

INSTRUCTIONS FOR APPLYING FOR ONE OF THE OFFERED POSTDOC POSITIONS

ACCES TO THIS [LINK](#), ONCE HERE ...

- See [Instrucciones para presentar solicitudes](#)
- Unload the [Formulario solicitud PDF: Instancia convocatoria de contrato con cargo a proyectos \(descargar y abrir con Adobe PDF, rellenar y guardar\)](#)
- If you are a user with no connection to the US go to [Enlace a registro de usuarios sin vinculación con la US](#)

MANDATORY DOCUMENTATION:

- **Instancia convocatoria de contrato con cargo a proyectos (Application form pdf)**
 - **ID Document (NIF, NIE, Passport)** or equivalent for European Union citizenship, or resident card in the case of citizens of other countries.
 - **Degrees obtained or proof of having applied for them (In the case of foreign degrees, these must be homologated (bachelor's or master's degree)). [or have a declaration of official equivalence \(doctorate\), \(*\)](#)** or must accredit the recognition of the degree to access official postgraduate studies issued by a Spanish university. **At the time of the application it will be sufficient to submit the application for approval or official declaration of equivalence** to a Spanish public university, where **such approval or declaration of official equivalence is required at the time of signature of the contract.**)
 - **Academic certification**, detailing the subjects and grades obtained in each one of them.
 - **Currículum vitae**
 - **Documentary evidence** of compliance with "**Other requirements: Training and Experience**" established in the Call for Applications. (See the specific call(s) you wish to apply for. For example: **Referencia: INV-IND-06-2023-I-XXX.**)
 - **Documentary evidence of the merits alleged** in the Curriculum Vitae.

IMPORTANT: Once you have attached all the mandatory documents, in the application manager, you can close your application by clicking on the "Close and generate 'Summary to Submit'" option: THE APPLICATION PROCESS IS NOT YET COMPLETE

The generated summary "RESUMEN A PRESENTAR" must be sent by REGISTRY.

Only the "**Resumen a presentar**" must be presented at the Registry of the US (preferably, at the Auxiliary Registry of the Brazil Pavilion, or any other official registry determined by current administrative legislation). The application may also be submitted through the US Telematic Registry, requiring an electronic signature. Important: The summary of the application generated by the application must be submitted within the deadline established, being considered **valid the date of submission (Entry) at the Registry.**

WHEN THE PROVISIONAL LISTS OF THOSE ADMITTED AND EXCLUDED ARE PUBLISHED ...

You have 5 working days to make a claim or correct the deficiency or to attach the required documentation.

Excluded candidates will have a number indicating the cause of exclusion:

CAUSE (NUMBER)	HELP TO REMEDY
1. Does not provide photocopy of ID or equivalent for European Union citizenship, or resident card in case of nationals of other countries	Present a copy of a valid and valid document, ID card or passport; copy of both sides of the document.
2. No proof of the required qualification or proof of having applied for it in force.	Submit a copy of the title for the affected position, on both sides.
2 Bis. No application for homologation or declaration of official equivalence before a Spanish public university (in case of foreign degree).	Clarification: At the time of application it will be sufficient to submit the application for homologation or declaration of official equivalence to a Spanish public university, being necessary to have such homologation or declaration of official equivalence at the time of signing the contract.
3 Failure to provide academic certification of the required degree.	Submit a copy of the complete academic certification for the affected position.
4 Does not provide a CV	
5 No application form is submitted	Submit the completed and signed standardized application form described in the Annex III
6 Application after the deadline	Non-remediable cause for exclusion
7 Unsigned application form.	

(*)Procedures to apply for the equivalence of foreign higher education degrees (granted by the University of Seville).

<https://doctorado.us.es/estudios/titulo-de-doctor/declaracion-de-equivalencia>

STEPS TO FOLLOW:

1. Complete the T13 document that is on this web page (**See T13 document**).
2. Request the initiation of the process by sending the T13 by electronic registration to EIDUS UNIT OF THESIS.
3. The Thesis Unit sends the applicant the payment letter. **Fees must be paid.**

CONTACT:

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