TO ASK A SPANISH FRIEND TO CALL RIGHT AFTER ME AND SHE GOT AN APPOINTMENT TO SEE THE APARTMENT IN A SECOND. THE WORST THING? THEY TOLD ME THE ROOM WAS ALREADY RENTED...

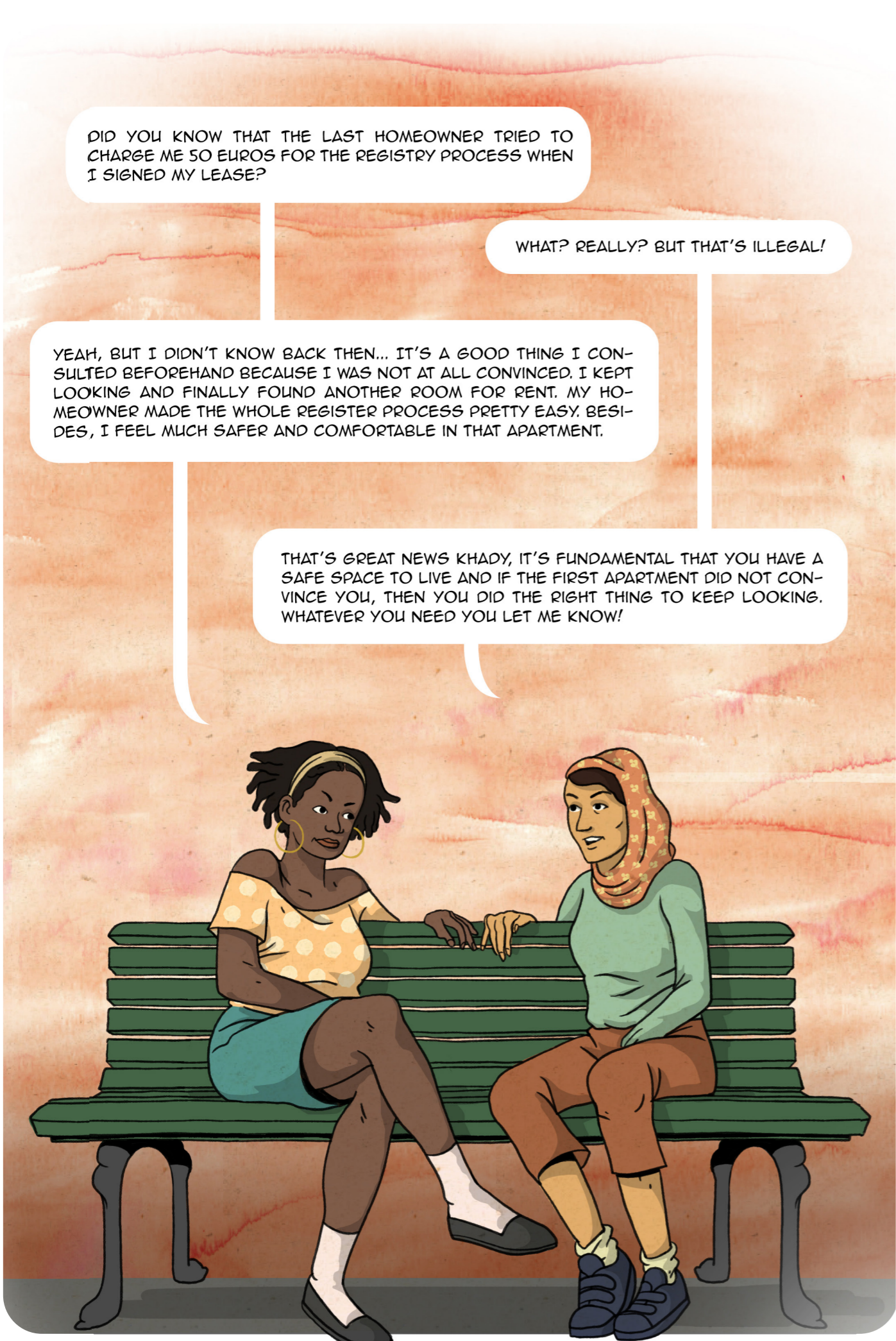
SERIOUSLY? WELL, THAT HOMEOWNER HAS LOST A GREAT TENANT LIKE YOURSELF!

YES... IT MADE ME FEEL QUITE BAD, BUT I DIDN'T GIVE UP AND I FINALLY FOUND A HOMEOWNER WHO'S REALLY NICE AND ISN'T RACIST.

A NICE HOMEOWNER AND A NEW ROOM... I'M VERY EXCITED FOR YOU! WHEN ARE YOU GOING TO INVITE ME TO SEE YOUR NEW SPACE?

WELL... ACTUALLY... WE CAN GO RIGHT NOW! I CAN'T WAIT FOR YOU TO SEE IT!





DID YOU KNOW THAT THE LAST HOMEOWNER TRIED TO CHARGE ME 50 EUROS FOR THE REGISTRY PROCESS WHEN I SIGNED MY LEASE?

WHAT? REALLY? BUT THAT'S ILLEGAL!

YEAH, BUT I DIDN'T KNOW BACK THEN... IT'S A GOOD THING I CONSULTED BEFOREHAND BECAUSE I WAS NOT AT ALL CONVINCED. I KEPT LOOKING AND FINALLY FOUND ANOTHER ROOM FOR RENT. MY HOMEOWNER MADE THE WHOLE REGISTER PROCESS PRETTY EASY. BESIDES, I FEEL MUCH SAFER AND COMFORTABLE IN THAT APARTMENT.

THAT'S GREAT NEWS KHADY, IT'S FUNDAMENTAL THAT YOU HAVE A SAFE SPACE TO LIVE AND IF THE FIRST APARTMENT DID NOT CONVINCE YOU, THEN YOU DID THE RIGHT THING TO KEEP LOOKING. WHATEVER YOU NEED YOU LET ME KNOW!

RENT



Do I need an appointment?	Does it cost?
Yes	No
Do I need a residence permit?	
No	

What is it and what is it for?

Whatever your administrative situation is, **you have a right to sign your lease and rent a room or apartment.** Currently, the regulation does not forbid this practice, therefore anyone can rent a household no matter if they own a residence permit or not.

REMEMBER
To appear in a lease contract it's very helpful to do certain administrative procedures such as census registration or "empadronamiento" which is fundamental to many future proceedings.

Information: what is usually required?

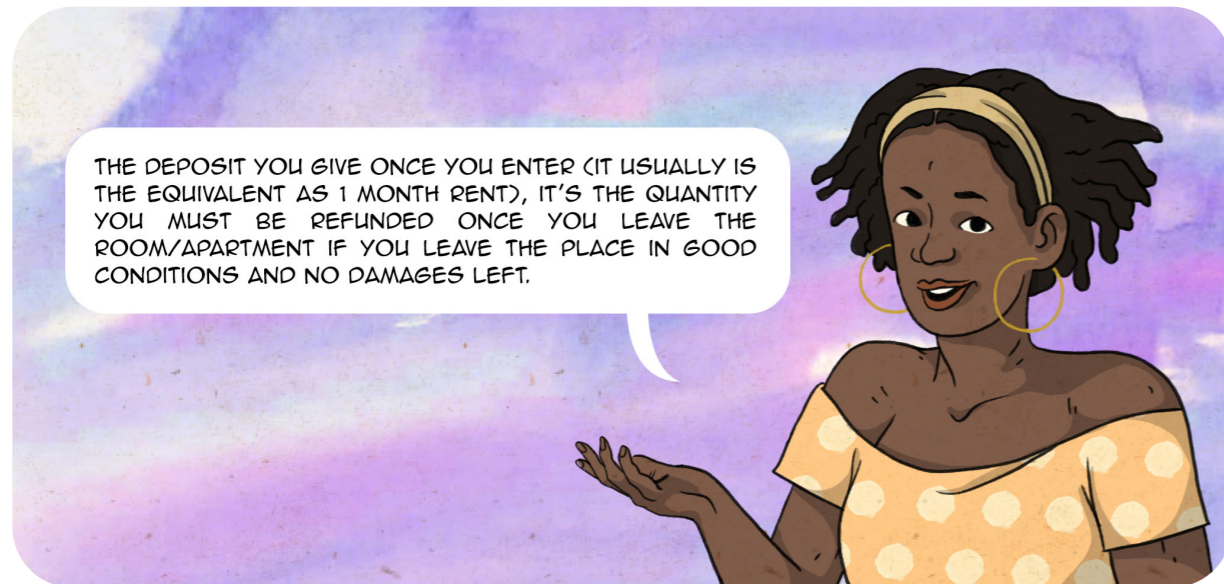
- A copy of your identity card or ID (DNI, passport, NIE...).
- A copy of your lease contract. You have a right to read carefully and verify anything you want or consult with anyone before signing it.
- A copy of your work contract and payroll (if you have one).
- Any guarantor to ensure that the rent will be paid.
- One month deposit.
- Bank account.

Difficulties:

Unfortunately, you might find yourself in situations based on racism and/or xenophobia the moment you start looking to rent a place. The homeowners might give you an exceeding number of excuses or might make the process difficult for you. If you need any kind of help regarding these particular situations or any other, we highly recommend you get in touch with the next [specialized association](#) (or any of the Friendly Organizations that we name at the end of this Handbook).

Here's a website related to Social Services nationwide in case you find yourself in a more specific situation and need any help from them.

→ [CLICK HERE](#)



EMOTIONARY:

ENTHUSIASTIC

JOYFUL

FRUSTRATED

IMPOTENT

SECURE

DESPERATE

WHICH ONES HAVE YOU FELT?

CENSUS REGISTRATION



Do I need an appointment?	Does it cost?
Depends on your autonomous community	No
Do I need a residence permit?	Is it necessary to regularize my situation?
No	Yes

What is it and what is it for?

The census registration, or better known in Spain as "*empadronamiento*" is the process of registering yourself in the municipal census, which is the administrative register where every person who inhabits or usually resides in that municipality appears.

You can register yourself without a lease contract by asking your homeowner for a Cohabitation Certificate (in Spanish "*Certificado de Convivencia*"), a residency affidavit or any cohabitation proof that can credit you are currently living in that address.

Do not be afraid to do your census registration if you find yourself in an irregular administrative situation. The city hall does not make any control related to the regular status of people living in Spanish territory.

REMEMBER

This procedure is **INDISPENSABLE** to be able to do some other important paperwork such as your healthcare card, regular residence... Besides, it is the first step to accessing your basic rights.

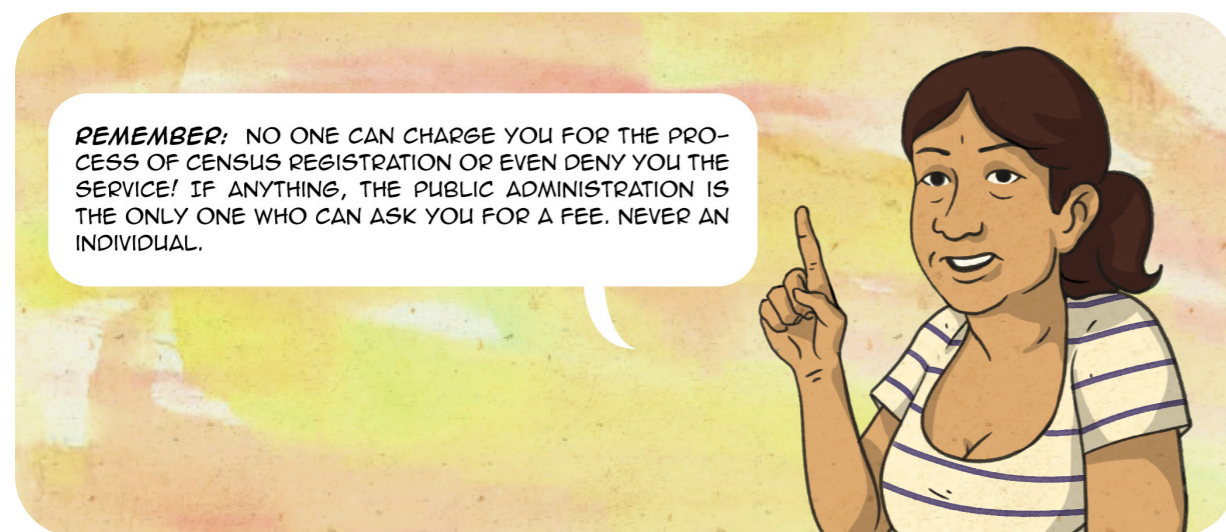
This is the document that states since when you have been officially living in Spain, which is why, in order to regularize your situation, as soon as you can do this the better.



Information: what is usually required?

- Request in the city hall's office closer to your home address the Individual Registration Form (in Spanish "*Formulario de Alta Individual*") in case you live by yourself; and if you live with more people, you need the Collective Registration Form (in Spanish "*Formulario de Alta Colectiva*").
- Your original passport and a photocopy.
- Original and photocopy of your lease contract or the living authorization signed by your homeowner where you are currently staying. If that's the case, it must be included in the form to be able to register yourself at the address. Likewise, the homeowner must renovate his/her home registry to include you as tenant.
- In the case in which you have minor(s) under your charge you must also request the Collective Registration Form (in Spanish "*Formulario de Alta Colectiva*"), adding to the paperwork their passports (both original and photocopies) and the Family Book (in Spanish "*Libro de Familia*").

Contact your local city hall beforehand to request the specific documentation and make sure you are aware of the paperwork needed. **Each city hall may have their own regulations and requirements.**



This is a right you have just for being in Spain no matter the administrative situation you find yourself in.

If you find yourself in any kind of trouble or have some doubts, we recommend you go to the end of the Handbook and call one of our Friendly Organizations to have more information and counseling.



Census Registration Form:

Once you are enrolled in the Census Registration you will be able to request the form as many times you want or need.

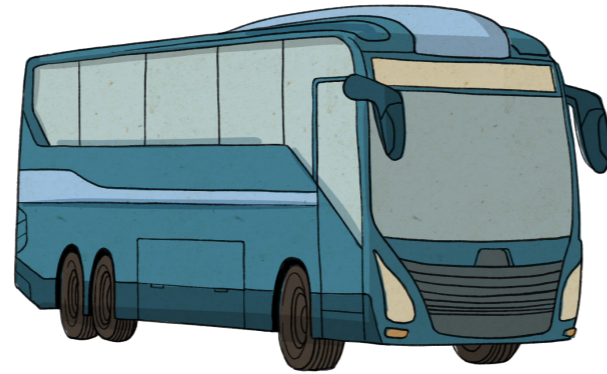
Keep in mind that the Census Registration Form has an expiration date (usually it's 3 months), so if you need it for any proceeding, you must check before if the form you have has a valid date, otherwise you must ask for a new one. This doesn't mean that you have to go back with the whole paperwork, it just means that you can go anytime to any city hall office and ask for the updated form.

Hereby a website where you can ask for the form online and/or ask for an appointment depending on the autonomous community you find yourself in.

→ [CLICK HERE](#)



MOBILITY



Do I need an appointment?	Does it cost?
Yes	It might cost
Do I need a residence permit?	Is it necessary to regularize my situation?
No	No, but it helps

What is it and what is it for?

In order for us to freely move in the place we choose to live in, it's very important to be aware of the transport possibilities available to us. It will depend on whether you live in a big city or a small town or anything in between.

To be better informed, you can visit the closest **Public Transportation Card Management Office** (in Spanish "*Oficina de gestión de tarjeta de transporte público*") or even ask the people working in this area (drivers, administrative assistance personnel, etc.).

Ordinarily, you'll be able to dispose of transport tickets to move freely wherever you are. In the official websites of each autonomous community, you can find the different means of transportation as well as their different costs, schedules and routes depending on your goals and purpose.

These modalities vary depending on the needs shown by the population itself. Down below you can find the current ways of transportation throughout the country:

- Bus (there are also night buses for late at night or early morning)
- Subway
- Train
- Funicular railway
- Cable railway
- Bicycle loan services (for you to access this service, you must comply with some requirements).

You can check on the official website of the autonomous community where you live to find out more.

Check out if in your autonomous community there could be some discounts depending on if you came with a minor(s) or with a senior citizen.



Information: what is usually required?

- ID card (DNI, passport, NIE...).
- Photograph (passport size).
- Proof or Census Registration Form.
- Filled form.
- Pay the fees.

Here are also a couple of websites that could be interesting to consult:

- **Ministry of Transportation and Sustainable Mobility** → **CLICK HERE**
- **Public Transportation and Mobility Network** → **CLICK HERE**

EMOTIONARY:

FREE

SAD

COMFORTABLE

EXCLUDED

TIRED

HAPPY

WHICH ONES HAVE YOU FELT?



LANGUAGE



Do I need an appointment?	Does it cost?
No	It might cost
Do I need a residence permit?	Is it necessary to regularize my situation?
No	No, but it helps

What is it and what is it for?

When we migrate to any country, one of the biggest barriers we find is: language. In this case, if you are not fluent in Spanish, it is crucial to favor your autonomy to get acquainted with the language. You can address to the city hall of your convenience if they happen to offer free Spanish courses.

Most of the city halls have **Information, Orientation and Accompaniment Services for the Social Integration of the Migrant Population** (in Spanish "Servicios de información, orientación y acompañamiento para la integración social de la población migrante") or as an alternative you can either call or visit one of our Friendly Organizations to get some guidance.

Other ways of learning the language are:

- Watch TV in Spanish to get used to listening.
- Look for free apps that can help you out with written and listening exercises.
- Talk to people who are in a similar situation as you. Maybe you can find them in any social association where other women go to and speak a bit of Spanish so you can try to learn in community.
- There are also some cultural and leisure resources where you can find some activities that encourage your language proficiency.

Besides these suggestions, here are some educational resources through which you can practice Spanish:

- Spanish learning manual for migrants. Listening/oral/reading/writing → [CLICK HERE](#)
- Spanish manual A1. Reading/writing → [CLICK HERE](#)

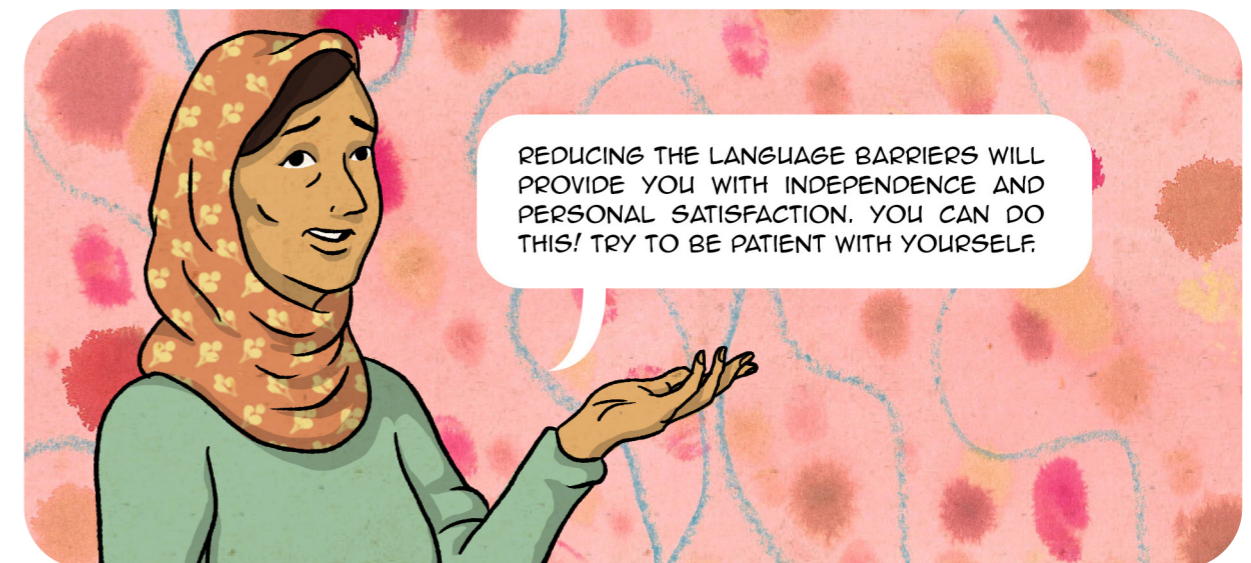
To translate Spanish written websites, you can select the text, right-click and select the option: translate to English. Additionally, there are many free translation apps or websites



Information: what is usually required?

To learn languages for free through an association or NGO, you will not be asked for any paperwork. If anything, they'll ask for some personal information.

The most important thing is that you have the will and motivation to learn as it is not very easy to learn some languages and it can be frustrating to communicate sometimes.



EMOTIONARY:

INDEPENDENT

PROUD

RECOGNIZED

CURIOUS

DEMOTIVATED

WHICH ONES HAVE YOU FELT?

DISCRIMINATED

CARE FOR YOUR HEALTH

HELLO AMINAH! YOU LOOK SO CHEERFUL, WHERE DO YOU COME FROM THAT YOU LOOK SO HAPPY?

MANUELA, I'M SO GLAD TO SEE YOU! I COME FROM THE HEALTH CENTER, AND THANKS TO THE DOCTOR CHANGE REQUEST I MADE, I FINALLY CAME TO A VERY KIND AND PROFESSIONAL DOCTOR. I WAS FINALLY ABLE TO TELL HER WHAT IS HAPPENING TO ME. I FELT VERY COMFORTABLE, LISTENED AND UNDERSTOOD.





PUBLIC HEALTHCARE

JUST OVER A YEAR AGO A WOMAN I KNOW FROM MOROCCO ARRIVED AND SHE IS HAVING TROUBLE COMMUNICATING IN SPANISH. AS SHE TOLD ME, SHE DIDN'T WANT TO GO TO HER HEALTH CENTER BECAUSE SHE WAS AFRAID SHE WOULDN'T BE UNDERSTOOD. I OFFERED TO GO WITH HER, SO SHE DOESN'T FEEL FORCED TO BE THERE WITH HER HUSBAND AND, ALSO, TOLD HER ABOUT THE TRANSLATION SERVICES SOME HEALTH CENTERS HAVE. I THINK I'LL GO WITH HER TO HELP HER OUT WITH SOLICITING THE SERVICE AND UNDERSTANDING HOW IT WORKS.

THAT'S A GREAT IDEA! YOU'LL LET ME KNOW HOW IT GOES, AND I ALSO KNOW AN ORGANIZATION THAT COULD HELP HER OUT WITH FREE SPANISH COURSES. IT'S ACTUALLY PRETTY GREAT, YOU COULD PROPOSE IT TO HER. THIS COULD BE REALLY USEFUL FOR BUILDING HER AUTONOMY AND WHATEVER SHE WISHES TO DO IN THE FUTURE.

OH, THANK YOU SO MUCH, MANUELA. I'M SURE SHE WILL FIND THIS VERY INTERESTING. CURRENTLY SHE IS FULLY DEPENDENT ON HER CHILDREN WHEN IT COMES TO TRANSLATING SPANISH, ESPECIALLY WITH PAPERWORK AND ADMINISTRATIVE PROCEEDINGS.



Do I need an appointment?	Does it cost?
No	No
Do I need a residence permit?	Is it necessary to regularize my situation?
No	To apply to some residencies, not all.

What is it and what is it for?

The **Individual Health Card** (in Spanish "*Tarjeta Sanitaria Individual*" or "*TSI*") is a personal and non-transferable document free of charge that credits the right to receive necessary health-care benefits. It also serves to identify each person's benefits' access and uses of the Health-care National System (in Spanish "*Sistema Nacional de Salud*").

Whatever your administrative situation is, you have the right to health protection and to receive medical care in the same conditions as people who own a Spanish nationality/citizenship.

We recommend you to apply for this card as soon as possible. The request must be made at the healthcare center that corresponds to the address that appears on your census registration form.

Once you have your health card, check on your autonomous community if there's an app so you can also have access to your virtual health card, your medical files and appointment requests.

In the Spanish healthcare system, there are two types of medical care you must get familiar with:

- **Primary healthcare:** basic services are offered such as consulting, medical exams, pregnancy courses and emergency care. This is the first step towards resorting to a specialist. Your family doctor or primary care doctor (in Spanish "*médico o médica de cabecera*") must refer you to a Specialized Attention Center.
- **Specialized healthcare:** this service addresses specialized healthcare centers and hospitals on an outpatient basis or hospitalization.

If you have an emergency, you can call 112 which is the emergency European phone number free of charge that you can call from any landline or mobile phone while being in the European Union. They'll put you in direct contact with the emergency services: police, ambulance or fire department.

Information: what is usually required?

- Census registration form with a valid date.
- An identity card or ID (DNI, passport, NIE...).
- Certificate of non-exportation of health care (in Spanish "*Certificado de no exportación de atención sanitaria*"). This means that the health care cannot be exported from your home country to Spain (this is especially necessary in case you come from the European Union or from Chile). This document is to be requested from your consulate.
- Formally declare that you have no private medical assurance.
- Children under 14 years old with no passport: birth certificate or family book (both original and legible photocopy).

If your request is approved, be aware that you must renew your card every two years. Once you receive your residence, you must go to your healthcare center to ask for the resident's health card.

DID YOU KNOW

- You have a right to complain and/or request a change of health professional or primary doctor if you're not comfortable with the one that was assigned to you.
- In many autonomous communities, **there are translation/interpretation services in the healthcare centers**. You can ask at your location in case you might need it and you can go alone to your medical appointment. You have a right to intimacy and confidentiality.



We facilitate you a healthcare specialized website in case you have any questions and want to contact them.

→ [CLICK HERE](#)



BE CAREFUL

You might receive mistaken information even from the healthcare center itself. If they tell you that you are not entitled to have a health card because of your administrative situation, we highly recommend you to give our Friendly Organizations a call for help. This is a right you have and cannot be denied no matter where you come from...



EMOTIONARY:

DETERMINED

EMBRACED

CONFIDENT

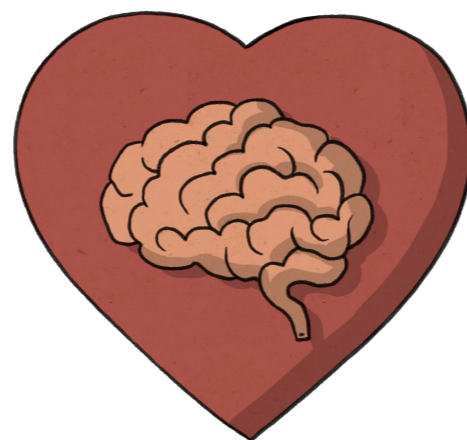
SAD

ANGRY

ASHAMED

WHICH ONES HAVE YOU FELT?

MENTAL HEALTH



Do I need an appointment?	Does it cost?
No	No
Do I need a residence permit?	Is it necessary to regularize my situation?
No	No

What is it and what is it for?

The World Health Organization (WHO) describes mental health as "a welfare state in which the individual realizes of their own aptitudes and is able to confront the normal life pressures, they can work productive and successfully and is also able to contribute to their community".

To ask for an appointment at the mental health public clinics, you must first go to your primary doctor at your local healthcare center and ask them for an appointment with a mental health specialist. In case you need **psychiatric emergency**, you need to go to a public hospital. Not all hospitals handle psychiatric emergencies, we suggest you check online or ask at your closest public hospital. **You have a right to receive help, whether you have the Individual Health Card (in Spanish "Tarjeta Sanitaria Individual") or not.**

There is an emergency phone line nationwide (all Spanish territory) which is **024**. You can call this number from any autonomous community you find yourself in. It is free of charge, confidential and is assisted by experts and professionals who provide support to people who might have a self-harming conduct as well as their families and relatives.

If you find yourself in a situation as a gender-based violence victim or know anyone who is, you can call the **016** phone line which gives out information, legal counseling and psycho-social care by specialized personnel. This number is also nationwide. Please find here an informative flyer.

→ [CLICK HERE](#)

Information: what is usually required?

- Identity document or ID card (DNI, passport, NIE...).

Below these lines, we leave you the website of the Women's Health Observatory where you might find interesting information and, in case you have doubts, you can visit any of our Friendly Organizations.

→ [CLICK HERE](#)



EMOTIONARY:

ATTENDED

LISTENED

ANGUISHED

INSECURE

VULNERABLE

CARED FOR

WHICH ONES HAVE YOU FELT?

CULTURAL AND LEISURE RESOURCES



Do I need an appointment?	Does it cost?
No	No
Do I need a residence permit?	Is it necessary to regularize my situation?
No	No, but it helps

What is it and what is it for?

To be able to have self-care spaces, meet other women, network and enjoy recreational moments is fundamental to care for your health no matter where you are. This is why we consider it is key that you approach them and get to know the different cultural and leisure facilities that your neighborhood, municipality or city has.

You can, as well, look for any **public library** you have close by and ask for their requirements to process your membership card. Public libraries usually let you rent books, audiobooks, e-books, TV shows, movies, magazines, etc.

You can find here the instructions on how to proceed depending on your autonomous community.

→ [CLICK HERE](#)

There are **Women's Centers** that are constantly offering activities and leisure plans. Find the center that's closer to you in case they have anything that interests you. You can profit from these activities to build your own support network! Here's the website for the **Women's Institute** if you want to look for anything near you.

→ [CLICK HERE](#)

You could also go to your city hall and ask for information related to recreational and leisure activities.



Another self-care treatment is to think of activities that make you feel good and spend time with yourself. For example, if you like to walk around a park or area close to your home, any place that makes you feel good or if you like music there's a chance you might find free music events/activities, sports teams, etc.



Information: what is usually required?

You won't be required to fill many requirements to attend the free leisure activities in your area. It's possible you might be asked to show your census registration form and/or any identity card. All you're required to bring is the desire to meet other people, disconnect, care for you and spend time with yourself.

REMEMBER

Any ID card (library card, or leisure center...) that you can provide will help you in the future as a supporting document when you decide to apply for a residence permit.



EMOTIONARY:

INCLUDED

NOSTALGIC

GLAD

JOYFUL

ALONE

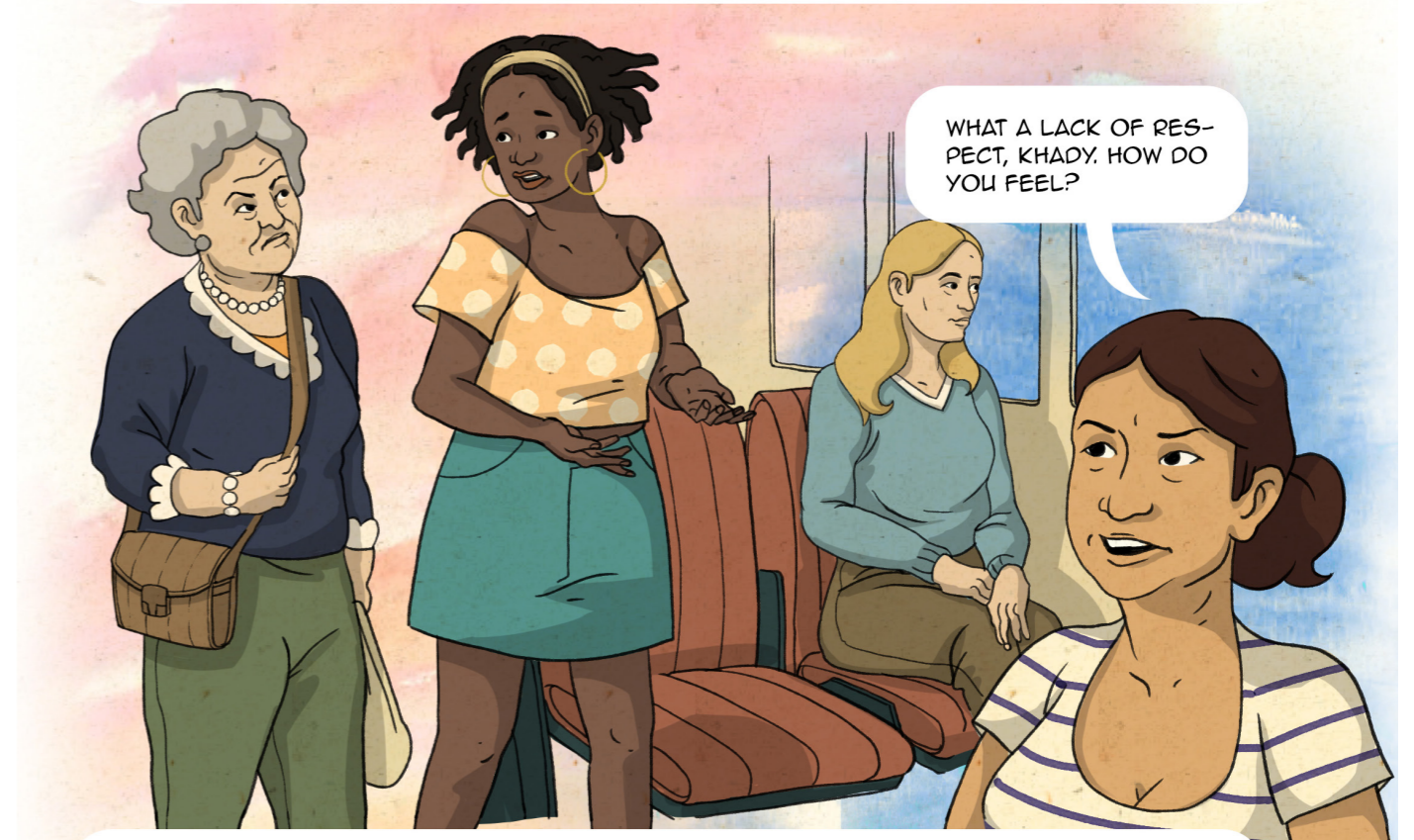
ACTIVE

WHICH ONES HAVE YOU FELT?

03

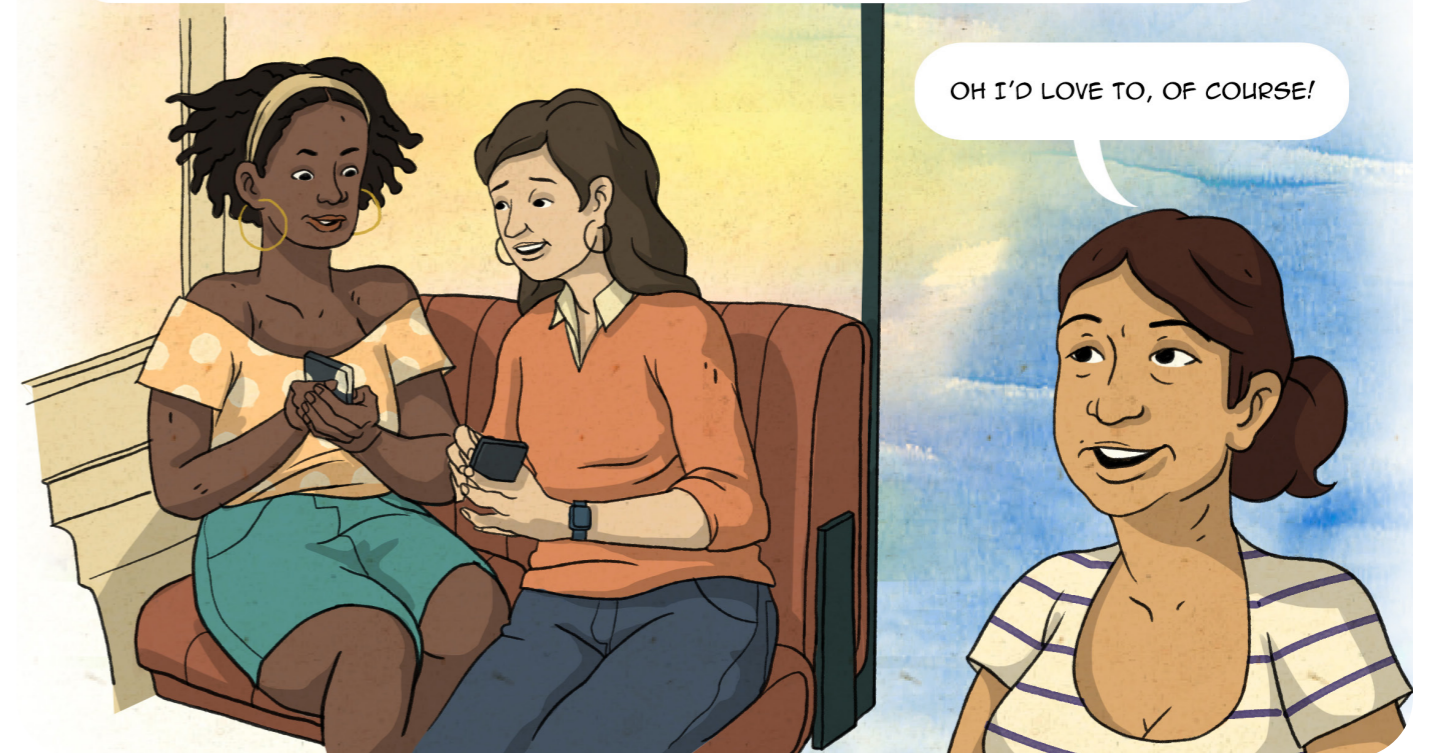
EDUCATION

YOU WILL NEVER BELIEVE WHAT HAPPENED TO ME TODAY... I WAS IN THE SUBWAY, AND I GOT UP SO AN OLDER LADY COULD SIT DOWN, AND THE OLD LADY GAVE ME A BAD LOOK. SHE DIDN'T EVEN THANK ME NOR SAT DOWN. LATER ON, IN THE NEXT STOP A WHITE LADY LEFT HER SEAT AND THE OLD LADY SAT DOWN IMMEDIATELY...



WHAT A LACK OF RESPECT, KHADY. HOW DO YOU FEEL?

WELL... AT FIRST, I FELT HORRIBLY BECAUSE I FELT DISCRIMINATED AGAINST AND REJECTED. A GIRL WHO SAW EVERYTHING SMILED AT ME AND MADE ROOM FOR ME TO SIT DOWN BY HER SIDE AND MADE ME FEEL MUCH BETTER. SHE MADE ME REALIZE THAT IT HAS NOTHING TO DO WITH ME BUT WITH THE OLD LADY HAVING A RACIST ATTITUDE TOWARDS ME... BESIDES, I KEPT ON CHATTING WITH HER, AND WE SHARED EACH OTHER'S PHONE NUMBERS TO GET TOGETHER THIS WEEKEND, WOULD YOU LIKE TO COME?



OH I'D LOVE TO, OF COURSE!

IT TURNS OUT THAT THIS GIRL'S NAME IS DIANA, AND SHE WANTS TO STUDY THE SAME AS ME. WE'LL CHECK TOGETHER THE PROCEEDINGS REGARDING THE DEGREE HOMOLOGATION AND STUDIES I COULD ACCESS RIGHT NOW WITH MY ADMINISTRATIVE SITUATION... YOU SHOULD SEE HOW COMPLICATED THIS IS! THANKFULLY, WITH SOME HELP IT'LL GET EASIER.

THAT'S GREAT, KHADY, YOU'LL TELL ME ALL ABOUT IT THIS WEEKEND! I MIGHT EVEN START AGAIN MY SOCIAL WORK DEGREE HOMOLOGATION PROCESS...



HEY AMINAH, HOW'S IT GOING? DO YOU HAVE ANY PLANS FOR NEXT WEEK?

HELLO MANUELA, IT'S ALL GOOD. WELL... I DON'T HAVE ANY PLANS FOR NOW.



THAT'S GREAT! WELL... IF YOU'RE INTERESTED, WE CAN GET TOGETHER ANY DAY AND YOU CAN CELEBRATE WITH ME THE NATIONAL HOLIDAYS OF MY COUNTRY. I WAS THINKING OF MAKING A NATIONAL PERUVIAN PLATE AND I CAN TELL YOU HOW WE CELEBRATE IT OVER THERE AND WHAT WE USUALLY DO. TO BE HONEST, I GET PRETTY NOSTALGIC THESE DAYS BECAUSE BACK HOME WE WOULD ALWAYS GET TOGETHER WITH THE FAMILY.



OH, WHAT A NICE IDEA, MANUELA! I'M LOOKING FORWARD TO IT AND I'LL GET TO KNOW MORE ABOUT YOUR CULTURE. WE'LL TALK LATER IF YOU NEED ME TO BRING ANYTHING. THANK YOU SO MUCH FOR SHARING IT WITH ME!



EDUCATION SYSTEM



Do I need an appointment?	Does it cost?
Call the school to ask	Depending on the chosen modality
Do I need a residence permit?	Is it necessary to regularize my situation?
No	No, but it helps

What is it and what is it for?

Education in Spain is universal and does not discriminate around the administrative situation families have. Children and adolescents have a right to education no matter their nationality or particular situation.

There are 3 school types in Spain:

- **Private education:** private schools are those that are fully financed by families' fees.
- **Charter education:** charter schools are a mix between private and public schools. Charter education funding comes basically from public funds but has a private administration.
- **Public education:** public schools depend entirely from public institutions. This means that the education is free and you will only have to pay for the school material or pay for the canteen in case it will be used.

REMEMBER

You have a right to visit the facilities before making a decision. You can also approach the administrative staff to find out information about scholarships/financial aid dedicated to people with economic vulnerability if that's your case.



The education system varies in function of the country we are currently living in. In Spain, is currently divided in cycles depending on the age and it's mandatory from 6 to 16 years old:

- **Early childhood education:** from 0 to 6 years old.
- **Primary school:** from 6 to 12 years old.
- **Secondary Mandatory Education** (in Spanish "*Educación Secundaria Obligatoria*" or "*ESO*"): from 12 to 16 years old.
- **High school** (in Spanish "*Bachillerato*"): from 16 to 18 years old. You can choose between arts, technologies and science, humanities and social sciences modalities.
- **Professional Education** (in Spanish "*Formación Profesional*" or "*FP*"): this one can be done by anyone that has finished either the Secondary Mandatory Education (ESO) or high school depending on the chosen studies. It lasts either 1 or 2 years and focuses on professional specialization.
- **University:** anyone can that has passed the selectivity test or has finished a professional education of superior degree and wishes to do a university degree can opt for these studies.

Information: what is usually required?

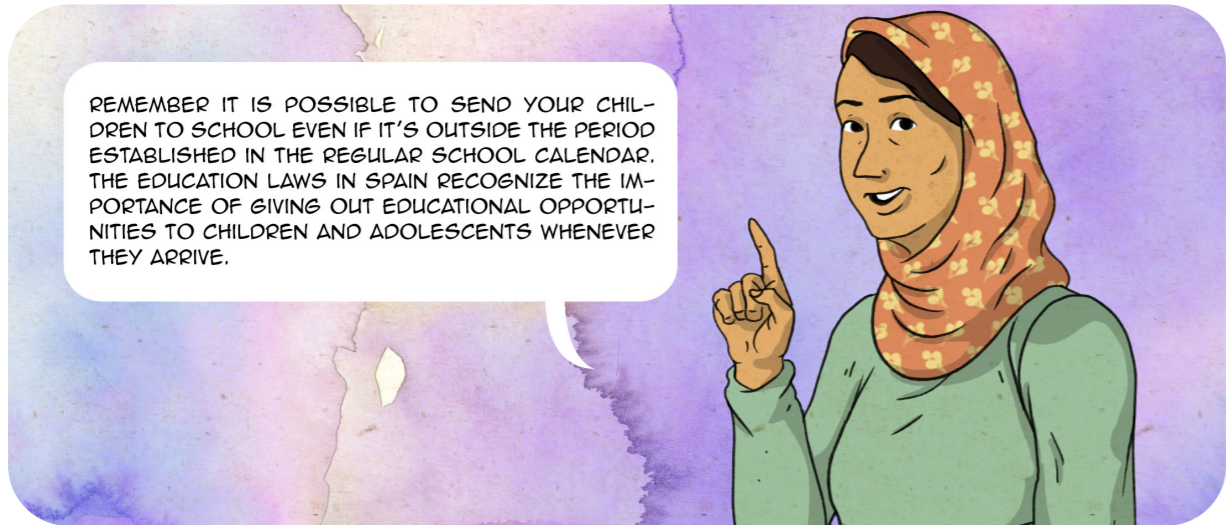
- The parent and/or legal tutor's identity document or ID card (DNI, passport, NIE...).
- The minor's identity document or ID card (DNI, passport, NIE...) and/or family book.
- Vaccination card (in Spanish "*cartilla de vacunación*").
- Census registration form.
- If the minor is between 12 and 16 years old, the accreditation of previous courses with the final grades.
- Recent photographs of the minor.

To find out more information, we recommend you go to your nearest city hall to be informed about the registration process.



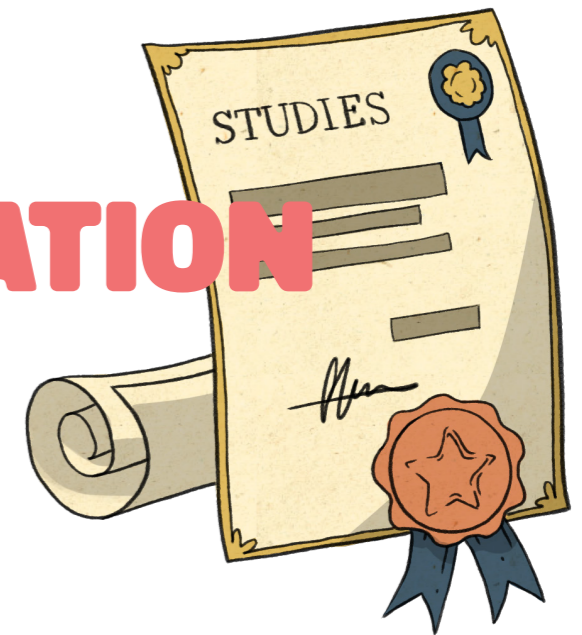
To access some educational resources for early childhood, primary, Secondary Mandatory Education and high school.

➔ **CLICK HERE**



REMEMBER IT IS POSSIBLE TO SEND YOUR CHILDREN TO SCHOOL EVEN IF IT'S OUTSIDE THE PERIOD ESTABLISHED IN THE REGULAR SCHOOL CALENDAR. THE EDUCATION LAWS IN SPAIN RECOGNIZE THE IMPORTANCE OF GIVING OUT EDUCATIONAL OPPORTUNITIES TO CHILDREN AND ADOLESCENTS WHENEVER THEY ARRIVE.

DEGREE HOMOLOGATION



Do I need an appointment?	Does it cost?
No, its online	Yes
Do I need a residence permit?	Is it necessary to regularize my situation?
No	No, but it helps

EMOTIONARY:



WHICH ONES HAVE YOU FELT?

What is it and what is it for?

- **Homologation:** it's an administrative proceeding where your university degree and/or non-university degree from your origin country or previous country of residence (must be non-European Union) will be considered as a degree issued by a Spanish institution. It has both academic and professional effects in order to practice.
- **Validation:** a recognition of higher university studies whether you have finished your studies, have not yet received your degree or partial Spanish university studies. Its goal is merely academic so you can continue with your studies.
- **Equivalences:** this a university level academic recognition (professional education or master degree). This recognition has only academic effects.

Information: what is usually required for the degree homologation?

- Notarized/certified copy of your identity document or ID card (DNI, passport, NIE...).
- Notarized/certified copy of your degree (or provisional safeguard).
- Notarized/certified copy of your academic certificate of the studies undertaken.

- Don't forget an official sworn translation of your paperwork in case the documents you are submitting are not in Spanish.
- Proof of payment of fees.

Here's an online brochure that better explains how to request your university title recognition, frequently asked questions, processes and clarifications for each term.

→ **CLICK HERE**

To translate Spanish written websites, you can select the text, right-click and select the option: translate to English. Additionally, there are many free translation apps



Please consider that, as a way to have your **university title recognition**, you must go to the Ministry of Science, Innovation and Universities (in Spanish "*Ministerio de Ciencia, Innovación y Universidades*"). Here is a link for the **homologation of foreign higher education degrees to official Spanish undergraduate or masters' degrees** that give access to a regulated profession in Spain.

→ **CLICK HERE**

If you wish to request your **non-university title recognition** (either high school or Secondary Mandatory Education), you must go to the Ministry of Education, Professional Education and Sports (in Spanish "*Ministerio de Educación, Formación Profesional y Deportes*"). Here's a bit more information:

- Web Ministry of Education, Vocational Training and Sports
- Informative PDF

→ **CLICK HERE**

→ **CLICK HERE**



Difficulties:

According to Spanish regulation, the waiting time to receive the recognition document is within 6 months. Nevertheless, this proceeding can take longer than this. It can even last up to 2-3 years depending on your field of study. This is why we highly recommend you to start this proceeding as soon as you can so you can work in your field!

EMOTIONARY:

CONFUSED

PROUD

ANXIOUS

MOTIVATED

CONFIDENT

TIRED

WHICH ONES HAVE YOU FELT?

PROFESSIONAL EDUCATION



Do I need an appointment?	Does it cost?
It depends on the autonomous community you're in and the educational institution of your choice.	In some autonomous communities, yes
Do I need a residence permit?	Is it necessary to regularize my situation?
No	No, but it helps

What is it and what is it for?

The **professional education** (in Spanish "*formación profesional*" or "*FP*") refers to the set of studies and practices that are conducted to develop abilities and specific skills in a particular field of work. It's an alternative education known for being practical and shorter than university studies focused on the execution of a specific profession.

What kind of FP or Professional Educations are there in Spain?

There are different levels and specializations that you can choose:

- **Basic FP:** it is designed for people who have not yet obtained their Secondary Mandatory Education or ESO degree.
- **Medium degree FP:** if you have obtained your ESO academic degree or have passed an entry exam, you can opt to study this FP. This option offers a more specialized education in a professional area and lasts about 2 years.
- **Higher degree FP:** if you already have your high school degree or have passed an entry exam, you can study this FP. In this professional education is more advanced and specialized in a specific field of study. It will last 2 years and you can choose between many studies.

Here's a website of the **Ministry of Education, Professional Education and Sports** (in Spanish "*Ministerio de Educación, Formación Profesional y Deportes*") where you can expand this information, take a look at the different educational offering and places in which you can carry out your studies, enrollment processes and requirements.

→ [CLICK HERE](#)

Professionalism Certificates: these are the official accreditations issued by the Public State Employment Service (in Spanish "*Servicio público de empleo estatal*" or "*SEPE*") which credits that you possess the knowledge and skills required to develop a certain professional activity according to the current job market. They are valid within the whole Spanish and European territory.

The certificates are classified in different professions and 3 qualification levels:

- **Level I:** access is open to people without any academic qualifications or degrees.
- **Level II:** access is open to people with ESO academic degree or an equivalent to a FP.
- **Level III:** access is open to people with a high school, university academic degree or an equivalent to a FP.

Here is a **statewise office locator for the Public State Employment Service or SEPE**. We encourage you to find the one closer to you and ask for more information.

→ [CLICK HERE](#)



Information: what is usually required?

- Have resided continuously in Spain for a period of at least 2 years. Proof can be done through your census registration form; medical appointments, if any; library card; monthly bank movements; etc.
- Identity document or ID card (DNI, passport, NIE...).
- Depending on the field of study you wish to pursue you might be asked to submit your Homologated or standardized degree (for example, for a professionalism certificate you won't need to hand in a previous degree, for a higher degree FP you will).
- Commitment to attend a formal professional education for employment.

EMOTIONARY:

INDEPENDENT

OPTIMISTIC

UNCERTAIN

STRONG

RECOGNIZED

WHICH ONES HAVE YOU FELT?

WORTHY



BUILD YOUR AUTONOMY

REMEMBER I WENT TO THE PUBLIC EMPLOYMENT SERVICE OFFICE AND THEY TOLD ME THAT IF I DON'T DO THE HOMOLOGATION DEGREE PROCESS THEY WOULDN'T BE ABLE TO HELP ME AND I SHOULD COME BACK WHEN I HAVE IT?

OH YES! WHAT A LACK OF PROFESSIONALISM AND RESPECT!



TOTALLY... BUT MOST IMPORTANTLY: I DIDN'T GIVE UP AND CONTINUED TO LOOK FOR HELP! I CALLED THE ORGANIZATION YOU RECOMMENDED ME AND THE SOCIAL WORKER WAS REALLY KIND. THEY WILL HELP ME TO LOOK AT DIFFERENT PROFESSIONAL EDUCATION COURSES I CAN TAKE CONSIDERING MY ADMINISTRATIVE SITUATION. THEY ALSO OFFERED DIFFERENT JOB OPTIONS I CAN PURSUE RIGHT NOW CONSIDERING I WILL REGULARIZE MY SITUATION, AND WILL BE ABLE TO WORK IN SOMETHING RELATED ON MY FIELD OF INTEREST!

THAT IS GREAT NEWS, KHADY! I'M SO GLAD YOU KEPT GOING AND DIDN'T JUST TAKE WHAT THAT PERSON WHO "DIS-ATTENDED" YOU SAID.



HI MANUELA, HOW ARE YOU FEELING? DO YOU STILL HAVE BACK PROBLEMS?

HELLO AMINAH, I FEEL BETTER NOW SINCE THEY GAVE ME SICK LEAVE AT WORK, SO I AM ABLE TO REST A BIT, THANK YOU FOR ASKING! AS IT TURNED OUT, I LISTENED TO YOU AND ASKED FOR A DOCTOR'S APPOINTMENT. I TOLD HER THAT I WORK IN THE ELDERLY CARE SECTOR AND MY BACK CONSTANTLY HURTS DUE TO ALL THE EFFORT I MAKE EVERY DAY. AND SO, I WAS GIVEN SICK LEAVE.

YOU'RE RIGHT, AMINAH, TO BE HONEST THE HOUSEHOLD AND CARE WORK IT'S POORLY CARED FOR!

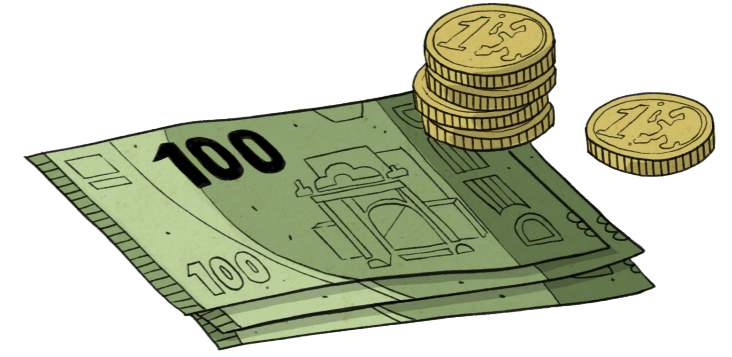
I'M SO GLAD! TAKE THIS OPPORTUNITY TO TAKE CARE OF YOURSELF. IT'S IMPORTANT THAT THEY PUT UP SOME ELEMENT OF ASSISTANCE... MAYBE A WALKER SO THEY DON'T HAVE TO LEAN ON YOU ALL THE TIME, OR A WHEELCHAIR, LIFT, ETC... IT'S CRUCIAL THAT WE CAN COUNT ON THE NECESSARY TOOLS SO WE CAN DO OUR JOB BETTER WHILE AVOIDING HARMING OUR BODIES.

I ABSOLUTELY AGREE! IF YOU'RE FEELING UP FOR IT WE CAN GO TOGETHER TO AN ORGANIZATION THAT WORKS SPECIFICALLY AROUND THESE TOPICS SO YOU CAN BE INFORMED OF YOUR RIGHTS, AND YOU CAN FIND OUT ABOUT ACTIVITIES THEY ORGANIZE WITH OTHER WOMEN...

THAT'S A GREAT IDEA, I'D LOVE TO! I THINK IT WILL COME IN VERY HANDY. THANK YOU SO MUCH!



JOB SEARCH



Do I need an appointment?	Does it cost?
Yes	No
Do I need a residence permit?	Is it necessary to regularize my situation?
No	No, but it can come in handy to apply for a couple of residencies

What is it and what is it for?

The right to work is a fundamental right to freely access a job position on equal terms without being prevented to.

Unfortunately, depending on your administrative situation, you will be able to access some other jobs at first, but in Spain all workers have labour rights, independently of the administrative situation they find themselves in.

To do your job search, you can go to your local office of **social services** or get some information at the Public State Employment Service or **SEPE**:

- Social services office locator → [CLICK HERE](#)
- Direct link to SEPE → [CLICK HERE](#)

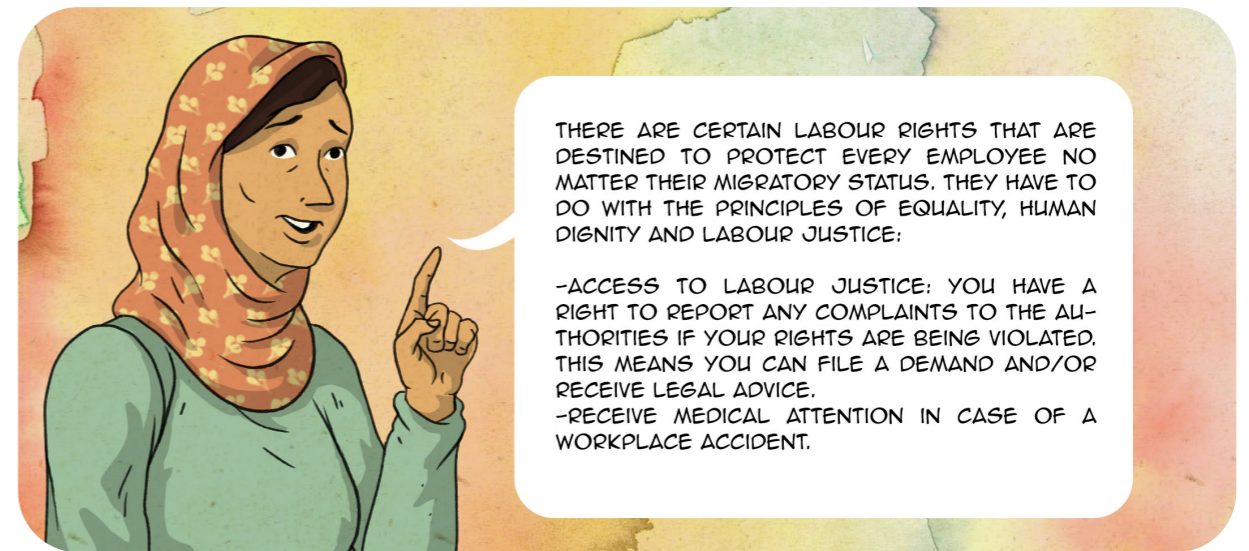
You will also find, through our Friendly Organization's chapter at the end of this Handbook, positive employment orientation adapted to the personal situation you're in, as well as some educational alternatives and complementary courses that will help you during your job search and for further submitting your paperwork into regularizing your administrative situation.

It is fundamental that **we know our Labour Rights** to be aware if they are being violated or not in our work environment and to claim them if necessary. We leave you here below, a list with some of them:

- Right to equality and non-discrimination:** workers have a right to equal treatment and to not be discriminated against for reasons such as gender, sexual orientation, religion, ethnicity, disability or any other motive.
- Working hours:** working hours are regulated in Spain, and generally, they shouldn't overpass the 40 weekly hours (although it is unfortunately overpassed in some jobs). Workers have a right to have breaks during their working days and at least one day off per week.
- Paid vacations:** workers have a right to a period of paid vacations, which is usually 30 days per year, although it may vary depending on the place you work at or your employer.
- Minimum interprofessional wage:** this is the minimum wage a company or employer must pay to workers or employees. The government establishes the amount, and it adjusts annually.
- Maternity and/or paternity leave:** both mothers and fathers have a right to have a maternity and/or paternity leave and be paid during this period. They keep their jobs, and they cannot be fired.
- Comply with the security and health regulations:** both the company or employer and the worker or employee must follow the security and health regulations in order to guarantee both safety and health of every person who works there.

Information: what is usually required?

You don't need any specific paperwork to visit the employment orientation offices of the different resources. Although, they will most likely ask for your current identity document or ID card (DNI, passport, NIE...) to open a file for you.



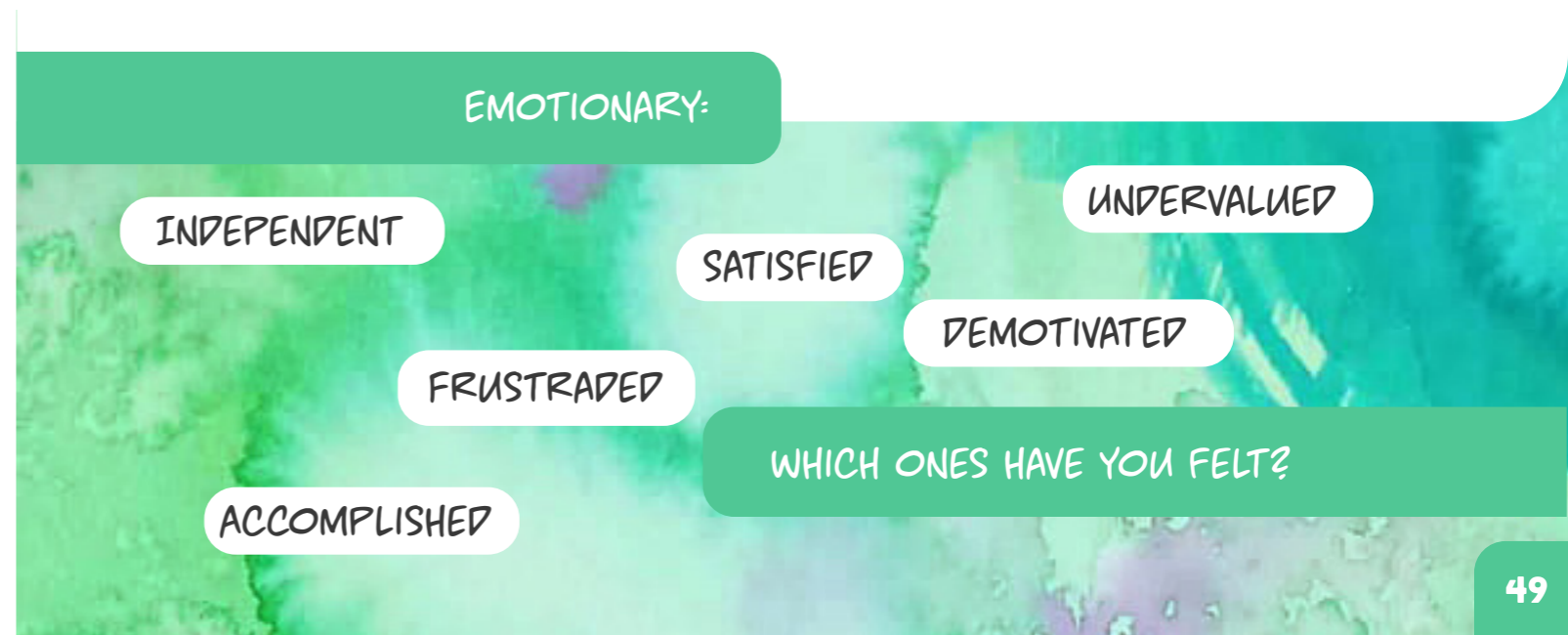
KEEP IN MIND

If you work in the household and care sector, even if you are in an irregular administration situation, you have rights. You can take a look at the informative guide that goes around your rights as a migrant woman who works in the household and care sector that our female colleagues from the Progressive Women's Federation (FMP) did this year from the project called: **"Essentials: a project for the recognition of the household and care work"**. Remember you can translate the document by selecting the text, right clicking and select the option "translate to English" or look for any free app or website.

[→ CLICK HERE](#)

And here's another website from **SEA Project** which is part of an alliance of different social entities which collaborates in the prevention of working women's exploitation, discrimination and multiple violences they face finding themselves in vulnerable situations.

[→ CLICK HERE](#)



BANK ACCOUNT



Do I need an appointment?	Does it cost?
No	No
Do I need a residence permit?	Is it necessary to regularize my situation?
No	No, but it helps

What is it and what is it for?

Being an account holder is pretty important because it will make it easier for you to do some important actions economic-wise. Like, for example, direct deposit of your paycheck and receipts, make domestic and international money transfers, enter and withdraw money from an ATM, make online shopping, etc.

In Spain, the bank institutions have an obligation to offer a basic bank account completely free of charge to those people who find themselves in a vulnerable situation or in risk of financial exclusion.

- Click on this PDF to find out more. → [CLICK HERE](#)
- You can also click on the BOE of the Ministry of Consumer Affairs which indicates that in Spain, banks are obliged to open free accounts for people at risk of exclusion and/or vulnerability. → [CLICK HERE](#)

We recommend you make a visit to any bank near your location to ask for information about opening a bank account with the paperwork you have at the moment and the necessary requirements to do so.



Difficulties:

Unfortunately, not all banks make it easy to open an account, despite the fact that the legislation demands that every person, no matter their administrative situation, can access these free basic bank accounts. This is a malpractice that must be corrected and reclaimed.



Information: what is usually required?

- Valid identity document or ID card (DNI, passport, NIE...).
- Last paychecks: this shouldn't be necessary but is often asked on particular occasions.
- A document that credits your vulnerability situation (in the case it is required).

Down below, we leave you a couple of websites. The first is a campaign where several of our Friendly Organizations did to claim the right to financial inclusion and the second is an informative PDF document:

- Website "We Have Pending Accounts" → [CLICK HERE](#)
- Informative PDF document about how to obtain a basic bank account, your rights and how to claim them in case they're infringed. → [CLICK HERE](#)

EMOTIONARY:

VULNERABLE

COURAGEOUS

CHEERFUL

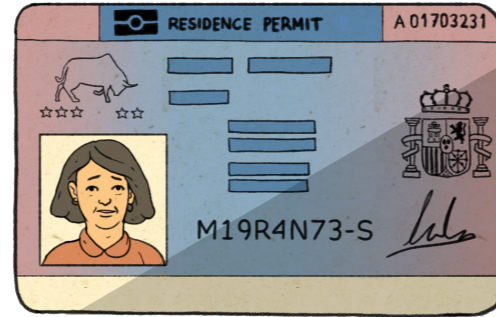
RAGING

FREE

SCAMMED

WHICH ONES HAVE YOU FELT?

ACQUIRING NIE



Do I need an appointment?	Does it cost?
Yes	Yes
Do I need a residence permit?	Is it necessary to regularize my situation?
Yes. Could be a studies visa	No

What is it and what is it for?

The **Foreign Identity Number (NIE)** is a unique, personal and exclusive sequential number that is assigned to every person that can credit their arrival to Spain through a valid identification document like your passport. This number is unrepeatable and will stay with you no matter what your administrative situation is from now on. What we mean is, if by any chance you find yourself in an irregular administrative situation again, you can always present yourself with this identification number.

This identity number is essential not only to ask for a residence but also to obtain an employment contract, make bureaucratic arrangements like buying a house, a car, get your driver's license, get a digital certificate (in Spanish "*Certificado Electrónico*"), etc.

If you suddenly request the Spanish citizenship/nationality, your foreign identity number or NIE will disappear, and a new sequential number called DNI will be granted to you.



Is NIE the same thing as TIE?

This is a very common misconception. The answer is no.

The **Foreign Identity Number or NIE** (in Spanish "*Número de Identificación de Extranjero*") has nothing to do with the **Foreigner's Identity Card or TIE** (in Spanish "*Tarjeta de Identificación del Extranjero*"). While the first one (NIE) is nothing more than an identification number, the TIE is a physical identity card that proves that the non communitarian person is residing in Spain in a regular way whether it's temporary or permanently. In your TIE or ID card, your NIE will be exposed and that is how you are identified as a foreign resident.

Information: what is usually required?

This number can be requested directly in Spain in whether Foreign Affairs Units or in a consular office from your origin country or last country of residence (the one appearing in your passport). Including the possibility of coming to Spain to pursue a university degree. You must request this number as soon as you find yourself in a regular administrative situation. If you make the request from your origin country, you can resort to Spanish consular offices abroad. This proceeding must be done in person.

The paperwork they usually ask for is as follows:

- Model form EX-15 properly filled out.
- Original and photocopy of complete passport, identity document or ID card (DNI, passport, NIE...), travel title or valid registration certificate.
- Document communicating the economic, professional or social causes that justify your request. To sum it up: why are you requesting the NIE.
- Payment of the fee.

REMEMBER

We continuously recommend taking a look at our Friendly Organizations' websites to make sure that the proceeding hasn't changed, or they aren't requesting more or less paperwork and to avoid any misunderstanding.

- Click here to find the police stations found in Spain where you can do this particular proceeding. Ask for an appointment to request information or call directly one of the police stations found in your autonomous community.

[→ CLICK HERE](#)

Additional information: in 2024, the fee to ask for a NIE for the first time is 10,71€. However, fees may vary according to where you are and how are you requesting it but it could go up to 15€.

EMOTIONARY:

DOUBTLESS

UNSATISFIED

SUCCESSFUL

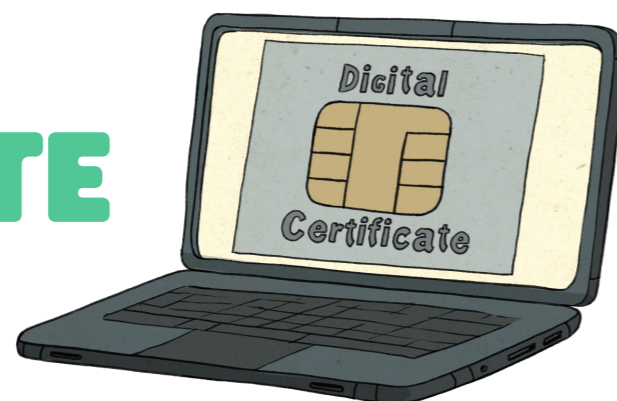
IMPOTENT

GLAD

ANGRY

WHICH ONES HAVE YOU FELT?

DIGITAL CERTIFICATE



Do I need an appointment?	Does it cost?
Yes	No
Do I need a residence permit?	Is it necessary to regularize my situation?
NIE current dated	No, but it helps

What is it and what is it for?

The **digital certificate** (in Spanish "*certificado electrónico*") is an electronic certification that links you to signature verification data and your identity. In other words, you would enter to a Spanish data base system that certifies you as a Spanish citizen and thus gives you a right to carry out procedures online with no need to ask for a previous appointment, avoid long waiting lines at the administration offices and to wait a long time to find an appointment.

We invite you to calmly check out this link that will provide you with more information about the procedure.

NOTE: we highly recommend you do a security back-up. → [CLICK HERE](#)



Who can request it?

Anyone who has a valid DNI or NIE. Therefore, as soon as you have your foreign identity number you can start with this proceeding.

Another one of the many benefits that this digital certificate offers is that you can request an update of your census registration form or even obtain a Social Security number once you're in a regular administrative situation. This Social Security number will come in handy once you have a job offer.

Watch out! Not all appointments or proceedings can be done through the digital certificate, but it is good to know that there are cases in which it is possible to do so.

- If you wish to know more about this proceeding. → [CLICK HERE](#)
- You can click on the **Public Administrations Electronic Website** (in Spanish "*Sede Electrónica de Administración Pública*") where all the proceedings related to immigration residencies that you can submit with your digital certificate are specified.



→ [CLICK HERE](#)

Duration: the certificate usually has a validity between 1 and 5 years. You must ask at your appointment what its validity is, how and when you are to renovate it. The general rule is that proceedings can be renovated with, at most, 2 months before their valid date.

Information: what is usually required?

In order to do this proceeding free of charge, you must go to one of the Citizen's Attention Office closest to our address to credit your identity in person. Hereby a list with the most probable requirements you'll need to hand-in:

- Identity document or ID card (DNI, passport, NIE...).
- Owning a personal computer to install the digital certificate.
- Software installation.

EMOTIONARY:

SAFE

ANXIOUS

PEACEFUL

CONFUSED

CAPABLE

EAGER


WHICH ONES HAVE YOU FELT?

STAND UP FOR YOUR RIGHTS



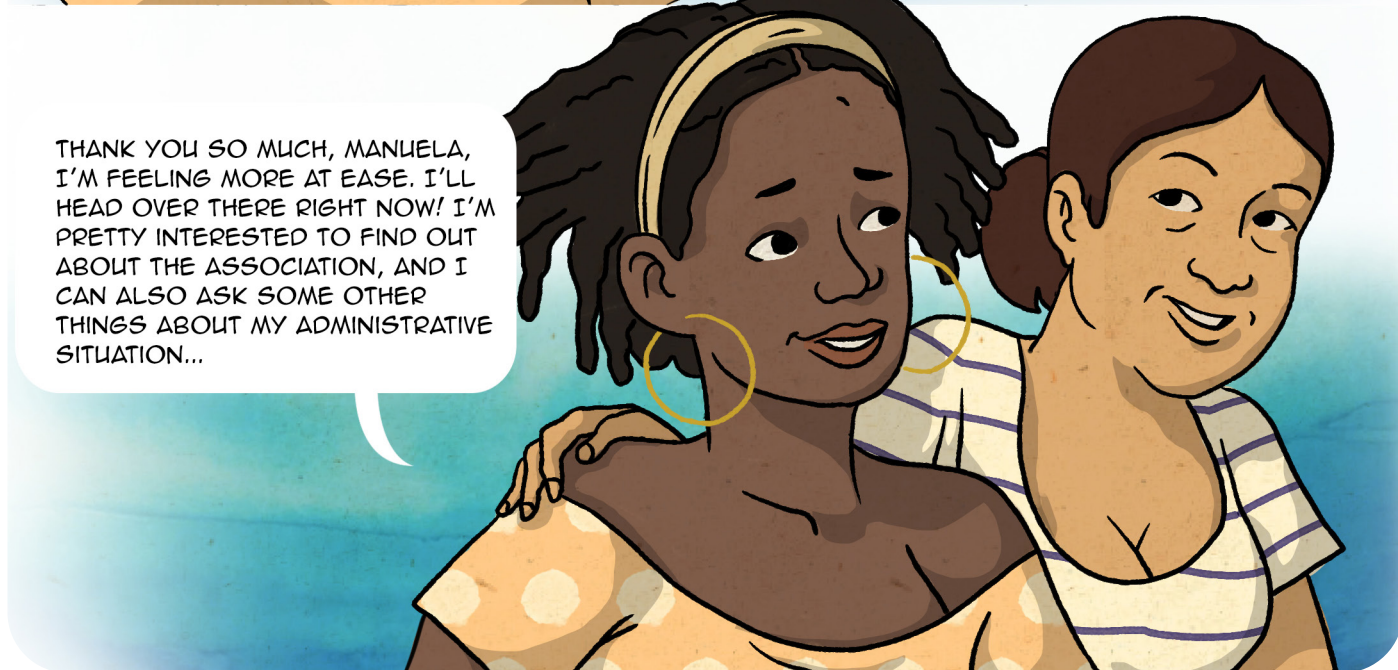
MANUELA! I JUST REALIZED MY WALLET HAS BEEN STOLEN...

OH MY!... ARE YOU ALL RIGHT? DO YOU KNOW ANY POLICE STATION NEARBY TO FILE A REPORT?



I'M ALL RIGHT, YES. I'M JUST SCARED AND WITH SO MANY QUESTIONS ABOUT WHAT TO DO NEXT... I STILL HAVE NOT REGULARIZED MY ADMINISTRATIVE SITUATION SO I'M A BIT SCARED TO GO TO THE POLICE IN CASE THERE'S ANY REPERCUSIONS...

DON'T WORRY ABOUT IT, COME TO MY HOUSE AND LET'S CALL TO BE INFORMED ABOUT HOW DOES A REPORTING PROCESS GOES IN THESE CASES. I KNOW YOU HAVE A RIGHT TO FILE A REPORT LIKE ANY OTHER PERSON. YOU CAN VISIT DIRECTLY THE POLICE OR ASK FOR ACCOMPANIMENT TO ANY ASSOCIATION.



THANK YOU SO MUCH, MANUELA, I'M FEELING MORE AT EASE. I'LL HEAD OVER THERE RIGHT NOW! I'M PRETTY INTERESTED TO FIND OUT ABOUT THE ASSOCIATION, AND I CAN ALSO ASK SOME OTHER THINGS ABOUT MY ADMINISTRATIVE SITUATION...

REPORTING PROCESS



Do I need an appointment?	Does it cost?
Only if you chose to go in person	No
Do I need a residence permit?	
No	

What is it and what is it for?

Access to justice and the possibility to report is a right of all people, no matter their administrative situation.

Hate crimes: (in Spanish "*delitos de odio*") This is a crime whose primary characteristic is the motivation of the person responsible for the crime which is: the rejection or hostility towards a person who he or she considers "different". Any speech, declaration, expression of ideas or any other form of expression that supposes incitement, broadcasting, promotion or direct/indirect justification of hate or violence against determined groups such as race, origin, sexual orientation, gender, etc. There are several channels of complaint to which you can turn to when it's related to hate crimes:

Resources – National Office of Fight Against Hate Crimes (mir.es). [→ CLICK HERE](#)

Gender-based violence: (in Spanish "*violencia de género*") Gender-based violence is violence directed against a person because of their gender. Both women and men experience gender-based violence but the majority of victims are women and girls. This is a major issue related to public healthcare and it's considered a crime, that being a serious human rights violation. For this reason, you have a right to ask for advice and report if necessary.

We leave you here a link to the **State Service Attention** specialized on all forms of violence against women. And remember that you can always call **016** to receive any type of consultation or emergency related, no matter where you find yourself within the Spanish territory.

[→ CLICK HERE](#)

There are **Crime Victims Assistance Offices** (in Spanish "*Oficinas de Asistencia a Víctimas del Delito*") state-wide that offer the following services the moment you file a report:

- General legal orientation for the victim to avoid the secondary victimization, due to the orientation and legal advice, given that the guidance and legal assistance in the specific case corresponds to the person who assumes the legal assistance.
- Psychological assistance to the victims.
- Referral to the social resources that need assistance.

If you're interested, here-by a few websites that delve deeper into this subject:

● [Crime Victims Assistance Offices](#) [→ CLICK HERE](#)

● [Informative PDF related to the Crime Victims Assistance Offices.](#)

[→ CLICK HERE](#)

Information: what is usually required?

It is not necessary to have any specific document, although they might ask for identification data to formalize the report file as your name, valid documentation number (DNI, passport, NIE...).

In this website you'll find information about how and where you can report any case whether it's online or in person.

[→ CLICK HERE](#)

And here's another link that informs you about how to report online.

[→ CLICK HERE](#)

In the **Migration Ombudsman** (in Spanish "Defensor del Pueblo") website, you can file any claim or complaint. This website lets us know that migrants, regardless of their administrative situation in Spain or their age, can resort to the Ombudsman if they consider that any Spanish public administration has violated their rights or if they have suffered delays in the processing of nationality by residence.

→ **CLICK HERE**



REMEMBER

If you feel more comfortable, you can ask for accompaniment and/or information from any of our Friendly Organizations at the end of this Handbook, so they'll be with you every step of the way and help you get the right information.



EMOTIONARY:

SCARED

ASHAMED

RIGHTFUL

IMPOTENT

HEARD

RESPECTED

WHICH ONES HAVE YOU FELT?



RESIDENCES

THE TIME HAS COME TO REQUEST A RESIDENCE, LOOK HOW FAR YOU'VE COME!
WE WILL SHARE SOME THINGS WITH YOU THAT MIGHT BE IMPORTANT TO CONSIDER...



ONCE YOU HAVE THE RESIDENCE, **HOW LONG SHOULD IT TAKE FOR YOU TO ASK THE CITIZENSHIP/NATIONALITY FOR RESIDENCE?**

1. IN ORDER TO ASK FOR A CITIZENSHIP/NATIONALITY, IT IS NECESSARY TO RESIDE IN SPAIN FOR AT LEAST **TEN YEARS** IN A CONTINUOUSLY AND LEGAL BASIS. THAT IS TO SAY, STARTING FROM THE FIRST DAY THAT YOU HAVE A RESIDENCE. A STUDY VISA DOES NOT COUNT AS A RESIDENCE.

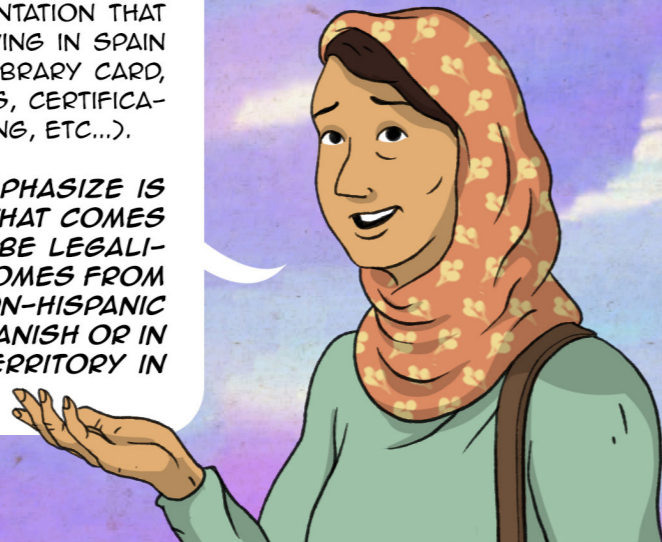
THERE ARE MANY CASES IN WHICH THE TIME REQUIRED OF RESIDENCE IS REDUCED TO:

2. **FIVE YEARS:** TO THOSE WHO HAVE OBTAINED THE REFUGEE CONDITION.

3. **TWO YEARS:** FOR PEOPLE WHOSE COUNTRY OF ORIGIN IS PART OF THE IBEROAMERICAN COUNTRIES, ANDORRA, PHILIPPINES, EQUATORIAL GUINEA, PORTUGAL OR PEOPLE OF SEPHARDIC ORIGIN.

IMPORTANT: FOR THIS PROCEEDING IT WILL BE FUNDAMENTAL THAT YOU SUBMIT ALL THE DOCUMENTATION THAT CREDITS SOMEHOW THAT YOU HAVE BEEN LIVING IN SPAIN FOR X YEARS (TRANSPORTATION ID CARD, LIBRARY CARD, ONLINE SHOPPING TICKETS, MEDICAL RECIPES, CERTIFICATES, COURSES, PARTICIPATION IN VOLUNTEERING, ETC...).

SOMETHING JUST AS IMPORTANT TO EMPHASIZE IS THAT ANY PUBLIC OFFICIAL DOCUMENT THAT COMES FROM YOUR COUNTRY OF ORIGIN MUST BE LEGALIZED AND APOSTILLED. AND, IN CASE IT COMES FROM A COUNTRY THAT HAS AN OFFICIAL NON-HISPANIC LANGUAGE, MUST BE TRANSLATED TO SPANISH OR IN THE CO-OFFICIAL LANGUAGE OF THE TERRITORY IN WHICH YOU ARE PLANNING ON RESIDING.



AND NOW, WE WANT TO TAKE THIS OPPORTUNITY TO TELL YOU THAT, SINCE OCTOBER 2023, THE MINISTRY OF INCLUSION, SOCIAL SECURITY AND MIGRATIONS HAS ESTABLISHED THAT **WHEN A PERSON IS IN A RENOVATION PROCESS OR MODIFICATION OF THEIR RESIDENTIAL STATUS, THIS PERSON WILL BE CONSIDERED IN A REGULAR ADMINISTRATIVE SITUATION UNTIL THIS PROCESS IS RESOLVED.**

WE INVITE YOU TO CLICK ON **THIS LINK** TO GET A BIT MORE INFORMED ABOUT THIS BY DOWNLOADING THE PRESS NOTE THAT HAS BEEN PUBLISHED.

THERE'S ALSO **THIS WEBSITE** WHERE YOU CAN LOOK FOR THE APPROXIMATE DATES FOR THE CURRENT MIGRATION RESOLUTIONS IN YOUR AUTONOMOUS COMMUNITY. IT'S MONTHLY UPDATED.



ASYLUM APPLICATION



Do I need an appointment?	Can I work with this permit?
Yes	Yes
Do I need a residence permit?	Can I apply for it with my digital certificate?
No	No

Who may request it?

Asylum or international protection can be solicited by any person who has chosen to reside in a country that's not their origin country or the country of last residence by any reason such as a well-founded fear to suffer persecution on the basis of race, religion, nationality, belonging to a specific social group or political opinions, without their State's protection or the lack of will of their State to protect them.

DID YOU KNOW

The Law regulating the Right of Asylum and Subsidiary Protection establishes asylum, recognized in Article 13.4 of the Spanish Constitution, as "the protection provided by Spain to non-EU nationals or stateless persons who are recognized as refugees in accordance with this Law, the 1951 Geneva Convention and the 1967 New York Protocol".



What is it and what is it for?

In Spanish this is called "Solicitud de asilo".

International protection comprehends the right to asylum that is given to refugees, such as subsidiary protection that is granted to migrants (not refugees) but are found in determined risky situations and cannot go back to their country of origin.

In Spain, while being an asylum seeker, the Spanish State compromises itself to respect the non-expulsion from the Spanish borders for any given circumstance.

Do not forget to check out the websites we share to get detailed and updated information of every step of the process and choose the option to translate it to the language of your preference. In this case, we recommend you visit this website where the process is regularly updated.

→ [CLICK HERE](#)

If you wish to go ahead with this residence proceeding, you must go in person to any of the following institutions within the Spanish territory:

- Asylum and Refugee Office (in Spanish "Oficina de Asilo y Refugio").
- Border crossing points at the entrance of the Spanish territory.
- Provincial police stations or district police stations to be designated by Order of the Ministry of the Interior.



Information: what is usually required?

Here's a list of the things you must deliver on your first appointment:

- Identity document or ID card (DNI, passport, NIE...).
- 2 passport size photos.
- If you're going with a minor, you must hand in any documentation that credits the relation.
- If it's possible, take any proof that supports your case and helps demonstrate what happened in your country of origin and why you are not willing/can't go back.

If you click here, you'll find out more about how to seek asylum in Spanish territory in a much more detailed form.

→ [CLICK HERE](#)

FIRST APPOINTMENT

In this appointment your intention for asylum-seeking will be registered and the "Manifestation of willingness to request international protection" will be issued to you (in Spanish "Manifestación de voluntad de solicitar protección internacional"). This document does not imply the beginning of your application, but it will protect you from an expulsion of the Spanish territory and allows you to be identified before any authority.

SECOND APPOINTMENT

This appointment is to formalize your asylum-seeking application.

1. It is done through an interview with the police.
 - A. You'll be asked to share personal data. You'll, then, proceed to explain the motive for which you have traveled to Spain and why can't you go back to your country.
 - B. For this step, you have a right to request legal advice free of charge from any of the asylum and refuge specialized NGOs or from the Bar Association. As well as a **translation/interpretation free of charge service** if your mother tongue is not Spanish. If you need it, ask for it!
2. At the end you'll be issued an identity document known as "White Paper" (in Spanish "Hoja Blanca"). The official name is "Filing Receipt of the Request for International Protection" (in Spanish "Resguardo de presentación de solicitud de protección internacional"). **If you didn't have NIE, this document provides you with it.**
3. If your application is denied within a month, the "White Paper" or "Hoja Blanca" will not be valid anymore as an identity document.
 - A. If you do not receive any notification during the first month after your application date, it means that your application has been admitted for consideration and will be evaluated in depth so the Spanish state will give you a definite answer if international protection is granted to you or not.
 - B. Six months after this document is issued, ("White Paper" or "Hoja Blanca") **you have a right to work if your application has not been denied at this point.**
4. When the expiration date appearing in your "White Paper" or "Filing Receipt of the Request for International Protection" is close, you must ask online for a renewal appointment.
5. You'll be issued a new identification document: the "Red Card" (in Spanish "Tarjeta Roja"). This ID card will substitute your "White Paper" and must be renewed with the same appointment request process as many times as necessary until you receive a definite resolution from the Spanish state.

RESOLUTIONS

In the next website you'll be able to look at the different resolutions you might get once your application has been resolved.

→ [CLICK HERE](#)

If your application is denied, you can go to any of our Friendly Organizations to be informed about your options on how to proceed. We're certain they'll accompany you in a new process.



BE CAREFUL

If when you call any official phone number you get redirected to the phone number 11821, or any other non-official number, hang up the phone immediately or you might suffer fraudulent charges



EMOTIONARY:

EXCITED

UNPROTECTED

STRONG

NOSTALGIC

SAD

MOTIVATED

WHICH ONES HAVE YOU FELT?

JOB SEEKING RESIDENCE



Do I need an appointment?	Can I work with this permit?
Only if you choose to go in person	No
Do I need a residence permit?	Can I apply for it with my digital certificate?
Yes, or at least with a studies visa	Yes

Who may request it?

Any foreigner who has completed university studies in Spain with minimum level 6 according to the European Qualification Framework (in Spanish "Marco Europeo de Cualificaciones"). This means that you must find yourself in a regular administrative situation in Spain when applying.

Residence characteristics: In Spanish this residence is known as "Autorización de residencia para búsqueda de empleo o inicio de proyecto empresarial" or "Residencia de Búsqueda de Empleo".

This is a residence authorization that allows you to look for a job suited to your field and level of study or to undertake a business project, once you complete your official higher education studies in Spain.

This residence allows you to reside in Spain on a regular manner but does not allow you to work. Nevertheless, the advantage is that it enables you to look for a job as long as it's related to your field of study. As soon as you get a job offer, this residence opens the door for you to apply for the "Initial authorization of residence for employed work" (in Spanish "Autorización inicial de residencia de trabajo por cuenta ajena").

→ [CLICK HERE](#)

Information: what is usually required?

If you arrived with a study visa, you must be aware that the time you have been living in Spain, does not count in order to apply for a Spanish citizenship/nationality. Your permit has to be a

“residence” not a “visa” to be considered for this process. People who choose this Job Seeking Residence, usually do so to extend their regular administrative situation and win some time to apply for the Spanish citizenship/nationality.

Requirements:

- Official application form (EX01), filled out and signed by you.
- A written document detailing the financial means that prove you have sufficiency.
 - The goal is to prove that while you are looking for a job, you have sufficient economic balance to sustain you.
- Documentation that credits having surpassed the study tests and having obtained at least the university degree.
- Original and copy of your valid passport, travel title, or valid registration certificate recognized as valid in Spain with a minimum validity of 12 months.
- Supporting documentation of owning medical insurance.
- Criminal record certificate (in Spanish “*Certificado de antecedentes penales*”) issued by the authorities in your country of origin or your last country of residence in which you have resided the past 5 years. **In case this document is not issued in Spanish, you must translate and legalize it.**

Hereby we invite you to check this link that offers more detailed information in case you are considering this choice. [→ CLICK HERE](#)

REMEMBER
The resolution deadline for this residence authorization is 20 days. If the public administration has not resolved after the first 20 days after the application is made, it is automatically assumed that the residence has been positively granted. This is called: **positive administrative silence** (in Spanish “*silencio administrativo positivo*”).



EMOTIONARY:

FRUSTRATED

COMFORTABLE

ACCEPTED

CONFIDENCE

CONFUSED

WHICH ONES HAVE YOU FELT?

ANXIOUS

FAMILY REUNIFICATION



Do I need an appointment?	Can I work with this permit?
Only if you choose to go in person	Yes
Do I need a residence permit?	Can I apply for it with my digital certificate?
Yes	Yes

Who may request it?

This temporary residence authorization can be granted to family members of foreigners who have a current residence in Spain to exercise their right to family reunification.

You ought to own an **Individual Health Card** (in Spanish “*Tarjeta Sanitaria Individual*” or “*TSI*”) or have a private medical insurance.

Likewise, you must have **sufficient financial resources** to meet the needs of the family members that are coming. However, if you receive income from health care, this will not count.

The time required to have resided in Spain is at least one year on a regular basis and to have obtained authorization to reside for at least another year. During the time you are applying for family reunification, you must have a legal active residence.

Residence characteristics

In Spanish, this residence is called “*Autorización de residencia temporal por reagrupación familiar*” or “*Reagrupación Familiar*”.

And now, who could you reunite with you?

- Your spouse or significant other.
- Your children and/or your spouse's or significant other's children including adoptees.
- Minors under 18 years old or people with disabilities under your care that are not objectively capable to provide their own needs due to their health state.
- Your first degree ascendants and those of your spouse or significant other's.

Information: what is usually required? Assuming that you are the reuniting party.

- Official application form (EX-02), filled out and signed by you.
- Copy of your passport, travel title or valid registration certificate.
 - Copy of the paperwork that credits that you have a job and/or sufficient economic resources to meet the needs of the family members.
- Supporting documentation of having adequate housing.
- Supporting documentation of having medical insurance and/or Individual Health Card.
- Payment of the fee "Modelo 790 código 052".
- Full copy of current valid passport or travel title of the family members you are to reunite.
- Copy of supporting documentation of the family ties or kinship or the existence of common-law relationship, and:
 - **In case of reuniting your spouse or significant other:**
 - Affidavit or sworn statement of the reuniting party in case you are not currently living with them in Spain.
 - If they are married in second or subsequent marriages, judicial resolution that stands the current situation of the significant other and their children.
 - **In case of reuniting your children:**
 - Supporting documentation of parental authority, custody or the other parent's authorization for the children's residency in Spain.
 - If they are over the age of majority and dependent on your care: supporting documentation.
 - If they are adopted children: resolution of the adoption.
 - **In case the person is legally represented by you:**
 - If they are older than 18 years old and are not objectively capable of providing for their own needs: supporting documentation.
 - **In the case of reuniting ascendants:**
 - Supporting documentation that for the last year of residence in Spain you have transferred expenses or that you have borne expenses of your ascendant.
 - Supporting documentation of the reasons that justify the need to authorize the residence in Spain (that which credits the family, social, economic, patrimonial and/or the health state's situation of your ascendant).

REMEMBER

If you are interested in this residence, we highly recommend you visit these two websites to get more acquainted to this residence before submitting your application, just as the information for your renewal:

- Temporary residence → [CLICK HERE](#)
- Authorization of temporary residence for family reunification → [CLICK HERE](#)

EMOTIONARY:

CONFUSED

FRUSTRATED

ALONE

PROUD

HAPPY

RESOLUTED

WHICH ONES HAVE YOU FELT?

RESIDENCE DUE TO ROOT



IN SPAIN, THERE ARE MANY RESIDENCES DUE TO ROOTS (IN SPANISH "RESIDENCIA POR ARRAIGO"). HOWEVER, IN THIS HANDBOOK WE'LL SHOW YOU SOME OF THEM WHICH ARE THE MOST SOLICITED. WE'LL BE ANALYZING THEM FURTHER IN THIS CHAPTER:

- RESIDENCE FOR EDUCATIONAL ROOTS
- RESIDENCE DUE TO LABOUR ROOTS
- RESIDENCE FOR SOCIAL ROOTS
- RESIDENCE FOR FAMILY ROOTS
- RESIDENCE ON THE GROUNDS OF ROOTS FOR WOMEN VICTIMS OF GENDER-BASED VIOLENCE OR SEXUAL VIOLENCE

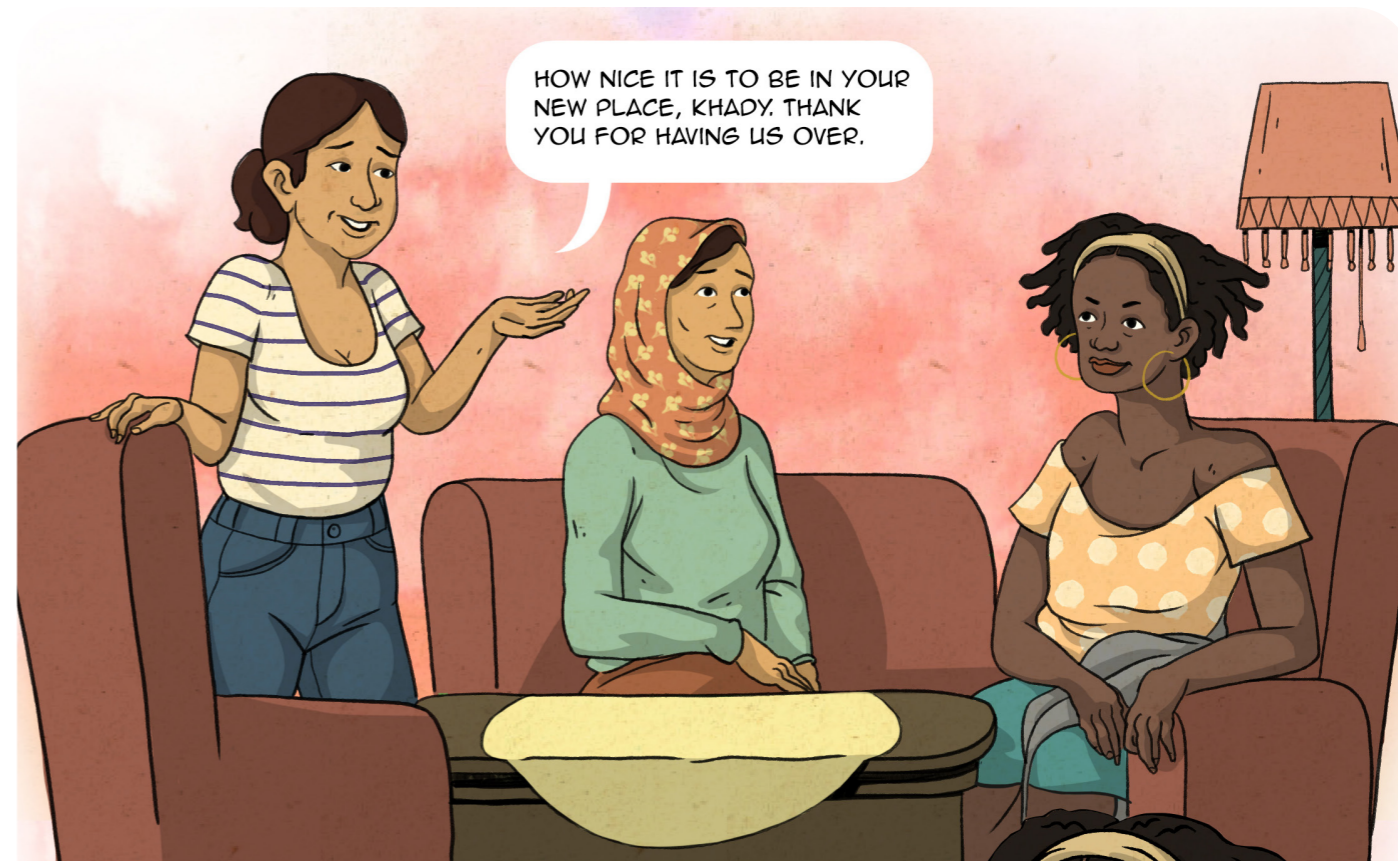
IF YOU ARE INTERESTED IN EVALUATING OTHER OPTIONS, YOU CAN [CLICK HERE](#) WHERE YOU CAN FIND MORE INFORMATION.

ONE OF THE MAIN CHARACTERISTICS OF "ROOTS RESIDENCES" IS THAT IT DOES NOT REQUIRE THAT YOU WERE PREVIOUSLY IN A REGULAR ADMINISTRATIVE SITUATION IN ORDER TO APPLY FOR ONE OF THESE. IT'S ENOUGH THAT YOU SUBMIT PROOF THAT YOU HAVE LIVED AND RESIDED IN SPAIN.



WITH ANY OF THE PRESENTED OPTIONS IN THIS CHAPTER, YOU ARE PROVING THAT YOU HAVE BEEN LIVING FOR A WHILE IN THE COUNTRY AND HAVE, AS A FACT, **"TAKEN ROOT" IN SPAIN** AND THEREFORE, YOU ARE EXERCISING YOUR RIGHT TO APPLY FOR A RESIDENCE. CONSIDERING THAT YOU MUST SUBMIT PROOF OF THE TIME YOU HAVE BEEN LIVING IN THIS COUNTRY, IT IS IMPORTANT THAT YOU FIND YOURSELF IN SPAIN AND HAVE NOT LEFT THE COUNTRY THE MOMENT YOU ARE APPLYING FOR THESE PERMITS.

AND NOW, TURN THE PAGE, WE'LL BE WITH YOU IN EVERY STEP OF THE WAY!



HOW NICE IT IS TO BE IN YOUR NEW PLACE, KHADY. THANK YOU FOR HAVING US OVER.

THANK YOU, MANUELA. I WANTED YOU TO COME OVER TO SHARE SOME BIG NEWS... I KNOW ALREADY WHICH RESIDENCE I WILL APPLY FOR! I READ THE SIGNIFICANCE OF SOLICITING A "RESIDENCE DUE TO ROOTS". I FOUND OUT THAT IT MEANS TO SETTLE PERMANENTLY IN A PLACE, ATTACHING ONESELF TO PEOPLE AND THINGS. WHILST "UPROOTING" MEANS "TO SEPARATE SOMEONE FROM THE PLACE WHERE THEY WERE RAISED, OR TO SEPARATE THE AFFECTIVE TIES THEY HAVE WITH THEM." AND I SUDDENLY REALIZED THAT, IN MY PERSONAL PROCESS, THAT IS THE PERFECT DEFINITION OF MY MIGRATION TRANSIT.



WOW KHADY! I WAS DEFINITELY NOT AWARE OF THOSE DEFINITIONS; IT MAKES A LOT OF SENSE, ESPECIALLY, CONSIDERING HOW EACH AND EVERY ONE OF US HAVE BEEN THROUGH A "MIGRATORY MOURNING" (IN SPANISH "DUELO MIGRATORIO"). FINALLY, WHICH RESIDENCY ARE YOU GONNA APPLY FOR?

AFTER BEING INFORMED BY SEVERAL SOURCES, I HAVE DECIDED TO APPLY FOR THE RESIDENCE FOR EDUCATIONAL ROOTS. AFTER TALKING TO MY EMPLOYMENT COUNSELOR, WE HAVE SEEN IT WAS THE BEST OPTION FOR ME, SPECIALLY CONSIDERING MY PREVIOUS EDUCATION AND WHAT I CAME TO STUDY HERE.





THAT'S GREAT NEWS, KHADY! THIS WAY YOU'LL BE ABLE TO KEEP DOING WHAT YOU LOVE AND YOU'LL KEEP LEARNING ABOUT IT. I'M SO HAPPY FOR YOU.

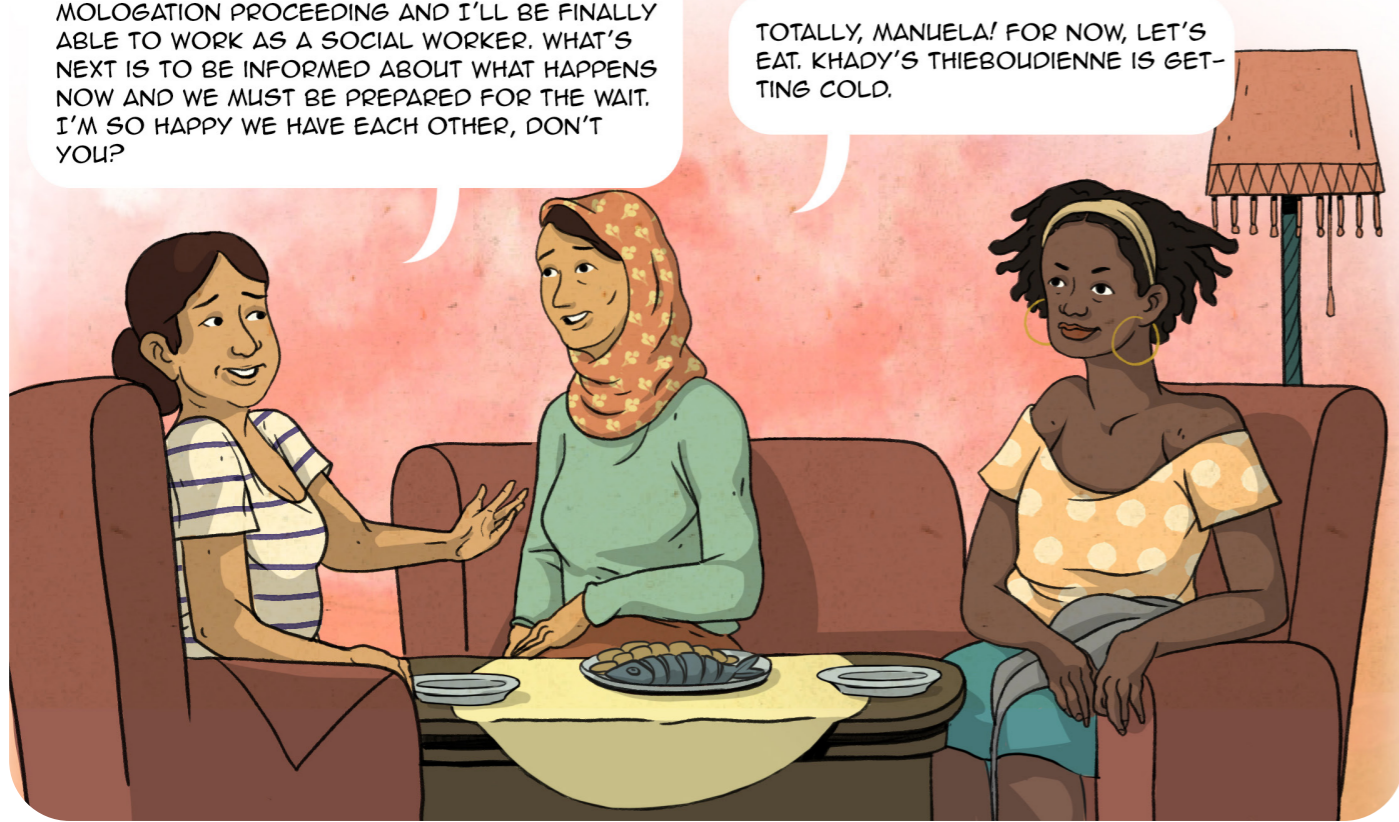
THANKS, AMINAH. AND YOU? HAVE YOU MADE UP YOUR MIND ABOUT APPLYING FOR THE RESIDENCE FOR FAMILY ROOTS OR FOR THE RESIDENCE ON THE GROUNDS OF ROOTS FOR WOMEN VICTIMS OF GENDER-BASED VIOLENCE?



I'M STILL THINKING ABOUT IT, BUT NEXT WEEK I'LL GO TO THE FRIENDLY ORGANIZATION THAT IS CONSTANTLY HELPING ME ON THIS ISSUE AND WE'LL FIGURE IT OUT. I'LL LET YOU GUYS KNOW.

WELL, THAT'S GREAT! I WOULD ALSO LIKE TO SAY THAT I RECENTLY STARTED THE DEGREE HOMOLOGATION PROCEEDING AND I'LL BE FINALLY ABLE TO WORK AS A SOCIAL WORKER. WHAT'S NEXT IS TO BE INFORMED ABOUT WHAT HAPPENS NOW AND WE MUST BE PREPARED FOR THE WAIT. I'M SO HAPPY WE HAVE EACH OTHER, DON'T YOU?

TOTALLY, MANUELA! FOR NOW, LET'S EAT. KHADY'S THIEBOUDIENNE IS GETTING COLD.



RESIDENCE FOR EDUCATIONAL ROOTS



Do I need an appointment?	Can I work with this permit?
Only if you choose to submit it in person	No
Do I need a residence permit	Can I apply for it with my digital certificate?
Only NIE even if it's not current dated	Yes

Who may request it?

Foreigners who are currently in Spain and have been continuously for **two years**, allowing themselves to obtain the authorization to pursue studies.

From the third year onwards, you must have the will to start a new professional education employment oriented.

You cannot pursue this residence while you are studying the professional education with which you would be applying for the residence. It is highly recommendable to start this process about **3 or 4 months before** starting the course.

Residence characteristics

The official name for it is Temporary residence authorization for exceptional circumstances. Educational Roots (in Spanish "*Autorización de residencia temporal por circunstancias excepcionales. Arraigo para la formación*").

This residence has a 12 month duration extendable for at most another 12 months. This is to say, if the professional education you'll be studying has a duration of more than 12 months, you'll have to renew your residence once more so it will remain valid during your studies.

The professional education studies that are accepted to apply to the residence permit:

- Formation of the Vocational Training System (in Spanish "*Formación del Sistema de Formación Profesional*") such as Professional Education, professional certificates.
- Education to obtain a certificate of technical aptitude or professional qualification.
- Education promoted by the formative specialties catalogue.

- Appropriate education to obtain micro-credentials.
- Official master's university degree, extension or refresher courses in the university field.

Information: what is usually required?

- Criminal record certificate (in Spanish "*Certificado de antecedentes penales*") issued by the authorities in your country of origin or your last country of residence in which you have resided the past 5 years. In case this document is not issued in Spanish, you must translate and legalize it.
- Your passport. Whether you submit your application online or in person, you must make sure all your passport pages are correctly scanned in one document.
- Supporting documentation that you have spent the (at least) past 2 years in Spain through official public documentation, census registration form, etc. As well as proof of the education you will be registered and studying.
- Payment of the fee "Modelo 790 código 052".
- Once you have submitted your application, if everything is well presented, the residence will be granted before your studies start.

Even though this residence does not allow you to work, it allows you to be trained in areas where the country's currently lacking personnel and it will, eventually, be easier for you to get a job contract.

As the residence will be granted before the course starts, you must be aware that if you do not attend and take the course for which you have applied, your residence will be revoked and no longer be valid.

If you click here, you'll find more valuable and detailed information. We advise you to take a look at it in case you are inclined to choose this residence.

[→ CLICK HERE](#)

EMOTIONARY:

MOTIVATED

FULFILLED

UNCERTAIN

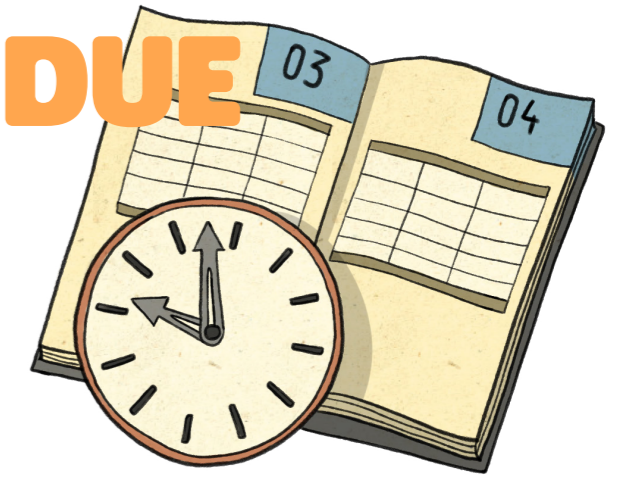
DISSILLUSIONED

INCLUDED

WHICH ONES HAVE YOU FELT?

PEACEFUL

RESIDENCE DUE TO LABOUR ROOTS



Do I need an appointment?	Can I work with this permit?
Only if you choose to submit it in person	Yes
Do I need a residence permit?	Can I apply for it with my digital certificate?
Only NIE even if it's not current dated	Yes

Who may request it?

You can opt to pursue this residence if during your migration process you have worked under a job contract for at least 6 months and you have found yourself in an irregular administrative situation for the first time or once again.

You can also ask for it if you have been living in Spain during at **least two years** continuously.

Residence characteristics

The official name is "Temporary residence authorization for exceptional circumstances. Residence due to labour roots" (in Spanish "*Autorización de residencia temporal por circunstancias excepcionales. Arraigo laboral*").

The first TIE's duration for a residence due to labour roots is 12 months.

One of the advantages this residence has is that you don't need to attach a job offer to your submission nor ask for external documentation from your employer.

Nevertheless, it is important to consider that the contract you will hand in must **prove that you have worked with a work contract of 30 or 40 weekly hours, and it was valid for at least 6 months or have worked 15 hours a week in a period of 12 months.**

Information: what is usually required?

- Official application form (EX01), filled out and signed by you.
- Your passport. Whether you submit your application online or in person, you must make sure all your passport pages are correctly scanned in one document. If not, you can submit your travel title or valid registration certificate with a valid date of at least 4 months.
- Supporting documentation that you have spent the (at least) past 2 years in Spain. The paperwork you'll need, has to include your identification data, dates and preferably have been issued and/or registered by a public Spanish administration.
- The job contract that was issued in due course and the payrolls that credit you have been working there for the established time.
- Criminal record certificate (in Spanish "*Certificado de antecedentes penales*") issued by the authorities in your country of origin or your last country of residence in which you have resided the past 5 years. **In case this document is not issued in Spanish, you must translate and legalize it.**
- Payment of the fee "Modelo 790 código 052".

For a more detailed oriented information, you can click here to learn a bit more about this choice.

→ **CLICK HERE**



RESIDENCE FOR SOCIAL ROOTS



Do I need an appointment?	Can I work with this permit?
Only if you choose to submit it in person	Yes*
Do I need a residence permit?	Can I apply for it with my digital certificate?
Only NIE even if it's not current dated	Yes

*Check out the specifics down below to understand in which cases you are allowed to work.

Who may request it?

This is a temporary residence for exceptional circumstances that may be granted to foreign citizens that have been continuously in Spanish territory for at least **three years** and have a pre-job contract and/or have family bonds in Spain or are socially integrated in Spanish society.

This residence is usually demanded by people who have been working in the household and caregiving sector where the employers (family where they work at) offer to make a job contract which stipulates that as soon as the residence is granted, this family will register the employee at the social security to make the contract valid.

If this is not your case, there are many people who get a pre-job contract where the employer also stipulates that once the employee has a granted residence, this contract will be valid.

Residence characteristics

The official name for it is Temporary residence authorization for exceptional circumstances. Social Roots (in Spanish "*Autorización de residencia temporal por circunstancias excepcionales. Arraigo social*").

This residence has a 1 year duration. In order to renew it, you must have been working for at least 6 months with a valid job contract during this first year. Once you renew it, you'll have this residence for 2 more years.

Keep in mind that this residence has 3 different modalities:

EMOTIONARY:

HOPEFUL

SCARED

SAD

IMPOTENT

FREE

WHICH ONES HAVE YOU FELT?

CONFIDENT

1. Hand in a job contract by the employer in a company or business. This will allow you to reside and work in Spain.
2. Hand in a job contract as a household and caregiving worker. This will allow you to reside and work in Spain.
3. You can also hand in your documentation without a job contract. However, be aware that this will only allow you to reside regularly in Spain but not to work.

Information: what is usually required?

- Official application form (EX01), filled out and signed by you (the solicitor).
- Original and copy of your valid passport or travel title, or valid registration certificate recognized as valid in Spain with a minimum validity of 4 months.
- Supporting documentation that you have spent the (at least) past 3 years in Spain through official public documentation, census registration form, medical records, etc.
- Criminal record certificate (in Spanish "*Certificado de antecedentes penales*") issued by the authorities in your country of origin or your last country of residence in which you have resided the past 5 years. **In case this document is not issued in Spanish, you must translate and legalize it.**
- Supporting documentation that credit your family bonds, or in case you don't have them, a social reintegration report issued by your autonomous community.
- Payment of the fee "Modelo 790 código 052".
- Proof of livelihood supporting documentation:
 - Job contract(s), signed by the employer and employee. Attaching the following documents:
 - Copy of the NIF and, where applicable, the bylaws of the company to determine if the person signing the contract is currently enabled to do so and the deeds to the company.
 - Copy of the training and, if applicable, the professional qualification legally required for the exercise of the profession.
 - Company's accreditation that guarantees the necessary solvency through: IRPF declaration, IVA or VILE.
 - This contract must specify that it will be valid as soon as the residence is granted to you.
 - If the contract is not submitted in your documentation, your social integration report must include explicitly that there is no need to comply with the requirement of the job contract. In this case, it is necessary to present that you have sufficient means of livelihood to support themselves during the period of time the residence is valid.

To find out more about this residence, we recommend you check out this website to find out more details.

→ [CLICK HERE](#)



EMOTIONARY:

RECOGNIZED

CERTAIN

INCLUDED

DISAPPOINTED

DEMOTIVATED

ALONE

WHICH ONES HAVE YOU FELT?

RESIDENCE FOR FAMILY ROOTS



Do I need an appointment?	Can I work with this permit?
Only if you choose to submit it in person	Yes
Do I need a residence permit?	Can I apply for it with my digital certificate?
Only NIE even if it's not current dated	Yes

Who may request it?

This is a temporary residence authorization for exceptional circumstances that is granted if you have any kinship with Spanish citizens or community member. This is a possibility if you are:

- The mother of a minor that has Spanish/EU nationality. This minor must be currently living with you and under your care.
- The child of a parent who is originally Spanish.
- The spouse or significant other who has Spanish/EU nationality.
- The caregiver for a person who has disabilities and or/recognized dependency and a Spanish/EU nationality.

Residence characteristics

The official name is "Temporary residence authorization for exceptional circumstances. Residence for Family Roots" (in Spanish "*Autorización de residencia temporal por circunstancias excepcionales. Arraigo Familiar*").

This residence has the same purpose as the "Family Reunification". Nevertheless, there are a few differences to consider:

FAMILY REUNIFICATION	RESIDENCE FOR FAMILY ROOTS
Reunitor must be living in Spain for at least 1 year and have a permit to reside in Spain for at least another year.	The person who will give you the residence must have Spanish/EU nationality. Not resident.
Must have public medical assistance or private medical insurance.	There is no need to credit public medical assistance nor private medical insurance.
Comply with the economic means to support the family members to come as well as adequate housing.	There is no need to prove economic means but supporting documentation of the bond with the person (who has Spanish/EU nationality) is necessary.
The residence that will be granted to family members can be extended until the same date as the reunitor.	Depending on the bond, it is possible to grant a residence for up to 5 years.
Family members reunited must be living outside the Spanish territory the moment the residence is solicited.	The family members must live with the person who has Spanish/EU nationality and with whom the residence will be processed.

Evaluate the option that best suit your needs and circumstances and don't forget to check out the details in the websites we share with you, just as, if you need it, ask for legal advice to our Friendly Organizations that are found in the last chapter of this Handbook.

Information: what is usually required?

- Official application form (EX01), filled out and signed by you.
- Original and copy of your valid passport or travel title, or valid registration certificate recognized as valid in Spain with a minimum validity of 4 months.
- Criminal record certificate (in Spanish "*Certificado de antecedentes penales*") issued by the authorities in your country of origin or your last country of residence in which you have resided the past 5 years. In case this document is not issued in Spanish, you must translate and legalize it.
- Payment of the fee "Modelo 790 código 052".

- **If you're the mother or legal tutor of a minor who has the Spanish/UE nationality:**
 - Birth certificate of the minor who has the Spanish/EU nationality in which your family kinship is specified. If necessary, the legal document that qualifies you as the legal tutor.
- **If you're providing support to a Spanish/EU citizen with disabilities:**
 - Supporting documentation of the person's disabilities, or the needs of having support measures to exercise their judicial capacity, as well as finding themselves under your care and coliving with them.
 - Spanish/EU citizen's DNI.
- **If you're the spouse or significant other of a Spanish/EU citizen:**
 - Supporting documentation of the existence of the family kinship with the Spanish/EU citizen.
 - Spanish/EU citizen's DNI.
- **If you're the daughter of a parent who is originally Spanish:**
 - Your birth certificate.
 - Your parent's birth certificate where their Spanish nationality is expressed and/or the civil registration that credits such a relationship.

Come check this website where every requirement is much more specified, detailed and is being constantly updated, just as the process of granting and renewing.

→ [CLICK HERE](#)



RESIDENCE ON THE GROUNDS OF ROOTS FOR WOMEN VICTIMS OF GENDER-BASED VIOLENCE OR SEXUAL VIOLENCE



Do I need an appointment?	Can I work with this permit?
Only if you choose to submit it in person	Yes
Do I need a residence permit?	Can I apply for it with my digital certificate?
No	Yes

Who may request it?

This is a temporary residence authorization for exceptional circumstances that may be granted to foreign women victims of gender-based violence or sexual violence that are currently in Spain.

Besides, if you have minors under your care or with any disabilities and are also living in Spain the moment you have filed the report, they will also be granted with a residence authorization or to work and reside assuming they are more than 16 years old.

Residence characteristics

To obtain this residence you must have previously submitted a report as a victim of gender-based violence or sexual violence and have the possibility of submitting one of these following documents:

- A protective order, issued by the competent judicial authority in the framework of criminal proceedings.
- A report issued by the Public Prosecution (in Spanish "*Ministerio Fiscal*") that states the existence of signs of gender-based violence or sexual violence.

For the definite grant of this residence, **the criminal proceeding must be concluded with a conviction**, or with a court decision that proves that you have been a victim of gender-based

EMOTIONARY:

CONFUSED

STRONG

AT EASE

NOSTALGIC

ANXIOUS

GLAD

WHICH ONES HAVE YOU FELT?

violence or sexual violence, including the provisional dismissal due to the expulsion of the defendant.

Provisional and definite authorization of your children's residence will be:

- Residence if they are not yet of working age, or residence and work permit if they are in fact, of working age.
- The residence that will be granted to them can be extended until the same date as yours.

Information: what is usually required?

- Official application form (EX01), filled out and signed by you or your legal representant.
- Original and copy of your valid passport or travel title, or valid registration certificate recognized as valid in Spain.
- If applicable, a document granting legal representation in favor of the natural person making the application on your behalf.
- Payment of the fee "Modelo 790 código 052".
- Supporting documentation of having made the complaint as a victim of gender-based violence or sexual violence. For this requirement you may submit:
 - Protective order or report made by the Public Prosecution.
 - Conviction.

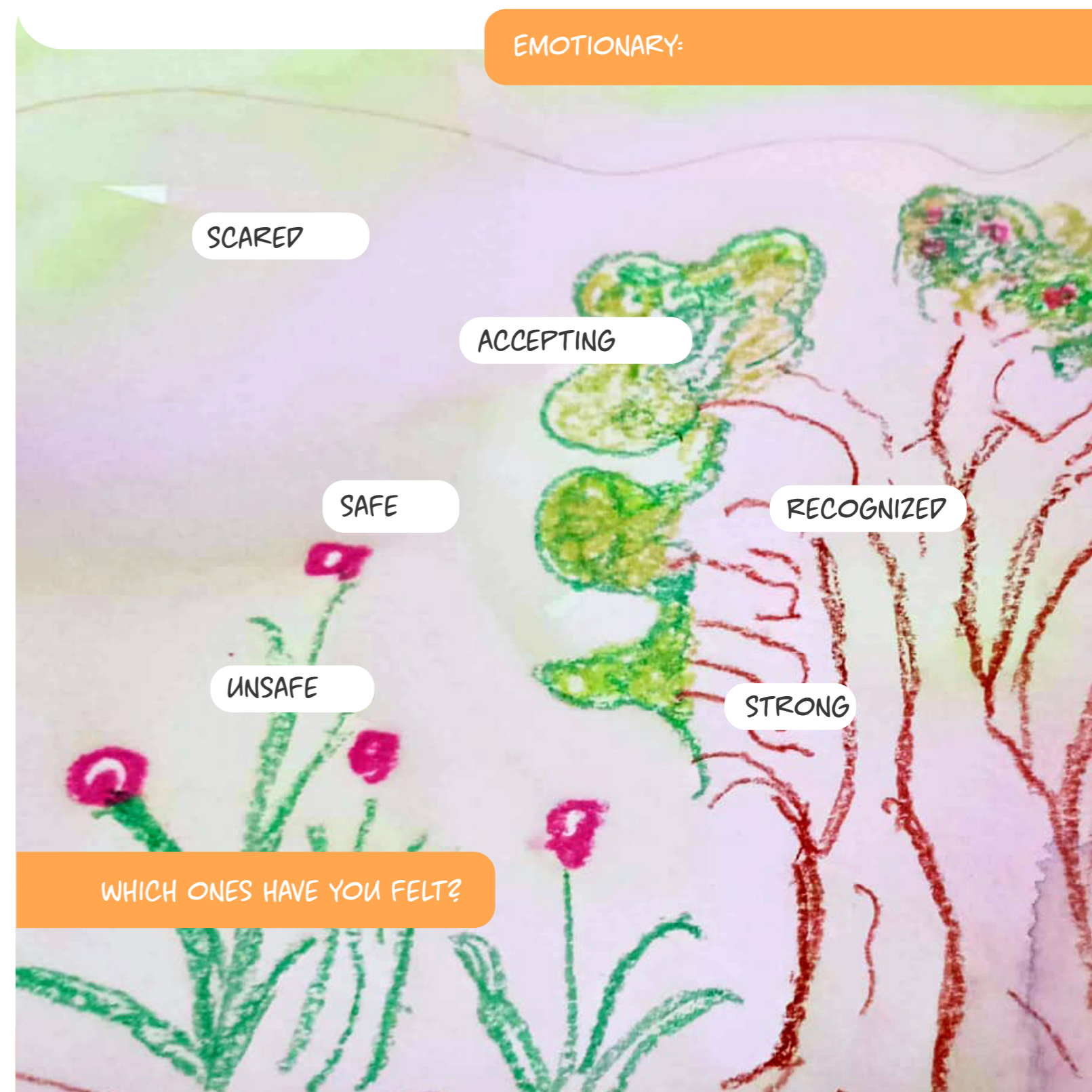
Starting from the moment you present your application for this residence, or during any other moment during your penal process, you can request the authorization for a residence on behalf of your children or minors that are in Spanish territory by **submitting their passport, travel title or valid registration certificate**.

- Deadline for submission:
 - **If the penal process has not yet concluded**, you can request this residence at any moment, ever since the report or order of protection is issued by the Public Prosecution.
 - **If the penal process has finished**, the deadline for submission in this case is of 6 months since the conviction sentence has arrived, the court decision that credits your state as a victim of gender-based violence or sexual violence, the dismissal of the case on the grounds that the accused is at an unknown location or the provisional dismissal of the case due to the expulsion of the accused.

- Hereby you can look at the instruction for this temporary residence authorization for exceptional circumstances. → **CLICK HERE**

- Likewise, click on this website to look at this much more detailed process.

→ **CLICK HERE**



EMOTIONARY:

SCARED

ACCEPTING

SAFE

RECOGNIZED

UNSAFE

STRONG

WHICH ONES HAVE YOU FELT?

07

FRIENDLY ORGANIZATIONS

IT'S TIME TO SAY GOODBYE. FIRST OFF, THANK YOU FOR YOUR TRUST IN SHARING YOUR PROCESS WITH US. NOW THAT WE HAVE DONE OUR BEST TO ACCOMPANY YOU AND SHARE WITH YOU THE TOOLS THAT HAVE HELPED US THE MOST, YOU ARE READY TO CONTINUE YOUR OWN MIGRATORY JOURNEY.

HEY, HEY... THIS DOESN'T MEAN THAT YOU ARE BEING LEFT ALONE! THERE ARE MANY PEOPLE WHO ARE WILLING TO KEEP YOU COMPANY AND MAKE SURE YOU ARE WELL INFORMED WHENEVER YOU NEED IT. IN THIS CHAPTER, WE'LL SHARE WITH YOU RELEVANT INFORMATION ABOUT THE FRIENDLY ORGANIZATIONS THAT HAVE HELPED US THE MOST AS WELL AS OTHER WOMEN. WE'RE PRETTY SURE YOU'LL FIND ONE THAT'S CLOSE TO YOU.

THAT'S TRUE! BESIDES, WE ARE NOT GOING TO DISAPPEAR, WE ARE THRILLED TO WATCH YOU TAKING CONTROL OF YOUR OWN LIFE AND YOU LETTING US KNOW HOW ARE YOU DOING. WE WILL CONTINUE AT THE FEDERACIÓN DE MUJERES PROGRESISTAS OR FMP (PROGRESSIVE WOMEN'S FEDERATION) FIGHTING FOR YOUR RIGHTS AND THOSE OF MANY OTHER WOMEN UNTIL WE ACHIEVE AN EGALITARIAN SOCIETY.



AND NOW, COME WITH US, TURN THE PAGE AND DISCOVER THE FRIENDLY ORGANIZATIONS WHO WILL KEEP YOU COMPANY!



In this section we'll show you the different Friendly Organizations with whom we have collaborated one way or another and whose gaze is kind, and their attention is quite welcoming so you can take them into account as Support Centers.

Keeping in mind that these organizations are not present in all autonomous communities in Spain, we're pretty sure that if you call them and tell them where you are, they'll help you to find resources near you or they'll recommend you any other association that will resolve any doubt or particular need you have, unless we specify the territory.

You can also look at their website to check out the work they do. Let's dive in!



Federación de Mujeres Progresistas

- <https://fmujeresprogresistas.org/>
91 539 02 38
- comunicacion@federacionmujeresprogresistas.org



Fundación CEPAIM

- <https://www.cepaim.org/>
91 598 51 56
- madrid@cepaim.org



Red Acoge

- <https://www.redacoge.org/>
91 563 37 79
- acoge@redacoge.org



ACCEM

- <https://www.accem.es/>
91 598 51 56
- adelhierroj@accem.es // epenaf@accem.es



ONG Rescate

(Andalucía y Comunidad de Madrid)

- <https://www.ongrescate.org/>
91 447 28 72 / 29 60
- inclusion@ongrescate.org



Fundación Ataretaco (Islas Canarias)

- <https://www.ataretaco.org/>
92 261 03 54
- comunicacion@ataretaco.org



Movimiento por la Paz

- <https://www.mpdl.org/>
650 905 144 // 628 794 621
- c.rodriguez@mpdl.org



Salud entre Culturas

- <https://www.saludentreculturas.es/>
622042564
- info@saludentreculturas.es



Asociación YMCA

- <https://www.ymca.es/>
91 319 21 26
- prevencionvg@ymca.es



Médicos del Mundo

- <https://www.medicosdelmundo.org/>
91 315 60 94
- administracion.madrid@medicosdelmundo.org

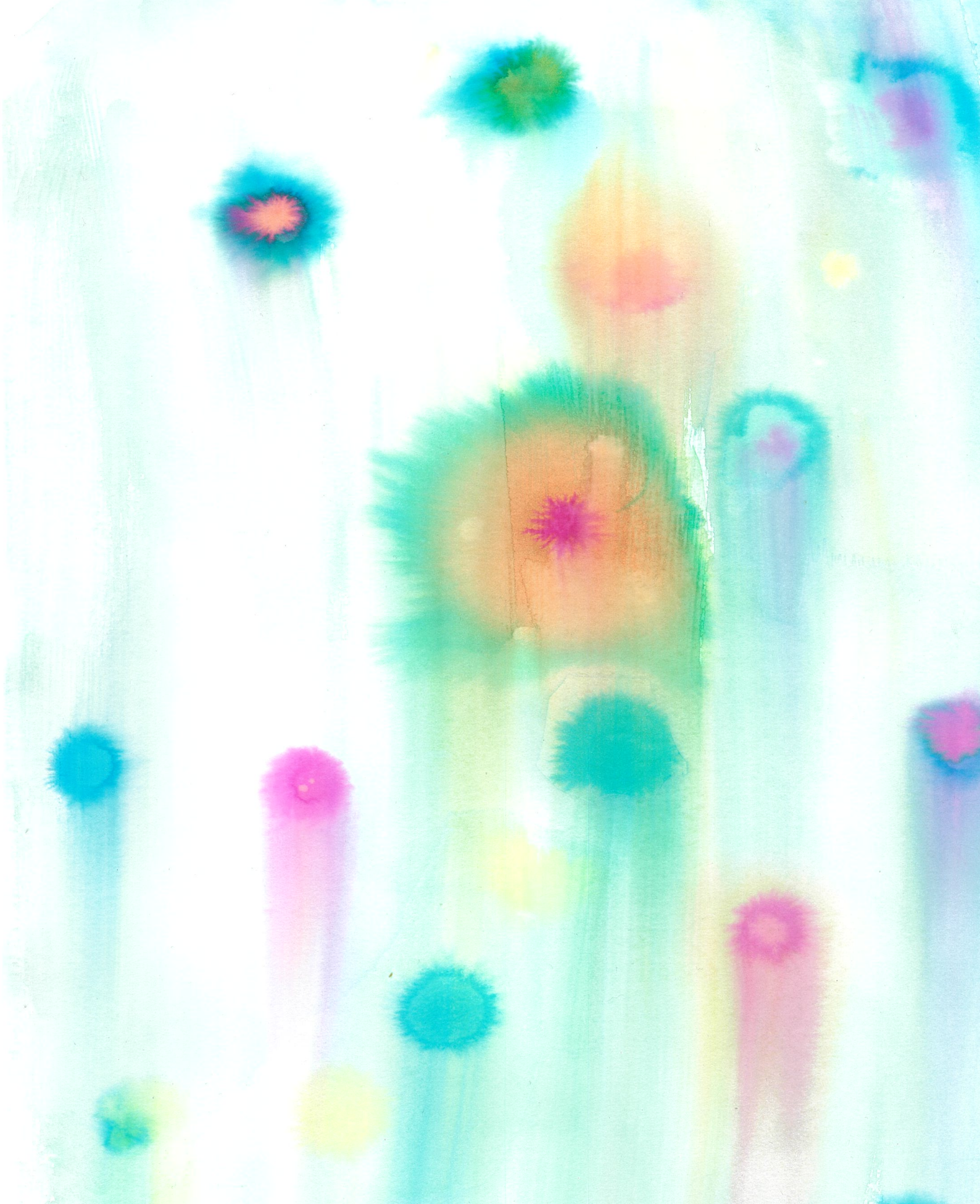


Asociación Rumiñahui

- <https://www.ruminahui.org/>
91 530 15 35
- ruminahui@ruminahui.org

WAIT UP! BEFORE YOU LEAVE, ALL THE WOMEN THAT COLLABORATED WITH US IN THIS PROJECT SHARED SOME ADVICE FOR YOU IN THIS BOOKLET, WOULD YOU LIKE TO SEE IT?
CLICK ON THE IMAGE AND ALLOW YOURSELF TO BE EMBRACED ❤️





mi FEDERACIÓN
MUJERES
PROGRESISTAS



GOBIERNO
DE ESPAÑA

MINISTERIO
DE INCLUSIÓN, SEGURIDAD SOCIAL
Y MIGRACIONES

SECRETARÍA DE ESTADO
DE MIGRACIONES

DIRECCIÓN GENERAL DE ATENCIÓN
HUMANITARIA E INCLUSIÓN SOCIAL
DE LA INMIGRACIÓN



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