



## COMPULSORY EXTENSION OF YOUR VISA: FIRST "TIE" CARD FOR NON-EU STUDENT

### **Who must do this procedure?**

This **procedure is compulsory** and must be done by the student himself/herself.

### **What is this procedure and why do I have to make it?**

This procedure is mandatory for all citizens of a country that does not belong to the European Union who are going to live in Spain for more than six months and that **entered in Spain with a long term student visa**. They are obliged to ask for the extension of their student visa and that extension is the **first card as a student from outside the European Union**. Please bear in mind that the visa is just the entrance in Spain. If you do not apply for the card you could be illegal in Spain after some time.

### **When do I have to do it?**

The student has to **START this procedure WITHIN the 30 days after his/her arrival in Spain**.

If you tried to do it after this period, your application could be rejected and then you will remain illegal in Spain with no possibility to revert this situation.

### **Which documents are needed for this procedure?**

Please gather the following documents:

1. Application form: the original and one photocopy (EX-17 model).

You will find the model in the following link: [https://inclusion.seg-social.es/documents/410169/2156469/17-Formulario\\_TIE.pdf?t=1674731356427](https://inclusion.seg-social.es/documents/410169/2156469/17-Formulario_TIE.pdf?t=1674731356427)

In the application form, please indicate as "tipo de documento" the option: "Estancia por estudios ..."

We have included in these instructions a short vocabulary, in order to help you to fill this form. Should you have some doubt or need assistance when filling in the application form, please do not hesitate to contact this OMI (by telephone, e-mail or in person at the desk).

2. Passport: The original and one photocopy. The pages that you have to photocopy are the following ones: the page with your personal details (including expiry date), the page of the visa and the page where is the stamp that shows your entry in the European Union.

In case that your passport had not been stamped when you entered the European Union, please provide a copy of your travel ticket or any other document that can prove the date of your entry in Spain.

3. Until some time ago, it was mandatory to include the enrolment at UPC. Recently we were informed by Police that now the enrolment is not necessary, as the data recorded by the Spanish Consulate where you obtained the student's visa clearly state until which date your TIE card will have to be issued. If you prefer, you can take



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with you the admission letter (in Spanish) that you received from UPC some months ago but it should not be necessary to submit it.

4. Three recent photographs, in "carnet" size (or "DNI size"): in colour, with a white background, and with a front view.  
You can obtain these photos in the machines located at the entrance of many underground stations; or in one of the photography studios in the city. Please check that you select/ask for the photos "carnet" size or "DNI" size.
5. Your census register ("empadronamiento"): you will find the information about this subject in the general page of information about the procedure.  
Police also informed recently to us that, in case that you do not have the census register yet when you go to the appointment with Police to ask for the card, they will consider the address you include in the application form (part 1) as your current address.  
However the census register is a mandatory procedure for all international students that are going to remain more than six months in Spain. So you should have to do it during the first months of your stay here.
6. You have also to take the proof that you have already paid **a tax** of 16,08€.

In the web page :

[https://sede.policia.gob.es:38089/Tasa790\\_012/ImpresoRellenar](https://sede.policia.gob.es:38089/Tasa790_012/ImpresoRellenar)

You can find the link where you can find the form for this tax.

In the first part of this form, you have to indicate your personal details (NIE number, full name, and address in Barcelona).

In the part entitled:

*"Tarjetas de identidad de extranjeros (TIE) y certificados de registro de residentes comunitarios."*

you have to indicate (click) the following option:

**"TIE que documenta la primera concesión de la autorización de residencia temporal, de estancia o para trabajadores transfronterizos."**

After selecting this, you will see that in the form will appear the amount to pay, that is: **16,08€**. (See it down, at the end of the page.)

This is the correct amount to pay. If you see another amount, you did not indicate the right option. (Then please review what is indicated in the previous lines of this page of instructions).

After that, please indicate: "pago en efectivo" (payment in cash). If you indicated payment through a (Spanish) bank account, you could have difficulties.

Then, you can print the form and bring it to any bank office (any branch) in order to pay it.

**Where do you have to take these documents?**



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When you have all the documents, you have to take them to the Police office in which you have obtained an appointment:

- Now it is mandatory to obtain an appointment for one of the Police stations that do this procedure in the province of Barcelona. However you are not obliged to do the procedure in the Police station of the locality where you are living in. You can go to any Police station that appears in the list for appointments. You just have to take into account that the date of the appointment is suitable for you and that the Police station you choose is more or less far from where you live. You will find detailed information about the appointment in the file **“How to ask for an appointment”**.

**IMPORTANT INFORMATION:** The card's issuance depends on the PROVINCE where you are going to live. Many of you will live in the province of Barcelona but maybe some of you will live in a city that belongs to the province of Girona or Tarragona. If this is your case, you should ask for an appointment stating, in the corresponding part of the appointment's application, the province in which you are going to live. From that point on, the Police Offices that will appear will belong to the province you had previously chosen and so you will be able to select anyone from the proposed by the system.

- If you decided to go to the Police Office in the city of Barcelona, please take into account that there is only one, located in Rambla Guipúscoa, 74 (please see map at the end of this document). As there is only Police Office in the city of Barcelona, we enclose the map; not all of you will go there but sure that many of you will. However taking into account that the application uses to show very few appointments at every moment, we recommend you to ask the appointment for CUALQUIER COMISARIA (any Police Office). Then you will be suggested all the Police Offices with available appointments on that moment. Even if you have to go to a city located some kilometres far, to be able to pick a sooner appointment is worthwhile.

When you are trying to ask for an appointment, the following message appears many times: *“En este momento no hay citas disponibles. En breve, la Oficina pondrá a su disposición nuevas citas”* (“There are not available appointments now. The Office will offer new appointments soon”). This message only refers to that precise moment; maybe in some hours (or minutes) they will offer new appointments in different Police Offices. It is important to keep on trying as many times per day as you can and in different hours during the day.

At the Police office, they will give you:

- A receipt of your student's stay card (TIE card); they will indicate where you would have to pick up the definitive one, after around 40 days.

To pick it up you should go to the Police Station they tell you to go (that, with all probability, will be the same one where you had gone in the first appointment), during Office hours (they will also indicate you the timetable). When you go there, you should tell that you want to pick up the card (RECOGER LA TARJETA) and the officers there will indicate you to which part of the Police Office to go to do that.



### **What is the NIE?**

NIE is the acronym for “Número de Identificación de Extranjeros” (Foreigners Identification Number). It is the number that identifies you as a foreigner in Spain, during your stay. The receipt of your card already contains your NIE number.

### **Why do I need it? Why can I be asked to give the NIE?**

You will need the NIE if you want to open a bank account, for example. You can also need it for: applying for the bicycles service “Bicing”; buy some electrical appliance, a motorbike or a car.

Furthermore, the academic secretary service of your programme will ask you to provide a copy of your TIE card in some weeks.

### **What is the TIE?**

TIE is the acronym for “Tarjeta de Identificación de Extranjeros” (Foreigners Identification Card). This is the (plastic) card that you will obtain at the end of the procedure. This card indicates your NIE number. (TIE is the card; NIE is only the number.)

Your TIE card will have a validity period for, at most, one year, in case your academic documents show that your studies at UPC are going to last for more than one year. If not, the validity of the TIE card is until approx. one month after the end of the program indicated in the documents you provide.

In any case, please take into account that during your stay in Spain **it is important that you do not let your TIE card expire. In case it expired**, you could also use the 90 days after the expiry date of your card to begin the extension of your stay as student's permit but you will not be legal in Spain from the day after your TIE card ends until you begin the extension of the permit. So it is always better to begin the renewal before your TIE card expires (even if it is one day before it ends).

The TIE card has to be renewed periodically during your stay in Spain; but the NIE number does not change.

### **Important if your studies in Spain are going to last more than one year:**

In case that the UPC program that you are following lasts for more than one year, do not forget to come again to our OMI office around two months before your TIE student card expires.

We have an agreement with the corresponding legal authority (Subdelegación del Gobierno en Barcelona) so we have the renewal instructions updated. If you want, we can check your renewal documents before you send them to the Spanish authorities.

Please bear in mind that our Office is closed during the whole month of August. In that case, you should visit us during July.

You will find information about renewal in the following link:



UNIVERSITAT POLITÈCNICA  
DE CATALUNYA  
BARCELONATECH

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[https://www.upc.edu/sri/en/mobility\\_office/students-mobility-office/incomings/legal-issues/during-your-stay/tie-renewal/draft\\_renewing-your-card-as-a-non-eu-student](https://www.upc.edu/sri/en/mobility_office/students-mobility-office/incomings/legal-issues/during-your-stay/tie-renewal/draft_renewing-your-card-as-a-non-eu-student)

**Important warning: Please, ask to the International Students Office in case you would like to do any travel before having the definitive card. In fact, you should not travel before obtaining it.**

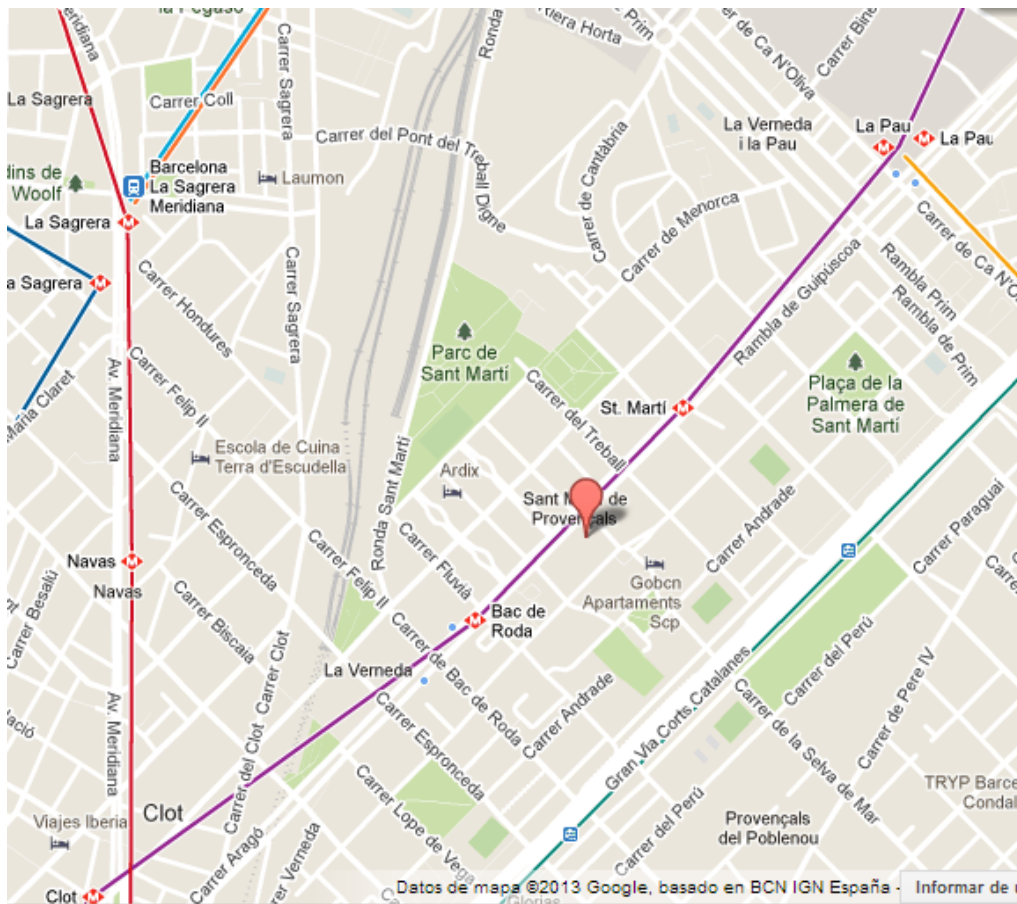
**From this OMI Office, we can inform you about the legal procedures, but it is you who has to perform them and it is your responsibility, in order to remain legally in Spain. Thank you for your attention.**



# Rambla Guipúscoa

## 74

Dirección General de la Policía



**Estacions de metro més properes** / Paradas de metro más cercanas / *Closest subway stations:*

**L2 Lila** / Lila / *Purple*: Bac de Roda, St. Martí.

**L1 Vermella** / Roja / *Red*: Navas, Sagrera, Clot.

**L5 Blava** / Azul / *Blue*: Sagrera.

**L4 Groga** / Amarilla / *Yellow*: La Pau

**L9 L10**: Sagrera.