

Procedure to request a Social Security number

- Go to the following website:

<https://identificacion.seg-social.es/?origen=tgss&pasaporte=true&destino=https%3A%2F%2Fportal.seg-social.gob.es%2Fwps%2Fportal%2Fimportass%2Fimportass%2Ftramites%2FsolicitudesAtria%2Finicio%3Ftramite%3DSolicitarNumeroSeguridadSocial>

- ✓ Fill in the form.

- First, they will send you a confirmation number to the e-mail address you provide, which you will have to copy in the form:

1. Application access data

Note: All fields are required unless otherwise stated.

Email




To submit your request, you'll need access to an email address where we'll send you proof of delivery and inform you of any status changes:

Enter your email address

CONFIRM EMAIL

Applicant's identification data

Enter the details as they appear on your identification document (DNI or NIE) to access the procedure.

Name	First surname	Second surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Type of identification	Identification number	Expiration date  
DAYS 	<input type="text"/>	<input type="text"/> Day <input type="text"/> We <input type="text"/> Year

☐ Check this box if your document is permanently valid.

- You will have to take a selfie of yourself holding your passport, open at the page with the photo. Therefore, you will have to do it either in a computer with a camera or with your mobile phone. You will also have to upload 2 photos of your passport: the cover and the one with your details and photo:

Take a photo of yourself to verify your identity:

You will be asked to grant permission from your browser to access your device's camera.


Take the photo from the front, from the shoulders up and showing the front of your DNI/NIE




TAKE A PHOTO

Can't take photos from this device? [Click here](#)

Attach both sides of your DNI or NIE


Release or tap to load a face image
You can attach files in JPG or PNG format


Release or tap to load a face image
You can attach files in JPG or PNG format

Make sure your document is legible and not glared, blurry, or dark.



- The next step is to fill in your contact details. If you include a contact telephone number, it has to be a Spanish one.

Personal data

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1. Personal data

2. Attach documentation

3. Check the data

All the information we will ask you for throughout the process is mandatory unless otherwise indicated.

Name and surname

Identification document

Passport

Zip code

Contact information

Mobile phone

+34

Email

How can we contact you?

Email

You will receive subsequent communications through this means.

Continue

Go out

- Next, you will have to submit further documentation. Here you have to upload the Social Security Form enclosed (select the option "assign S.S. Number") and the draft contract signed by you and the Vice-Rector.

Apply for a Social Security Number

Attach documentation

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1. Personal data

2. Attach documentation

3. Check the data

Mandatory documentation

For this application, you must attach the following completed document:

[Application for Social Security number and data changes \(Form TA.1\)](#) [↗](#)

Attach file

Additional documentation

You can attach any other documentation you consider necessary.

Select an option

Qualification

Attach file

All your documentation

dniCam.jpeg

Continue

Go out



- Finally, you will have to check your data and submit the application. You have to check the last box and click on the "Solicitar Código - Request Code" button. You will receive a code number in the e-mail address you previously included, you will have to copy it in the application and submit it.

[Learn about data processing and protection](#) .

- ☐ I agree to the information shown in the application summary, declare that it is correct, and consent to its use for the purpose of receiving communications.

Before submitting your request, you must request a code, which you will receive based on the communication method you selected above.

Request code

They normally take between 24-48 hours to send the resolution with your Social Security Number. When you receive it, please send it to us so we can carry on with the process.