

FIRST TIE CARD FOR STUDENT'S CHILDREN, BORN IN SPAIN.

YOU WILL FIND THE INFORMATION THAN THE SPANISH AUTHORITIES SENT US ABOUT THIS MATTER IN BLACK. YOU WILL FIND IN BLUE SOME INFORMATIONS ADDED BY THIS INTERNATIONAL STUDENTS OFFICE OF UPC THAT WE THINK THAT CAN BE USEFUL FOR STUDENTS.

The born in Spain children of students having the stay as a student's permit (TIE card) can obtain the stay card as a relative of student. To acquire it, the parent that is studying in Spain (or any of the parents if both are in Spain as a students) must begin by asking for a NIE number for his son/daughter born in Spain, providing the following documents:

- Original and one copy of the application form (EX-00) in duplicate, duly filled in and signed by the foreign person or his/her legal representative in case they are minor. The application form can be obtained in: https://extranjeros.inclusion.gob.es/es/modelossolicitudes/mod_solicitudes2/
- Original and one copy of the passport of the minor born in Spain. Note: the minor can be included in his/her parent's passport.
- Original and one copy of the passport of the minor's father/mother that owns the TIE card as a Student.
- Original and one copy of the valid TIE of the minor's father/mother that owns the TIE card as a Student.
- To obtain the child's card it must be proved that the father/mother that owns the TIE card as a Student has economic means enough to support himself/herself and his/her relatives in Spain.
- Health's insurance
- Birth certificate of the minor.

Important notes:

- 1) When documents from other countries have to be submitted in Spain, on the one hand, they will have to be translated into Spanish or to the co-official language of the territory where the application is submitted.

On the other hand, all foreign public documents should first be legalized by the Spanish Consular Office with legal jurisdiction in the country where the document had been issued and by the Spanish Foreign Affairs Department, except in the case that the document had been apostilled by the competent authority in the country where it had been issued according

to The Hague Agreement from October 5th, 1961, and if that document is not exempt of legalization because of an international Agreement.

You will find more information about translations and legalisation of documents in the following page:

<http://extranjeros.inclusion.gob.es/es/informacioninteres/informacionprocedimientos/Ciudadanosnocomunitarios/hoja098/index.html>

2) The authorisation of the relatives will be linked to the one of the student and they will be able to remain in Spain for the same period and in the same situation that the student.

3) If the stay of the relatives is superior to 6 months, they will have to obtain the TIE (Identification as a Foreigner Card),

4) If the student of whom the child depends has a stay as a student's permit that will expire soon, he/she should first renew his/her stay as a student permit (this procedure is done by the *Oficina de Extranjería de Barcelona*, according to what is stated in the information page number 8 from the Department of Work); this information page is at your disposal in the following link.

<http://extranjeros.inclusion.gob.es/es/informacioninteres/informacionprocedimientos/Ciudadanosnocomunitarios/hoja008/index.html>

Only after that, the student should ask for the card as relative of student of his/her child born in Spain.

(UPC students will find the detailed instructions about the procedure of renewal of the stay as a student permit and the one of their relatives in the following link of UPC website:

https://www.upc.edu/sri/en/students/students-mobility-office/incomings/legal-issues/during-your-stay/tie-renewal/draft_renewing-your-card-as-a-non-eu-student

How to submit the application:

By the child's parent that has a permit of stay as a student in Spain:

- 1) With a digital certificate in any of the electronic registers from the Public Administration: Spanish General Administration, Autonomous Communities Administration, City Councils, etc.

For instance, in the Common Electronic Register:

https://sede.administracion.gob.es/PAG_Sede/ServiciosElectronicos/RegistroElectronicoComun.html

please indicate as Destiny Organisation : "*Oficina de Extranjería de Barcelona*"

and please state in the field "*Solicita*" (Ask for) that it is an application for an authorisation of stay as a relative of Student for a child born in Spain

2) Presentation by administrative register

Another option but only for the same foreign citizens is to submit the documents without appointment in any of the official registers. The Administration could then ask the interested person to go there.

INFORMATION ABOUT OFFICIAL REGISTERS where you can submit applications whose processing is competence of the "*Oficina de Extranjería*":

A) Any Official Register from the Spanish General Administration, from the *Generalitat de Catalunya* or from the City Councils with which there exists an agreement to this effect, with preference the one nearest to the address of the interested person. For instance:

- Auxiliary Register of *Carrer de Mallorca, 278, Barcelona*; timetable: from 9h to 14h, from Monday to Friday

- **General Register of *Carrer de Bergara, 12, Barcelona***, timetable from 9h to 17:30h, from Monday to Friday. SUMMER TIMETABLE: from June 15th to September 15th, on labour days, from Monday to Friday, from 8:00h to 15:00h.

From UPC we recommend you to use this Register of carrer Bergara to submit documents personally. Please take into account that at present it is necessary to obtain an appointment to go there. So you should ask for the appointment by writing to the following address:

REGISTROEXTRANJERIAOAMR-dg.cat@correo.gob.es

B) Another option to avoid long waits in queues is to submit the documents at the Post Offices (*Oficinas de Correos*), in an open envelope and stating as Destiny Address:

Oficina d'Estrangers de Barcelona (Registre General)
Carrer de Bergara, 12
08002 Barcelona

(From UPC we do not recommend this option as it can take long. We do recommend the option explained below, the Post Office ORVE system).

Finally there is another option to submit your documents; it is the Administration Electronic Virtual Register (ORVE). This service allows the register and immediate sending of digitized documents to the Public Administrations. It is offered by the Post Offices. You can obtain information about in any post office or in the following link:

<https://www.correos.es/es/es/empresas/comunicaciones-fisicas-y-digitales/aliados-del-sector-publico/servicio-de-registro-virtual-electronico-con-la-administracion>

The ORVE code for the "Oficina de Extranjería" is: EA0040477

*(As far as at this OMI we know, not all Post Offices use this ORVE system. If you go to a Post Office and they offer you to send your documents in another way, please say no, it would take longer, several months. From the Post Office Services they say that all offices can use the ORVE system but, until recent times, the only Post Office that we knew for sure that used the ORVE system was the following one: **Oficina Central de Correos de Barcelona, whose address is: Plaza Antonio López, s/n, 08002 Barcelona. (It is located at the beginning of Via Laietana, in the square that is besides the Paseo de Colón).** So if you want to send your documents by the ORVE system, you can try at any Post Office but please, before sending the documents, make sure that they are going to send them by the ORVE system and not by other means).*

Once the Oficina de Extranjería de Barcelona receives your documents and accepts them, they will assign a NIE number to the child and then you will be able to ask for an appointment with Police to ask for his/her first TIE card.