



Procedure for the renewal of the TIE card of stay for studies (Summer period)

TIE= Tarjeta de Identificación de Extranjeros (Foreign Persons Identification card). It is the card that contains your NIE number (Foreign Persons Identification Number).

WARNING: It is VERY IMPORTANT to start the procedure of TIE card renewal BEFORE the EXPIRY DATE.

The TIE (Tarjeta de Identificación de Extranjeros) specifies your NIE number, and replaces your student visa while you are studying in Spain. **If your TIE card expires, you will be illegal in Spain.**

Due to the importance of this procedure, **we strongly recommend you to read carefully this document until the end**, in order to bring correctly the required documents.

-¿When can I start the TIE renewal procedure?

You can begin the procedure **from 60 days before the expiring date**, until the same date.

- Where can I do this procedure? Advantages of doing this procedure through the International Students Office (OMI):

You can either carry out this procedure through the International Students Office, or directly with the corresponding legal authorities (Subdelegación de Gobierno in Barcelona).

The main advantage of making this procedure **through the OMI is that you will save queues / time queuing** at the Subdelegación office. Furthermore the OMI will act as **your mediator** between you and Subdelegación. In case that your documents are incomplete or incorrect, and the Subdelegación requires you something else, they will wait for 30 days to receive the required documents. If you did it without our OMI assistance, they would only wait for 10 days.

Nevertheless, if you decide to make the procedure of TIE renewal directly with the Subdelegación, we are not allowed to give you any assistance.

- How should I proceed to carry out the TIE renewal through the International Students Office (OMI)?

1. Collect the required documents and bring them to the OMI, as soon as possible, and BEFORE the TIE expiry date.

2. From the OMI we send the documents to Subdelegación de Gobierno de Barcelona. (Weekly deliveries are closed with all documents received until Tuesday at 14h.)

3. Come back to the OMI, after the date that we will indicate you; then you will get the answer from Subdelegación and the receipt proving that you started the renewal procedure.

If the Subdelegación considers that some documents are wrong or missing, you will have to sign at OMI an official letter with the official request, sent by the Subdelegación. This letter is called "requerimiento".

This document indicates the list of documents that you will have to provide to the OMI within ONE MONTH. At the OMI, we will assess you.



4. Once you get a positive resolution from Subdelegación, and according to the OMI instructions, you will have to wait until the status of your file in the Internet is approved ("resuelto/favorable") and print the web page.
5. According to the instructions in Internet, you will go to the Police office in order to finish the TIE renewal procedure. There they will provide you a document as a receipt of your new TIE card. There, the police officers will indicate you to you go back again after some weeks, to pick up your definitive TIE card.
6. After some weeks, you will have to go back to the Police office, in order to collect your definitive TIE card.

IMPORTANT!:

1. **Do not forget to bring your original passport when you come to deliver your documents at OMI. Otherwise your documents won't be taken.**
2. All documents have to be printed in **DIN-A4 size**.
3. We **cannot accept stapled** documents. (If you want to group something, please put a paperclip).
4. The legal authorities will only accept documents in Catalan or **Spanish**.
If your documents are written in any other language, you will have to contact an official translator ("traductor jurado") and translate your documents into Catalan or Spanish. (In case that you need this service, at the OMI we can give you some information).
5. All documents must be **stamped** by the issuing institution
6. You have to **bring originals and copies** of all your documents, **in the order** indicated in these instructions.

Which documents do I have to deliver?

In the next pages, we explain the list of required documents and the corresponding conditions they have to meet. So **please read carefully**. For some documents, several options are offered; all of them are valid for the Subdelegación and you can choose the one that fits better to your situation.

You must provide original and copy of the documents mentioned here. After comparing the originals with the copies, we will give you back the originals and we will send the copies (except the application form, for which we need original and one photocopy); so that you keep your original documents. This will allow you:
- to know for sure what you had sent in case there could be any problem with any document/s;
- and also in order to use the originals whenever you need (they can be of use to you in other procedures).

In case of doubt, please come as soon as possible to the International Students Office with all the documents you have; in order to confirm if the documents are valid and which ones are missing.

You can contact OMI:

Oficina de Mobilitat Internacional d'Estudiants (OMI)
International Students Office
Building BIB (Library), Campus Nord Barcelona.

Opening hours:

- Until June, 14th: from Monday to Friday, from 10h to 14h; and also Tuesdays afternoons, from 16h to 18h.
- From June 15th to September 14th: from Monday to Friday, from 10h to 14h.

E-mail: oficina.mobilitat.internacional@upc.edu . Telephone: +34-93 401 69 37.



- Who can make this procedure?

The procedure has to be done by the student himself/herself.

In this TIE renewal procedure, there are personal and economic data; and we have to check that the original documents are the same as the photocopies submitted.

Due to the law of personal data protection, we cannot accept documents submitted by third parties. For special and exceptional cases during your TIE renewal procedure, please contact in advance with OMI.

We can also assist you with the TIE renewal procedure of your relatives (depending from you, student with TIE card of stay for studies): wife/husband and children.

- What to do if I intend to travel outside Spain?

The TIE card allows you to come back to Spain if the card is not expired.

1. If the TIE card is about to expire when you are coming back, but it is still valid:
You do not need to make any additional procedure for the TIE card. But if you come back to Spain in the previous days before the expiry date, the legal authorities in the airport could ask you if you have already started the TIE renewal procedure.
2. If you come back after the expiry date:
You will have to make, before leaving Spain and with enough time in advance, an additional and compulsory procedure called "authorization of return" ("autorización de regreso"). Please ask at the OMI about it, or visit our web page: www.upc.edu/sri
Note: If you do not make this additional procedure, you can leave Spain but not come back; so you will get in trouble.

Trips in the months around your TIE expiry date, specially in summer:

Please ask at this OMI office before buying your travel tickets to avoid serious problems.

(We will help you to plan the best dates to travel.)

List of required documents

Documents	Explanation , formal conditions and/or options:
1. Application form "Ex-00"	<ul style="list-style-type: none"> • You have to download the application form from the GR11 page: https://www.upc.edu/sri/students?set_language=en, clicking on the link "Renewal of students card (NIE)". You must fill in the application by hand, with a black pen and in capital letters. • We must send ORIGINAL AND ONE COPY of this document (please bring original and one copy to us). • You must fill in the following fields: <ol style="list-style-type: none"> 1) Datos del extranjero/a (Personal details of the foreign person). 2) Datos del presentador de la solicitud (Data of the person who submits the documents): <u>leave it empty</u>. (Only to be used if there was another person who would submit the documents. This is not the case of student`s relatives.) 3) Domicilio a efectos de notificaciones (Address where you want to be notified): you must fill in this part with your current address, even if it is the same that you have already written above.



	<p>IMPORTANT: If you want that we send your documents from this OMI, you must leave <u>void</u> the box that states: “Solicito/consiento que las comunicaciones y notificaciones se realicen por medios electrónicos”.</p> <p>4) Tipo de autorización solicitada (Kind of requested authorization): you must mark with a tick the two boxes:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><input type="checkbox"/> Prórroga (renewal)</p> <p style="text-align: center;"><input type="checkbox"/> Titular de autorización estancia por estudios, intercambio de alumnos, investigación/formación, prácticas no laborales o voluntariado (art. 40) (HOLDER OF THE AUTHORIZATION OF STAY FOR STUDIES)</p> </div> <ul style="list-style-type: none"> - In Motivos que justifican la solicitud y tiempo de prórroga solicitada (Reasons to justify your application and period of renewal requested): <ul style="list-style-type: none"> ➔ In “motivos” (reasons) you should write: “Estudiante de la UPC Barcelona Tech.” (Student at UPC Barcelona Tech) ➔ And about the period requested: You can write the period for which you are asking the renewal (please remember that the maximum is one year “RENOVACIÓN 1 AÑO”); although the period conceded will depend on the documents that you include. - Casilla de consentimiento de comprobación (Consent of checking of your data): you should mark it with a X. - At the end of the form: <ul style="list-style-type: none"> - “DIRIGIDA A” (ADDRESSED TO), please write “OFICINA DE EXTRANJEROS”. - “PROVINCIA” (province; sub-region), please write “BARCELONA”. - Do not forget to sign the form.
<p>2. <i>Valid passport</i></p>	<p>Important: the passport must not be expired.</p> <p>If the passport expires in less than 3 months, you will have to add something to prove that you started the renewal procedure of the passport. (A copy of an email to the consulate/embassy is enough.)</p> <p>Make one copy of the passport pages that include the following information:</p> <ul style="list-style-type: none"> • Personal data; • Passport number; • Passport expiring date; • Place and date of issuance.
<p>3. <i>Valid student's TIE card.</i></p>	<p>Copy of both sides, in original size.</p>
<p>4. <i>Registration at UPC</i></p>	<p>The documents that can be accepted for procedures done between June and September (both included) are:</p> <p>a) If your card expires before August 31st (this date included):</p> <p>a.1. If you already have the registration for next academic year 2014/2015 (or the first semester of it): you must bring and submit it; stamped by the school and with the proof of payment.</p> <p>a.2. If you cannot deliver the paid registration of next academic year yet: You must ask to your school or department that they issue a letter about your studies. It has to indicate that “with all probability, he/she will continue his/her studies next academic year.” In Spanish: “..con toda probabilidad, seguirá con sus estudios el próximo curso. “</p>



<p>4. <i>Registration at UPC (continues)</i></p>	<p>a.3. If you are a PhD student doing the research for your thesis: You can submit a letter from your tutor. This letter has to indicate that, during next academic year, you will keep on with your research in the frame of the PhD, under his/her supervision. In Spanish : “..durante el próximo curso, continuará con su investigación, en el marco del doctorado correspondiente, bajo mi supervisión. “</p> <p>a.4. For the rest of PhD students, just like in a.2.</p> <p>b) If your card expires from September 1st (including this date) on: For all students (independently of the program that they are following), only the paid registration for academic year 2014/2015 will be accepted; stamped by the school/department and with the proof of the payment.</p>
<p>5. <i>Economic means:</i></p>	<p>Note: Subdelegación de Gobierno en Barcelona (the legal authority) is giving high importance to this issue and it is very strict with it. To avoid possible mistakes with this, we translate the official information page that the Subdelegación provides us.</p> <p>This information comes directly from Subdelegación del Gobierno en Barcelona. It details all the possible options that they accept, in order that students justify that they have enough economic means for their stay in Spain. You have to choose one of these options. (The most commonly used are options 1 and 2, but you can take any of these, while you comply with the requirements indicated.)</p> <p style="text-align: center;">INFORMATION PAGE Nº 3: ECONOMIC MEANS INSTRUCTIONS OF SUBDELEGACIÓN DE GOBIERNO DE BARCELONA STUDENTS: JUSTIFICATION OF ECONOMIC MEANS</p> <p>Option 1: A statement of an account of a Spanish Bank or an Spanish Savings Bank showing the deposits and withdrawals of the last 6 months with a stamp from the Entity. It must contain your name as a holder of the account and the final balance of the statement must be at least of 3.192,72 € (and the average amount of the credits you receive must be equal or greater than 532,51 €/month, the minimum professional salary “IPREM” per month).</p> <p>Option 2: A statement of an account of a Spanish Bank or a Spanish Savings Bank and with a stamp from the Entity. This statement must show your name as the holder of the account and a minimum current credit balance of 6.385,44 €.</p> <p>Option 3: The evidence of being in possession of a scholarship, official and recognized by the European Union. It must specify the monthly amount to receive in Euros.</p> <p>Option 4: Scholarship or a financial assistance from your family in your country of origin. The document must be duly legalized, but the validation of the Spanish Embassy or Consulate in your country of origin (or from the Consulate of your country in Spain) would be accepted. It must specify the monthly amount to receive in Euros and the length period of the assistance.</p> <p>Option 5: Maintenance commitment from a relative living in Spain. It can be proved by means of:</p> <ul style="list-style-type: none">■ An affidavit (notarial deed); or■ The personal appearance of the deponent (relative of the student) at this UPC International Students Office to sign a statement about the matter (we have an application form at this OMI).

<p>5. Economic means (continues)</p>	<p>In both cases of option 5, the following documents are also required and will have to be added:</p> <ul style="list-style-type: none"> - If the student's relative is a wage-earner, his/her work contract and his/her three last payslips must be enclosed. - If the student's relative is a self-employed person, the last tax declaration and the last receipt of the payment he/she does as a self-employed person must be enclosed. - Kindship evidence: by means of a document from the origin country, duly legalized or a document issued by the Consulate of their origin country in Spain, also duly legalized. <p>The relative person that commits him/herself to maintain the student must:</p> <ul style="list-style-type: none"> - Have the condition of legal resident in Spain - The student and the relative who commits to maintain him or her must be relatives within the second degree of consanguinity or affinity (it includes partnership duly registered). <p>Finally, from the International Mobility Office, we would like to remark something about an important aspect of the economic means:</p> <p>Those of you that not only study but also work in Spain (by means of an authorization of work for students or a contract resulting from a scholarship) must take into account that the amount that you obtain from that work cannot be considered as a part of your economic means. So the means that you show for the renewal of your NIE (and that appear in the INFORMATION PAGE number 3: ECONOMIC MEANS) must completely avoid the amount of your work's wages.</p>
<p>6 - A public or private health insurance, covering the possible medical expenses and risks, if it is the case, usually covered to Spanish citizens.</p>	<p>Nowadays the Subdelegación del Gobierno does not require repatriation insurance. However the CatSalut card (alone) is not enough to prove that you have guaranteed the medical assistance in Spain.</p> <p>- In case you have the CatSalut card: You must address yourself to the Instituto Nacional de la Seguridad Social and ask them to fill a form for you that is called: "Documento acreditativo del derecho a asistencia sanitaria en España" (Document that proves that the person has the right to use the Spanish public health national system). In the International Students Office we have more information about it.</p> <p>-In case you have a private health insurance: The document you include about it must state: the complete name of the student, the period in which the policy is valid and the detailed coverage it has. The mentioned coverage must be as similar as possible to the one of the Spanish public national system: complete medical care (general doctor and specialists) and hospitalization in case it would be necessary.</p> <p>From this OMI we can give you information about a health insurance offer through the UPC Sports Service. See: http://www.upc.edu/esports/serveis/assegurances and/or contact with Confide at: esports.upc@confide.es or by telephone to the number: 93 306 53 53. But you can contract any insurance at your convenience; with any company.</p> <p>If the insurance has been issued in another country (not Spain), it has to be legalized. For this, you will have to make that they stamp it at the consulate of your country in Spain (or, at the Spanish Consulate in your country).</p> <p>If the health insurance is not issued in Spanish language, you will have to ask for an official translation ("traductor jurado"; if you need information about it, please ask at OMI.)</p>



<p>6- Insurance (continues)</p>	<p>In the following link is the list of official translators: http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/Documents/ListadoTIJ.pdf (from the different languages to Spanish)</p>
<p>7 – Certificate of achievement related to your previous academic year.</p>	<p>The documents that can be accepted for procedures done between June and September (both included) are the transcript of records of the present academic year 2013/2014 (that ends in June or July):</p> <ul style="list-style-type: none">• For students of Bachelor (“Grado”) or Master, whose assessment is done by semesters: the transcript of records that includes the results obtained in the two semesters of the academic year 2013/2014. This transcript of records can be obtained through the intranet “e-Secretaria”. <p>In case that, when you submit your application for the TIE renewal, you only have the marks of one of the semesters of the academic year, you can submit this transcript of records. But please take into account that the marks of the second semester will be later requested to you. So you must be able to present the new transcript of records (including these second semester results) within 30 days from the beginning of the procedure.</p> <ul style="list-style-type: none">• For PhD students: The assessment of the whole academic year 2013/2014 that is stated in the “expediente académico” (your transcript of records). You can obtain it from “e-Secretaria”. Moreover this document must be stamped by the department. <p>If you are a PhD student doing the research for your thesis: A letter from your tutor (with the head of UPC and stamped by your department) would be also accepted. This letter must state that, during the whole academic year 2013/2014 you have been doing research for your thesis, in a satisfactory way, under his/her supervision.</p>
<p>8- Tax duly paid</p>	<p style="text-align: center;"><i>EXPLANATION PAGE Nº2 : PROCEDURE OF PAYMENT OF THE TAX FOR THE RENEWAL OF THE STUDENTS’ TIE</i></p> <p><i>In order to pay the tax, you must follow the next steps:</i></p> <ol style="list-style-type: none">1. Find the web page: http://www.seap.minhap.gob.es/es/servicios/tasas.html2. Select: “Tasa 052”3. In the map of Spain that appears, select the province of Barcelona4. Fill the data (those that have a * are mandatory) and in “Autorizaciones y documentos para extranjeros”, click the option: 1.3). Then the system will fill in the amount to pay, that has to be: 16,64 €5. Please disregard the field: “número de expediente” (leave it void)6. Write the “código de seguridad” (security hash code)7. Click in: “OBTENER DOCUMENTO”8. Now you can print the document of payment of taxes.9. You can pay it at any bank. The bank will keep one of the copies and will return to you the other two copies.10. You must include the copy that states: “Ejemplar para la Administración” with the rest of the documents that you deliver to us. The copy that states: “Ejemplar para el interesado” is for you. <p>Important note: If you do not bring this slip of the tax payment, we cannot receive/take your documents to apply for the TIE renewal.</p>



**TIE renewal for beneficiaries
(Student's relatives)**

The documents are very similar to those required to students, taking into account that the documents referred to studies are not necessary.

THE INSTRUCTIONS FOR THE PAYMENT OF THE TAX ARE THE SAME THAT THOSE FOR STUDENTS (please see point 8 of the student's instructions).

1. Application form EX 00:

The same information given in the epigraph of the **STUDENT** is valid, with the following peculiarities:

- a) In **Datos del extranjero/a** (Personal details of the foreign person), you should write the data of the student's relative for whom you are asking the TIE card renewal.
- b) **Please disregard and do NOT fill in part 2: "Datos del presentador de la solicitud"** (Data of the person that presents the document); because it has nothing to do with student relatives.
- c) In **Tipo de autorización solicitada** (Kind of requested authorization), you should mark:
" **Familiar de titular de autorización de estancia por estudios, intercambio de alumnos, investigación/formación, prácticas no laborales o voluntariado (art. 41)**" (RELATIVE OF THE HOLDER OF THE AUTHORIZATION OF STAY FOR STUDIES)
- d) In **"Motivos que justifican la solicitud"** (Reasons to justify the application), you should write:
"RENOVACION DE FAMILIAR DE ESTUDIANTE".

2. Passport: original and one copy of the passport of the beneficiary/relative person.

3. Beneficiary's TIE card: original and one copy (of both sides of it).

4. Student's TIE card: original of and one copy (of both sides of it).

5. Economic means: it must be a copy of the economic means that the student submitted (and it has to be **enough for the total amount of persons: student AND relatives**).

Please ask at the OMI about the specific instructions and check carefully the specific information page about economic means required for student relatives. In case of doubt, please contact us at OMI.

6. Health insurance: the previous instructions about the health insurance (see page 6) also apply to all his/her beneficiaries.

The relatives must also possess a health insurance, with the same requirements than the ones for the student.

The insurance of the relative has to be **at the name of the relative**.

7. Tax duly paid: the same tax detailed in number 8 of the student's instructions (see page 7).

You must include the evidence of the payment of this tax for every one of the beneficiaries.