



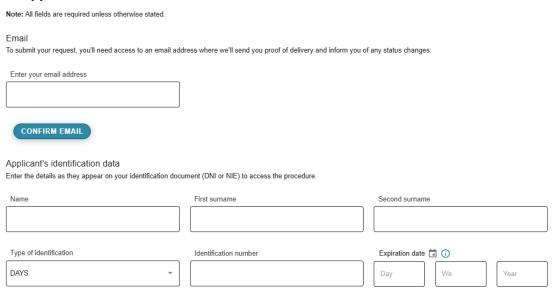
Procedure to request a Social Security number

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%3D SolicitarNumeroSeguridadSocial

- ✓ 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

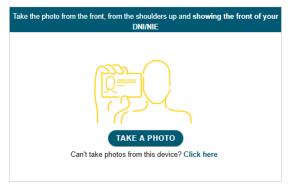


You will have to take a selfie of yourself holding your passport, open at the page with the photo. Therefore, you will have to do it either in a computer with a camera or with your mobile phone. You will also have to upload 2 photos of your passport: the cover and the one with your details and photo:

Take a photo of yourself to verify your identity:

Check this box if your document is permanently valid.

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



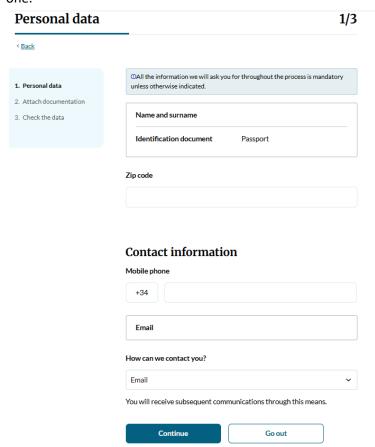
Attach both sides of your DNI or NIE



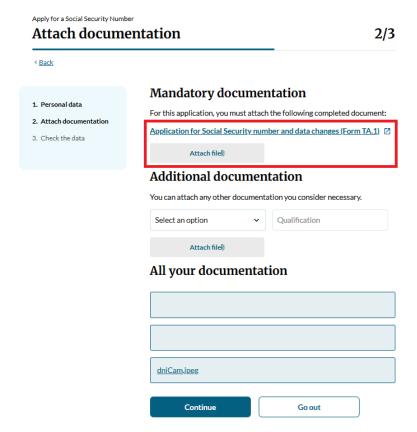




The next step is to fill in your contact details. If you include a contact telephone number, it has to be a Spanish one



• 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.





• 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.