



**COMPULSORY EXTENSION OF YOUR VISA: FIRST "TIE" CARD FOR RELATIVES (BENEFICIARIES) OF NON-EU STUDENTS**

If you are a student of UPC and you have one or more relatives with you, in the following pages you will find the instructions to do the procedure in order that they obtain their first "TIE" card as relative/s of a student.

It is important that you take into account that the relative/s of a student has/ve to **START this procedure WITHIN the 30 days after their arrival in Spain.**

If they try to do it after this time, their application may be rejected and they will be illegal in Spain without possibility to revert this situation.

This procedure has two parts:

- 1 - To gather some documents and to deliver them at a dependence of the "Subdelegación del Gobierno in Barcelona" in order the data of the relative/s of the student are recorded.
- 2 - After that, to gather some other documents and to go to a Police Office to apply for the first "TIE" card of the relative/s (it is the extension of their visa).

The steps of the procedure must be performed as follows:

**1 – Procedure for recording the data of the relative/s of the student (1<sup>st</sup> part of the procedure)**

**A – Documents to submit:**

**We reproduce below the information from the Spanish authorities to do this first part of the procedure:**

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OFICINA DE EXTRANJERÍA DE BARCELONA  
INFORMATION DEPARTMENT

The persons that entered Spain with a visa of relative of student, visa type "D", code SLF, in which there is not stated the NIE number, before doing the procedure of asking for a TIE card at Police, must send a message to the following address: [familiares.estudiantes@correo.gob.es](mailto:familiares.estudiantes@correo.gob.es) to ask the Oficina de Extranjería that his/her authorization be recorded at the Central Register of Foreign Persons.

Please write in that message the complete name and NIE number of their student relative and the complete name, the Passport number and the address in Spain of the relative/s. In the subject of the message they must write "Grabar familiar de estudiante".

They should enclose to the message the following documents, scanned in PDF:

- a) Copies of some pages of the Passport of the relative of the student (page with personal data, relative of student's visa and stamp of his/her entry in Spain).
- b) Copy of the visa of the student where his/her NIE appears.

After sending the message, they must wait for the answer that will also be by e-mail.

Yours faithfully,

Infoext

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When the Spanish authorities answer you, you will be able to begin the second part of the procedure.

### 2- Procedure of the first "TIE" card as a relative of student (2<sup>nd</sup> part of the whole procedure)

#### A. Which documents are needed for the beneficiary 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://extranjeros.inclusion.gob.es/ficheros/Modelos\\_solicitudes/mod\\_solicitudes2/17-Formulario\\_TIE.pdf](https://extranjeros.inclusion.gob.es/ficheros/Modelos_solicitudes/mod_solicitudes2/17-Formulario_TIE.pdf)
2. There is also one model attached to this document. Or you can pick one up at this International Mobility Office (OMI).  
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).
3. Passport: The original and one photocopy of the relative's passport. The pages that you have to photocopy are the following ones: the page with the personal details (including expiry date); the page of the visa; and the page where is the stamp that shows the entry date in the European Union.  
In case that your passport was not 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.
4. In case the student from whom the relative is beneficiary has just arrived in Spain together with his/her relative/s, the relative/s must present original and one photocopy of the registration at UPC of the student and a letter in Spanish, issued by his/her school/department at UPC (original and one copy), indicating the length of the studies.  
  
If the student from whom the relative/s is/are beneficiary/ies arrived in Spain some time ago and already has a TIE card of stay for studies, the relative/s must present a copy of this TIE card of the student (original and one copy).
5. Three recent photographs of the beneficiary, 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.
6. Your census register ("empadronamiento") of the beneficiary: the original and one photocopy.  
At the OMI we can provide you some information about this easy procedure.
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:



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**“TIE que documenta la primera concessió de la autorització de residència temporal, de estancia o para treballadors 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 stated 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 brand) in order to pay it.

To do this part of the procedure, you must obtain an appointment for every beneficiary and gather the above described documents for every beneficiary.

### **B. Where do you have to take these documents?**

When you have all the documents corresponding to the beneficiary/ies, you have to take them to the corresponding Police office:

- 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 of where you live. You will find detailed information about the appointment in the file **“How to ask for an appointment”**.
- In case you decided to take an appointment for the Police station in the city of Barcelona, please take into account that you can only do this procedure in the Police station located in Rambla Guipúscoa, 74 (see map at the end of this document).

When you obtain the appointment through the Internet, you will also see the address where you have to go.

**Important: You must ask for an appointment for every beneficiary.**

At the Police office, they will give you:

- A receipt of your relative of student stay card (TIE card);
- And a document to pay a tax. This costs approximately 10 €. You have to go to pay this tax to the bank. You will receive instructions at the Police office.

One month later, when you go again to the Police office indicated by the Police, to pick up the original of your card, you should take these two documents: the receipt and the tax paid.

This original card will have the same expiry date as the one of the student. If the studies will be for more than one year, the beneficiary will have to renew his/her card and it always will have the same expiry date as the one of the student.



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If you have doubts, you can contact us:  
**Oficina de Mobilitat Internacional d'Estudiants (OMI)**  
**International Students Office**

Plaça Telecos, Campus Nord Barcelona.

**Opening hours:**

**From Monday to Friday**, from 10h to 14h

**-From June 15<sup>th</sup> to September 14<sup>th</sup>:** also on Tuesdays afternoons, from 15:30h to 17:30h  
OMI office will be **closed** for Summer holidays and energetic savings reasons: from August 1<sup>st</sup> to August 31<sup>st</sup> (both included).

**E-mail address:** [oficina.mobilitat.internacional@upc.edu](mailto:oficina.mobilitat.internacional@upc.edu) . Telephone: +34-93 401 69 37.