



Authorization of stay for students. Mobility inside the European Union.

Who has to make this procedure?

The non-EU students that were studying in another European Union country during their last semester before their entry in Spain (and only if their coming to Spain is not for doing an Erasmus exchange or a Erasmus Mundus exchange stay from their university in another country of the European Union).

In case you are a student coming to UPC for an **Erasmus exchange** or **Erasmus Mundus stay** from your European university, you don't have to do the procedure, at this International Students Office we must do it on your behalf. If this is your case, please contact with this International Students Office of UPC to the following address: oficina.mobilitat.internacional@upc.edu. We can help you with the procedure and it is supposed to be very easy, but you have to take into account that you will have to have valid the permit or card from the European Union from where you come during your whole stay in Spain. Otherwise you won't be able to obtain the permit to study in Spain.

Only if you had been doing a study in another country of the European Union and you have recently arrived in Barcelona **to initiate another study at UPC** (for which you had been accepted), you should then do the procedure that is described below.

How is this procedure?

With this procedure, non-EU students that were studying in another European Union country during the last semester can enter in Spain by means of the student card of that country; **and, once in Spain, apply for the Spanish stay for studies permit.**

If it's possible, it is better that you (the student) arrive in Spain with a Spanish student visa, because:

- The visa is a strong legal title by means of which your stay is legal from your arrival in Spain;
- When you come with a student visa, you must do a procedure here that is simple and easy (the students that come with a Spanish student visa until 6 months don't even have to do this procedure when they arrive); whereas the application for this permit (the Spanish student permit for mobility inside the European Union) takes some months.

If the student cannot obtain a Spanish student visa, he/she must take into account that, in order to ask for this permit from Spain, he/she must have a **proof of the date of his/her entry in Spain**. As the student usually comes



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from another European Union country, this is not easy; because in the airport the passport is not stamped. In the list of documents to gather, you will find the explanation about some ways to prove your date of entry in Spain (in the next pages of this document, see number 3 in the list of documents).

When do I have to make this procedure? Period to provide the documents.

You have to start this procedure **during the first month of your stay in Spain.**

In case you do not have all the documents during this period, do not worry; you can provide the lacking ones later. However, **if you try to begin the procedure later (not in the first month of your stay), your documents will be rejected; and then you will have no possibilities of obtaining this legal permit for your stay.**

How to present the documents and where? Brief description of the steps.

You should deliver the documents, in person, in the following address:

Subdelegación del Gobierno en Barcelona

Calle Murcia, nº 42

08027 Barcelona

Working hours: from Monday to Friday, from 9am to 14pm (without an appointment)

There you will be told if there is one or more documents lacking and they will give you a document stating that. From then on (and if the period has not changed lately) you will have 30 days to submit it/them.

We strongly recommend you that, **in case any document/s is/are required to you**, when you have it/them prepared, **come to the OMI and show them to us.** We'll check that everything is well and if the documents can be accepted by the Spanish authorities. Please take into account that you only have one chance to submit these documents. When you submit them, they will decide according to them and your application could be definitively denied if the required documents are not accepted.

Once all your documents are accepted by the Spanish authorities, they will perform **an inner procedure** that takes some weeks. After this inner procedure ends:

- a) If you had asked for a student permit for a six months stay:
You will receive a document in the address indicated in your permit application (usually your home address here in Spain). This document will be your permit to stay in Spain, for a stay for studies. The period of validity would be the period you had asked for; with a maximum of 6 months.
- b) If you had asked for a student permit for a stay of one year:
Then you will have to apply for the TIE card. At the OMI office we will inform you how to do it.

How can the International Students Office of UPC help me to do this procedure?

In this Office we can check the documents you have at the beginning of the procedure and tell you which documents could be accepted and which ones wouldn't. We can also indicate you when do you have to submit them (always within the first 30 days after you entry in Spain anyway).

Later, when the Spanish authorities would have requested some more documents to you, we can assess you about them and, when you have them ready, check them before you send them.

After all this and when the inner procedure referred in the previous epigraph had ended, you will receive the permit at your address.

Which documents do I need to make this procedure? List of documents to gather.

Below you will find the detail of the documents to gather, in order to apply (during the first month of your stay in Spain) for your Spanish stay for students permit due to a mobility stay inside the European Union.

As you will see, some documents must be provided independently of the length of your stay for studies in Spain. But the two last documents are requested only if this stay is for more than 6 months.

Your school or department in UPC has to provide you a letter indicating the length of your stay for studies at UPC. The Spanish authorities will decide with this document, if your permit must be for 6 months, or for one year.

Documents	Explanation, formal details and/or options
1. Application form "Ex-00"	<ul style="list-style-type: none"> • You have to download the application form from the web page: http://extranjeros.mitramiss.gob.es/es/ModelosSolicitudes/Mod_solicitudes2/index.html, by choosing the option: "Modelo EX 00- Solicitud de permiso de estancia y prórrogas". You must fill in the application by hand, with a black pen and in capital letters. • You should submit an ORIGINAL AND ONE COPY of this document • 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. IMPORTANT: You MUST NOT TICK the box that states: "Solicito/consiento que las comunicaciones y notificaciones se realicen por medios electrónicos". If you tick it, as you do not have an electronic certificate, you could not be notified. If you do not fill that spot, they will send you the document to notify you by post, at the address you indicate at the application form. 4) Tipo de autorización solicitada (Kind of requested authorization): you must mark with a tick the two boxes:



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	<p><input type="checkbox"/> INICIAL (initial)</p> <p><input type="checkbox"/> "Estudiante admitido en otro estado UE" (Student accepted in another European Union country). Only in the case that the country where you studied during last term was Germany, please indicate also the city where you lived there.</p> <ul style="list-style-type: none">- In Motivos que justifican la solicitud y tiempo de prórroga solicitada (Reasons to justify your application and period 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 of stay that you are asking for (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 no consentimiento de comprobación (Non consent of checking of your data): you must leave it void.- 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.
2. Complete passport	<p>Important: Your passport must be valid and remain valid during the whole period for which you are applying for the stay for students permit.</p> <p>You must take photocopies of <u>all</u> pages of the passport; even the ones that are completely void.</p>
3. Proof of the date of your entry in Spain	<p>The majority of students that arrive in Spain after studying in another European Union country are coming from that European Union country. So their passport does not contain the stamp that evidences the date of their entry in Spain. In case you had travelled from a country outside the European Union, you will have that stamp. In this case, a copy of that page is the proof.</p> <p>Other accepted ways of proving your date of entry in Spain are:</p> <ol style="list-style-type: none">a) A statement of entry, done in the police office of the Spanish airport where you had arrived (if you came by plane)b) A statement of entry, issued during the first 72 hours after your arrival. This can be done, in Barcelona:<ul style="list-style-type: none">- At the "Brigada Provincial de Extranjería y Fronteras de Barcelona", located in the Passeig de Sant Joan nº 189, in Barcelona (timetable: from 9h to 14h, from Monday to Friday).c) If you cannot obtain a statement of entry during the first 72 hours after your arrival, you must bring some document that proves the date of your entry in Spain: your boarding pass, your validated ticket of train or bus, etc. The travel ticket should be translated into Spanish by an Official Translator (see information about it in the section 5 of this information).



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<p>5. Health insurance (continues)</p>	<ol style="list-style-type: none">3. Coverage of the insurance policy: it must offer similar coverages to the ones offered by the Spanish Public Health System. So the insurance should cover the medical general assistance and the specialized one, hospitalization, surgical interventions, etc.4. Waiting periods to use some specific coverages. For basic services (like hospitalization, surgical interventions, etc), only a waiting period of six months as a maximum will be accepted. Moreover the insurance should include a clause stating that this waiting period will not be applied in cases of "accident or life-threatening emergency".5. Maximum economic limitations referring to any of the coverages (expressed in Euros). In case that any of the coverages has a limitation, this one should be, at least, of 100.000€.6. Existence of copayments. Copayments superior to 10€ will not be accepted.7. The certificate must clearly state that the policy holder of the insurance is, at that moment, up-to-date with the payment of the fees of the insurance. <p>You can contract any insurance at your convenience, with any company.</p> <p>A good option would be the health insurance of the company OnCampus estudia, that has an agreement with UPC. You can find information about this insurance at the link: http://oncampus.es/en/seguros/oncampus-estudia/</p> <p>If the insurance was 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>In the following link is the list of official translators from the different languages to Spanish: http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/Paginas/Traductoresas---Int%c3%a9rpretes-Juradosas.aspx</p> <p>You should look at the last updating (the file that indicates: "Listado Actualizado").</p>
<p>6. Document indicating your admission as a student in another European Union country.</p>	<p>The document that the Spanish authorities accepts as a proof of this is the stay for studies card given to you by the Government of the country of the European Union where you were studying before entering in Spain during the last semester. (EU student card of the country where you were.) The card needed is the one that covers the period of (at least) the last semester before entering Spain.</p> <p>If your stay there was only for 6 months, maybe the document can be a student visa in your passport.</p> <p>In the International Students Office we will tell you which document is required in every case.</p>



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7. Document showing your admission and registration in UPC	<p>On the one hand, a letter from your school or department of UPC, in Spanish, is required. It can be issued after your arrival in Spain, or it can also be the admission letter sent to you some months ago, if it includes all the information needed; that is:</p> <ul style="list-style-type: none">- Your complete name and passport number;- The details of your programme (for instance, if you are a Erasmus Mundus student, a summary of your programme, indicating the countries and universities where you studied previously, or where you are going to study after your stay in Spain, to complete the programme);- The period in which you are going to study in UPC;- If it is possible, the school or department should indicate the scholarship you have (if it is so), the monthly amount you will receive and, in case the scholarship includes a health insurance, its details (period and coverage). If this letter can include all this information, you will not need to provide other documents. <p>On the other hand, you must also provide your registration in UPC for the current semester or academic year (course 2018/2019); with a stamp from the Academic Office of your school.</p>
ADDITIONAL DOCUMENTS	<p>Students staying in UPC up to six months do not have to submit any other documents.</p> <p>Students that are going to be in UPC <u>for one year or more must also submit the following documents:</u></p>
8. Medical Certificate 8. Medical Certificate (continues)	<p>In case you obtained it in the country where you were studying previously, you must take into account that:</p> <ul style="list-style-type: none">- It will only be accepted if it was issued during the last 6 months;- If it was not issued in Spanish or Catalan, you should ask for an Official Translation ("Traductor Jurado"). <p>This document must specify that the student does not suffer from any of the diseases that can have important effects in public health, according to the International Sanitary Regulation of 2005.</p> <p>In order to obtain the medical certificate, you can address yourself to:</p> <p>Centre de Revisió del Col·legi de Metges de Barcelona (Check-up Center of the Medical College in Barcelona) Pg. de la Bonanova, 47 (entrance by carrer Vilana, 2) Telephone: 93 211 37 00</p> <p>Their office hours are: from Monday to Friday, from 8:30 am to 14 pm. The price of the certificate (check-up + document) is now of around 30 €.</p> <p>The medical certificate issued must include the following sentence: "No padece ninguna de las enfermedades que pueden tener repercusiones de salud pública graves de conformidad con lo dispuesto en el Reglamento Sanitario Internacional de 2005" (He/she does not suffer from any of the diseases that can have important effects in public health, according to the International Sanitary Regulation of 2005).</p>
9. Police clearances	<p>In case of a person of legal age (≥ 18 years old): criminal records issued by the authorities of the home country or of the country or countries in which he/she has lived during the <u>last five years.</u></p>

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	<p>The criminal records must have been issued within the last 6 months.</p> <p>Since the criminal records are issued in another country (not Spain), the document has to be legalized. The ways of legalization that are accepted are:</p> <ul style="list-style-type: none"> - The "apostille" to be used in countries that participate in the Hague Convention of 1961, - If it is not possible, a stamp from the Embassy or Consulate of Spain in the country where the document had been issued. <p>The criminal records issued in the Embassies or Consulates in Spain (or in other countries) of the country that issues the criminal records are not accepted by the Spanish authorities; only the ones issued in the country that issues them are accepted.</p> <p>The documents provided must be in Spanish or Catalan; if they are in other languages, they must be translated by an Official Translator ("Traductor Jurado"). In order to be sure that the translation of any document that should be translated will be accepted, you should do the translation once in Spain.</p> <p>In the following link is the list of official translators from the different languages to Spanish: http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/Paginas/Traductoresas---Int%c3%a9rpretes-Juradosas.aspx You should look at the last updating (the file that indicates: "Listado Actualizado").</p>
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In case of doubt, you can contact OMI office:

Oficina de Mobilitat Internacional d'Estudiants (OMI)

International Students Office

Plaça Telecos, Campus Nord Barcelona.

Opening hours:

-**Until June, 14th**: from Monday to Friday, from 10h to 14h; and also on Wednesdays afternoons, from 16h to 18h.

-**From June 15th to September 14th**: from Monday to Friday, from 10h to 14h.

OMI office will be **closed** for Summer holidays and energetic savings reasons: from August 1st to August 25th (both included).

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