



**Procedure to obtain ONLY THE NIE NUMBER.
(You came with a 6-month student visa, for a short stay in Spain.)**

Who must do this procedure?

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

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.

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 may ask you to provide a copy of your TIE receipt in some weeks/months.

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

You came with a 6-month student visa and you do not need to make any legal procedure for your stay in Spain. Nevertheless, maybe you need to open a bank account in Spain, or receive scholarship, etc.

This exceptional procedure allows you to obtain this NIE number (although you are not obliged to get it if you are not requested for it during your stay).

When do I have to do it?

You can do it in any moment during your stay.

Which documents are needed for this procedure?

Please gather the following documents:

1. Application form: the original and one photocopy (EX-15 model).
You will find the model in the following link:
http://extranjeros.empleo.gob.es/es/ModelosSolicitudes/Mod_solicitudes2/
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: Indicate a cross in “NÚMERO DE IDENTIDAD DE EXTRANJERO (NIE)”.
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.
3. Document justifying why you need this NIE number. Example: letter of OMI office indicating that you will receive a scholarship in Spain, document of the bank if you want to open an account, etc.



Where do you have to take these documents?

When you have all the documents, you have to take them to the corresponding Police office; depending on your address:

- If you live **in another city that is not Barcelona** (i.e. Terrassa, L'Hospitalet de Llobregat, etc.): You have to go to the Police office of your town. You will find more information in the following link: <http://www.policia.es/documentacion/oficinas/catalunya.html>.
- If you live **in Barcelona city**, go to the dependence of the Spanish Government located in the address: Passeig de Sant Joan, 191-193 – Barcelona.

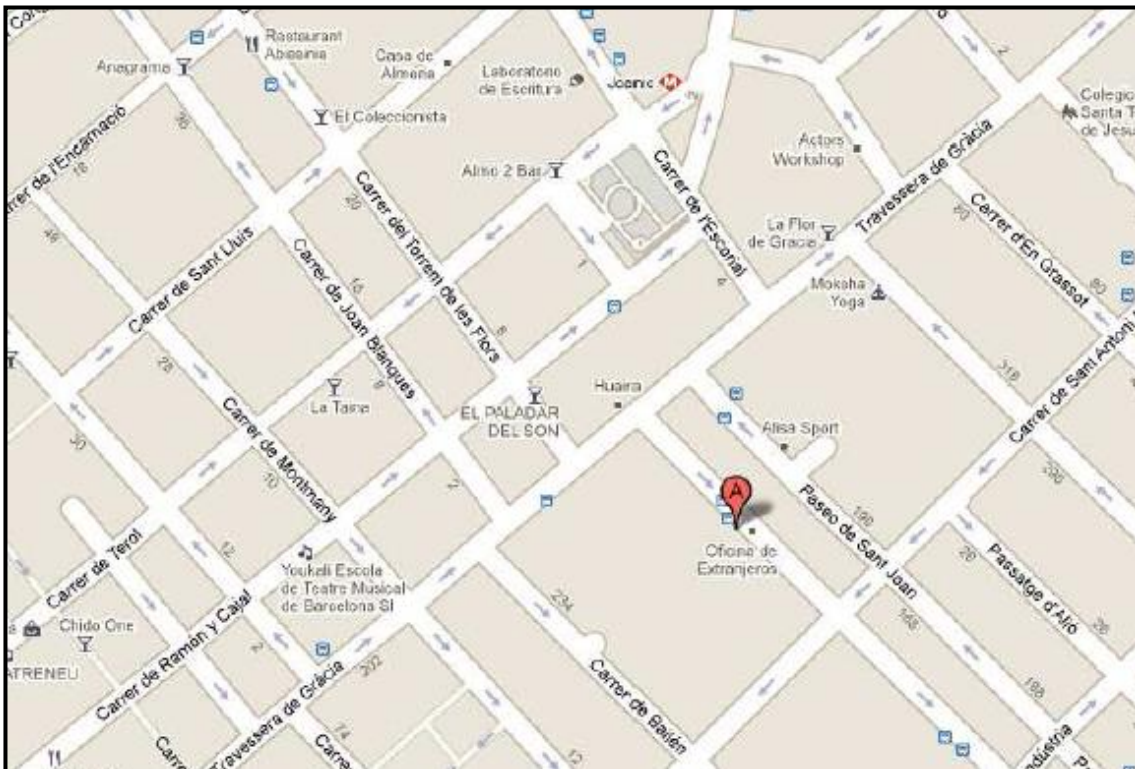
At the Police office, they will request you to pay a tax. And they will give you, in some days, a letter stating which NIE number you have.

Place to do the procedure:

Passeig de Sant Joan 191-193

-Subdelegació del govern-

Com arribar-hi/ Cómo llegar/ How to get there:





Oficina de Mobilitat Internacional d'Estudiants

- **En autobús / With bus:**

[15](#) - Hospital de Sant Pau - Collblanc
[20](#) - Est. Marítima - Pl. Congrés
39 - Barceloneta - Horta
45 - Pg. Marítim - Horta
47 - Pl. Catalunya - Canyelles
[55](#) - P. Montjuïc - Pl. Catalunya
114 - Gràcia - Can Baró
[116](#) - La Salut

- **En Metro / With underground:**

L4 - Joanic

DÓNDE REALIZAR ESTE TRÁMITE:

In the city of Barcelona:

- Non European Union citizens:

Passeig de Sant Joan, 191-193, in labour days, from
Monday to Friday, from 9:00h. to 14:00h.
Underground line number 4, stop: Joanic

- European Union citizens: Comisaría Rambla Guipúscoa,
74, Barcelona

In other localities apart from Barcelona city:

All nationalities, in Police Offices. You can see the addresses
in the following link:

http://www.policia.es/org_periferica/jsp_cat/presentacion.html



Vocabulario para completar el formulario / Vocabulary to fill in the application form.

1) DATOS DEL SOLICITANTE: (personal data of the applicant)

- N.I.E. = leave it blank.
- N° pasaporte = passport number.
- APELLIDO = FAMILY name = in French, “nom”
- NOMBRE = name = in French, “prénom”
- NACIMIENTO= birth = in French, “naissance”
 - LUGAR de nacimiento= birth place= lieu de naissance
 - FECHA de nacimiento= birthdate= date de naissance (format: **dd/mm/yyyy**)
 - PAÍS de nacimiento= country of birth= pays de naissance
- Nombre del PADRE= name of the father= prénom du père
- Nombre de la madre=name of the mother= prénom de la mère
Example: “John” and “Mary”
- Sexo = Sexo del/la estudiante= Sex of the student. Please indicate one of the following:
 - H = “hombre” =man = homme
 - M = “mujer”= woman= femme
- Estado civil = marital status. Please indicate one of the following:
 - S= “soltero”=single
 - C= “casado”= married= marié/e
 - V= “viudo/a”= widow = veuf/ve
 - D= “divorciado/a”=divorced= divorcé/e
 - Sp= “separado/a” =separated, but not divorced= séparé/e
- Domicilio en España =Address in Spain.
Aquí solo indicar el nombre de la calle de tu dirección.
Here write only the name of the street.
Examples: c./ Jordi Girona, Avda. Diagonal. Pl. Lesseps. etc.
- N° = number of the building
- Piso = floor of the building
- Tel. = Telephone
- Localidad= City



Oficina de Mobilitat Internacional d'Estudiants

- CP= Postal Code
- Provincia= "BARCELONA"
- Representante legal, en su caso D/D^a: dejar en blanco toda esta línea. *Leave it blank/void (the whole line).*

2) **DATOS DEL PRESENTADOR DE LA SOLICITUD:**

Dejar en blanco todo este apartado. *Leave it blank/void (the whole section 2).*

3) **DOMICILIO A EFECTOS DE NOTIFICACIONES:**

Por favor indicar otra vez vuestra dirección; la misma dirección que en el apartado 1.
Please indicate again your address; the same address indicated in section 1.

4) **DATOS RELATIVOS A LA TARJETA:** (information about the stay and type of authorisation requested)

4.1. Tipo de documento (type of document)

Indicate a cross in "NÚMERO DE IDENTIDAD DE EXTRANJERO (NIE)".

4.2. Motivos (reason why you ask for this number)

- If it's for a grant or to open a bank account, indicate: "Por intereses económicos" (economic reasons). And then in the rectangle indicate:

- "Beca" if it's for a grant;

- "Abrir cuenta corriente en España" if it's to open a bank account.

- If it is for another reason, indicate "por intereses sociales (social reasons; for another procedure, etc.).

4.3. Lugar de presentación (place where you apply for this number)

Indicate a cross in "Oficina de Extranjería"

4.4. Situación en España (your legal situation in Spain)

Indicate a cross in "estancia"

- At the end of section 4, please tick with a cross in:
"CONSIENTO...."
- And indicate the place and date, on the line of points.
Example: "Barcelona, a 6... de septiembre de ...2013..."
- Please DON'T FORGET TO **SIGN** your application in the square below ("Firma del solicitante").
- And finally, please indicate at the end of the page:

DIRIGIDA A: Oficina de Extranjeros

PROVINCIA: Barcelona