

Relocation Checklist: Spain

A practical guide for HR departments and Global Mobility teams relocating international employees to Barcelona.



- This document helps reduce delays, legal risks and employee stress during the relocation process.



NIE

(Foreigner Identification Number)

- Mandatory for any foreign employee residing or working in Spain.
- Required to sign a lease agreement, open a bank account, receive payroll and formalize employment contracts.
- Delays in NIE processing are one of the most common relocation bottlenecks.
- Recommendation: Book appointments in advance or initiate the process before arrival when possible.



- We can help you understand each employee's situation to obtain the NIE in a way that benefits both parties.



- We offer an apartment search service taking into account the budget and needs of each client, couple or family.
- Depending on the situation, we recommend conducting it remotely a few months prior to the physical relocation.

Empadronamiento

(Local Registration)

- Official registration at the City Hall linked to the employee's residential address.
- Required for public services, school enrollment and several administrative procedures.
- Can only be completed once the employee has a signed rental contract and supporting documentation.
- Proper timing avoids administrative delays in dependent processes.

Health Insurance

(Local Private Insurance)

- Healthcare coverage is mandatory in Spain.
- Non-EU employees typically require private health insurance without co-payments for residency applications.
- EU employees' requirements depend on employment status and Social Security registration.
- Incorrect coverage documentation can result in visa or residency rejection.



- We have a team of insurance agents who find the best deals among insurance companies for each client.



- We have a list of schools whose operations we already know, facilitating every step.
- For the public and semi-private schools the process is through the public administration so is always better to do it with time .

Schooling

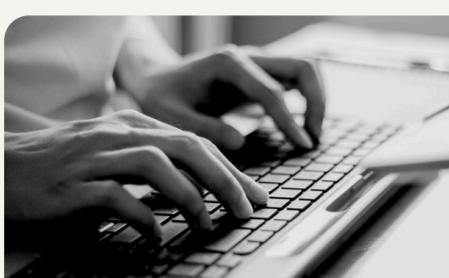
(For Employees with Children)

- Planning should begin as early as possible due to limited availability in international schools.
- Barcelona offers public, semi-private (concertado), and international schools.
- Admission processes vary and may include interviews and documentation review.
- Housing search strategy should align with preferred school location.

Bank Account Opening

(Local Bank Account)

- Necessary for payroll, rent payments and utility contracts.
- Most banks require NIE and employment contract documentation.
- Choosing banks experienced with international clients accelerates onboarding.
- Early preparation prevents payroll and contract delays.



- We have a list of banks familiar with international clients that offer either zero or very low fees.

How can we help you:

• Sarit

• Abigail

• Flopy

- End-to-end relocation coordination.
- Proactive timeline management to prevent delays.
- Employee guidance before, during and after arrival.
- Risk mitigation and documentation oversight.

Contact today!

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