



## **EXTENSION OF THE SPANISH STUDENT VISA FOR SIX MONTHS**

### **Introduction**

The Spanish student visa for six months is not meant to be extended. However the Subdelegación del Gobierno in Barcelona (the Spanish authorities in Barcelona that deal with this kind of procedures) at present accept the application to extend the six months student visa, as it is explained in this instruction. However this possibility can be withdrawn by the Spanish authorities at any moment.

### **Who should do this procedure?**

The student himself/herself should do this procedure.

### **When can I do this procedure?**

The student can do this procedure during the last 60 days in which his/her visa is valid.

### **Where can I do the procedure?**

You can begin this procedure in two different ways:

- a) Sending your documents electronically by means of the following web from the *Ministerio de Hacienda y Administraciones Públicas*:

<https://sede.administracionespublicas.gob.es/procedimientos/index/categoria/34>

To do that, you should have a digital individual certificate (if you are interested, we can give you more information at OMI)

- b) Taking your documents to the General Register of the *Subdelegación del Gobierno in Barcelona* in the following address:

*Registro General de la Delegación del Gobierno en Cataluña*

*C / Bergara, 12*

Office hours: from Monday to Friday, from 9h to 17:30h.

Summer office hours: (from June 16h to September 15th) : from Monday to Friday, from 8h to 15h.

**IMPORTANT:** the attention is only with an appointment. You must ask for it by writing to the following address: : [REGISTROEXTRANJERIAOAMR-dg.cat@correo.gob.es](mailto:REGISTROEXTRANJERIAOAMR-dg.cat@correo.gob.es)

### **How can I do this procedure?**

The procedure has to be done as follows:

The student must begin the procedure **during the last 60 days** in which his/her student visa for 6 months is valid.

During this period, he/she should send his/her documents by means of one of the ways indicated in the previous epigraph (*Where can I do the procedure?*). When the student begins the procedure (by means of an individual digital certificate or by submitting the documents at the Register), he/she will receive a receipt of the procedure. The student must keep this receipt until the end of the procedure.

After some weeks, the student will receive at his address in Barcelona the answer from the Spanish authorities. It can be:

- In case all documents have been accepted, the concession of the permit. In this document it will be stated if the student should ask for a TIE card or not, depending on the period of renewal that is conceded.

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- In case the Spanish authorities require some documents to the student, he/she will receive the letter of request. The document will state the period that the student have to submit the required documents. If they are not submitted during this period, the Spanish authorities will close your files and the possibility of extending the visa will disappear.

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

- We will solve your possible doubts about the documents to be submitted.
- When you've gathered the documents to be submitted, you can take them to the OMI to be checked. If we see that you could have problems with some of them, we will tell you in order you ask for a better option.
- If, after you've submitted the initial documents to the Spanish authorities, **you receive a request for other documents, you can also take it to OMI**. Here we'll try to clarify which kind of document/s are the Spanish authorities asking you to submit and which would be the best options for them, taking into account your situation.
- Once you receive the permit at your address, we can also explain you how to continue the procedure (if needed).
- During the whole process, we'll be at your disposal to try to solve your doubts.

### Which documents should I deliver to begin the procedure?

At present the documents required by the Spanish authorities to extend the student visa for six months are:

- On the one hand, the same documents required to extend a TIE card, and
- On the other hand, some of the documents required to obtain a Spanish student visa for one year

### List of required documents:

Documents	Explanation , formal conditions and/or options:
1. Application form "Ex-00"	<ul style="list-style-type: none"> <li>• You have to <b>download</b> the application form from the page: <a href="https://www.inclusion.gob.es/documents/d/migraciones/ex00-formulario-autorizacion-de-estancia-de-larga-duracion-editable-1">https://www.inclusion.gob.es/documents/d/migraciones/ex00-formulario-autorizacion-de-estancia-de-larga-duracion-editable-1</a> 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.</li> <li>• You must submit <b>ORIGINAL AND ONE COPY</b> of this document.</li> <li>• You must fill in the following fields:               <ol style="list-style-type: none"> <li>1) <b>Datos del extranjero/a</b> (Personal details of the foreign person).</li> <li>2) <b>Datos del presentador de la solicitud</b> (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. <b>This is not the case of student's relatives.</b>)</li> <li>3) <b>Domicilio a efectos de notificaciones</b> (Address where you want to be notified): you must fill in this part only if you want to be notified in an address different from the one you've stated in "Datos del extranjeros/a". <b>IMPORTANT: If you has an individual digital certificate and has submitted your documents by electronic means, you must <u>tick</u> the box that states: "Solicito/consiento que las comunicaciones y notificaciones se realicen por medios electrónicos". Otherwise you should live it void.</b></li> <li>4) <b>Tipo de autorización solicitada</b> (Kind of requested authorization): you must mark with a tick the two boxes:</li> </ol> </li> </ul>

<p>1. Application form "Ex-00" (continues)</p>	<div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <input type="checkbox"/> Prórroga (renewal)   <input type="checkbox"/> <b>Titular de autorización estancia por estudios, intercambio de alumnos, investigación/formación, prácticas no laborales o voluntariado (art. 40)"</b>              (HOLDER OF THE AUTHORIZATION OF STAY FOR STUDIES)           </div> <ul style="list-style-type: none"> <li>- In <b>Motivos que justifican la solicitud y tiempo de prórroga solicitada</b> (Reasons to justify your application and period of renewal requested):               <ul style="list-style-type: none"> <li>➔ In "motivos" (reasons) you should write: "Estudiante de la UPC Barcelona Tech." (Student at UPC Barcelona Tech)</li> <li>➔ And about the period requested: You can write the period for which you are asking the renewal (please remember that the maximum is one year "RENOVACIÓN 1 AÑO"); although the period conceded will depend on the documents that you include.</li> </ul> </li> <li>- <b>Casilla de no consentimiento de comprobación</b> (No consent of checking of your data): you should leave it <b>void</b>.</li> <li>- At the end of the form:               <ul style="list-style-type: none"> <li>- <b>"DIRIGIDA A"</b> (ADDRESSED TO), please write <b>"OFICINA DE EXTRANJEROS"</b>.</li> <li>- <b>"PROVINCIA"</b> (province; sub-region), please write <b>"BARCELONA"</b>.</li> <li>- <b>Do not forget to sign the form.</b></li> </ul> </li> </ul>
<p>2. Valid passport and visa</p>	<p>Important: <b>the passport must not be expired.</b></p> <p>If the passport expires in less than 3 months, you will have to add something to prove that you started the renewal procedure of the passport. (A copy of an email to the consulate/embassy is enough.)</p> <p>Make one <b>copy of the visa page</b> and the rest of the passport pages that include the following information:</p> <ul style="list-style-type: none"> <li>• The personal data page, in which the passport number, the expiry date of it and the place and date of issuance are usually stated. If any of these date were stated in a different page, you should make a copy of that page also,</li> <li>• The page of your Spanish student visa for six months, and</li> <li>• The page including the stamp that shows the date of your entry in Spain (in case it is not over the visa).</li> </ul>
<p>3. Registration at UPC</p>	<p>The document required is <b>the registration ("matrícula") of the period that justify that you have to remain at UPC for more than six months (normally the second registration you do at UPC)</b>, stamped by the academic secretary of your school or department, and to prove that it has been paid:</p> <ul style="list-style-type: none"> <li>- If you paid on cash, the stamp of the bank must be seen on the document</li> <li>- If the registration document does not have the stamp of the bank, you must deliver also a receipt of the payment, duly stamped by the bank</li> <li>- If your payment has been set up by a debit in your Spanish bank account, you don't need to prove it, if in the registration it is clear that the payment is made in such a way, it will be accepted</li> <li>- If the payment of the total amount is divided into two or three parts, the evidence of the payment of the first one of them will be enough</li> <li>- The registration of some students is paid by means of a grant or scholarship from their country. In case there exist an agreement between UPC and the paying entity (MESCYT, CONACYT, CSC, PRONABEC, MARA, etc.), the student should ask a letter to the Academic Management Service of UPC ("Servicio de Gestión Académica"). This letter will state that your registration is paid by the entity that grants you the scholarship.</li> </ul>

<p>3. Registration at UPC (continues)</p>	<p><b>Only for master students that are writing the final work of his master and doesn't need to do a new registration for it:</b></p> <p>You can submit a letter from the school or department of UPC where you are studying that states that, due to the date in which with all probability you are going to present the final work (this date must be stated in the letter), you do not need to do a new registration.</p>
<p>4. Economic means:</p>	<p><b>According to the Spanish authorities, you can use any and only one of the 5 options described below to justify that you have economic means enough to live in Spain. However they will not accept other options than the ones detailed as follows:</b></p> <p><b>Option 1:</b> A statement of an account of a Spanish Bank or an Spanish Savings Bank showing the deposits and withdrawals of the last 6 months with a stamp from the Entity. It must contain your name as a holder of the account and the final balance of the statement must be at least of 3.600,00 € (and the average amount of the credits you receive must be equal or greater than 600,00 €/month, the minimum professional salary "IPREM" per month).</p> <p><b>Explanation about this option 1:</b> This option has 2 conditions:</p> <ol style="list-style-type: none"> <li>That the sum of all amounts received in your account during the last 6 months, divided by six, gives an amount of at least 600,00€.</li> <li>That, in addition to the previous requirement, the final balance of the statement of your account is, of at least 3.600,00€.</li> </ol> <p>The date of issuance of your bank account statement cannot be older than 10 days before the submission of the documents to the legal authorities.</p> <p>If you are going to renew for a period of less than one year, the condition a) remains as it is but the condition b) turns into:</p> <ol style="list-style-type: none"> <li>That, in addition to the other requirement, the final balance of the statement of your account is 600,00€ multiplied by the number of months for which the renewal is asked.</li> </ol> <p><b>Option 2:</b> A statement of an account in a Spanish Bank or a Spanish Savings Bank, with a stamp from the Entity. This statement must show your name as the holder of the account and a minimum current credit balance of 7.200,00 €.</p> <p>If you are going to renew the student's permit for less than one year, the final balance should be of 600,00€ multiplied by the number of months which the renewal is asked for (600,00€ x N).</p> <p><b>Option 3:</b> Certification of having a scholarship or grant. It must indicate the amount of the scholarship (stated in Euros) and the length of it. In case the certificate was issued outside Spain, together with the corresponding legalization (and translation in case it had been issued in a language that is neither Spanish nor Catalan).</p> <p><b>Option 4:</b> Financial assistance from a relative of yours that lives outside Spain. Updated document issued in front of a notary, duly legalized (and officially translated if it had been issued in a language that is not Spanish or Catalan). It must indicate the amount sent to the student in Euros, the period during which it will be sent, and the way in which the amount will be received in Spain.</p> <p>The document must state the amount that will be sent (that should be higher than 600,00€ per month), with which frequency (for instance, "from February 2024 to December 2024"), and in which way (for example, "by means of a bank transfer"). The document must also be</p>

<p>4.. Economic means (continues)</p>	<p>legalised at the origin country. It is, with the Apostille of The Hague (if the origin country had signed The Hague Agreement), or by the Spanish Embassy at the origin country.</p> <p><b><u>Option 5: Financial assistance from a relative of yours that lives in Spain.</u></b></p> <p><b>The relative person that commits him/herself to maintain the student must:</b></p> <ol style="list-style-type: none"> <li>1. Have the condition of legal resident in Spain</li> <li>2. The student and the relative who commits to maintain him/her must be relatives within the second degree of consanguinity or affinity (parents, sons and daughters, husband or wife, son or daughter in law, grandparents, grandsons, brothers or sisters, brothers or sisters in law).</li> </ol> <p>For this option you should submit the following documents:</p> <p>a) <b>An affidavit (notarial deed)</b>, and the following documents:</p> <ul style="list-style-type: none"> <li>- If the student's relative is a wage-earner, please add his/her work contract and his/her three last payslips.</li> <li>- If the student's relative is a self-employed person, please add the last tax declaration and the last receipt of the payment he/she does as a self-employed person.</li> </ul> <p>b) <b>And the kinship evidence:</b> A document from the origin country duly legalized, or a document issued by the Consulate of their origin country in Spain, also duly legalized.</p>
<p>5. A public or private health insurance, covering the possible medical expenses and risks, if it is the case, usually covered to Spanish citizens.</p>	<p>Nowadays the Subdelegación del Gobierno does not require repatriation in the insurance. However, <b>the CatSalut card (alone) is not enough</b> to prove that you have guaranteed the medical assistance in Spain.</p> <p>Now the Spanish authorities only accept the CatSalut card to justify that you have a medical insurance if you have it because you have an authorisation of working as a student. Otherwise, <b>they only accept a private insurance.</b></p> <p><b>- In case you have the CatSalut card:</b> You must address yourself to the Instituto Nacional de la Seguridad Social and ask them to fill a form for you that is called: "<b>Documento acreditativo del derecho a asistencia sanitaria en España</b>" (Document that proves that the person has the right to use the Spanish Public Health System). In the following link you will find the addresses of the Offices where you can ask for this certificate: <a href="http://www.seg-social.es/Internet_1/Oficinas/index.htm">http://www.seg-social.es/Internet_1/Oficinas/index.htm</a></p> <p>In case they could not issue this document for you, you should subscribe a private health insurance.</p> <p><b>-In case you have a private health insurance:</b></p> <p><b>Updated certificate</b> stating that you have a medical insurance, issued by the insurance company (in Catalan or Spanish).</p> <p>This certificate must include the following information (all items, in order the insurance can be accepted):</p> <ol style="list-style-type: none"> <li>1. Data of the insured person</li> <li>2. Period of coverage (it is, start and end date of the contracted insurance).</li> <li>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.</li> <li>4. Waiting periods to use some specific coverages.</li> </ol>

<p>5. A public or private health insurance (continues)</p>	<p>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".</p> <ol style="list-style-type: none"> <li>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€.</li> <li>Existence of copayments. Copayments superior to 10€ will not be accepted.</li> <li>The insurance policies that consist on the reimbursement of some quantities of money after the medical services had been provided to the insured person <b>will not be accepted</b> (when the insured person must pay the service and afterwards the Company reimburse him/her the total amount or a part of it).</li> <li>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.</li> </ol> <p>You can contract any insurance at your convenience, with any company. A good option would be the health insurance of the company <b>OnCampus Estudia</b>, that has an agreement with UPC. You can find information about this insurance in this link: <a href="http://oncampus.es/en/seguros/oncampus-estudia/">http://oncampus.es/en/seguros/oncampus-estudia/</a></p> <p><b>If the insurance has been issued in another country</b> (not Spain), it has to be translated into Spanish in order to submit it to the Spanish authorities, by means of a Sworn Translator.</p> <p>If the health insurance (or any other document to be submitted to the Spanish authorities) is <b>not issued in Spanish language</b>, you have to make it translate it by means of a Sworn Translator (Your will find information about Sworn Translators at: <a href="https://www.upc.edu/sri/en/mobility_office/students-mobility-office/incomings/during-your-stay/tools-for-your-stay-1/sworn-translators">https://www.upc.edu/sri/en/mobility_office/students-mobility-office/incomings/during-your-stay/tools-for-your-stay-1/sworn-translators</a>)</p>
<p>6. Certificate of achievement related to your previous academic year.</p>	<p>The student must present the marks or assessment of his/her studies corresponding to the period of duration of the card that is being renewed now:</p> <ul style="list-style-type: none"> <li><b>For students of Bachelor ("Grado") or Master:</b> The marks that appear in the document called "expediente académico" (your transcript of records), that you can obtain from the intranet "e-secretaria" (<a href="https://esecretaria.upc.edu/">https://esecretaria.upc.edu/</a>), duly stamped by the academic secretary of your school.</li> <li><b>For PhD students:</b> The assessment of the whole previous academic year that is stated in the "expediente académico" (<a href="https://esecretaria.upc.edu/">https://esecretaria.upc.edu/</a>). Moreover this document must be <b>stamped</b> by your department at UPC.</li> <li><b>Only for the master students that are writing their final master work or by the PhD students that are doing research in order to write their thesis:</b> In this case, you can submit a letter, in Spanish, from your tutor stating that, during the period covered by the TIE card that you are renewing, you were writing your final work or doing research for writing your thesis under his/her supervision, in a satisfactory way. This letter must have the head of the school or department of UPC where you are registered, it should be signed by your tutor and it also must have a stamp from your school or department of UPC.</li> </ul>
<p>7. Tax duly paid</p>	<p>In order to pay the tax, you must follow the next steps:</p>



<p>7. Tax duly paid (continues)</p>	<ol style="list-style-type: none"> <li>1. Find the web page: <a href="https://sede.administracionespublicas.gob.es/pagina/index/directorio/tasa052/">https://sede.administracionespublicas.gob.es/pagina/index/directorio/tasa052/</a></li> <li>2. In the map of Spain that appears, select the province of Barcelona</li> <li>3. Fill the data (those that have a * are mandatory) and in "Autorizaciones y documentos para extranjeros", click the option: 1.3). Then the system will fill in the amount to pay, that has to be: <b>17,49 €</b></li> <li>4. Please disregard the field: "número de expediente" (leave it void)</li> <li>5. Write the "código de seguridad" (security hash code)</li> <li>6. Click in: "OBTENER DOCUMENTO"</li> <li>7. Now you can print the document of payment of taxes.</li> <li>8. You can pay it at any bank. The bank will keep one of the copies and will return to you the other two copies.</li> <li>9. You must include the copy that states: "Ejemplar para la Administración" with the rest of the documents that you deliver to us. The copy that states: "Ejemplar para el interesado" is for you.</li> </ol> <p><b>Important note: If you do not bring this slip of the tax payment, we cannot receive/take your documents to apply for the renewal of the permit.</b></p>
<p>8. Medical certificate</p>	<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 <b>address yourself to:</b></p> <p><b>Centre de Revisió del Col·legi de Metges de Barcelona (Check-up Center of the Medical College in Barcelona)</b> 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 of 30€.</p> <p>The medical certificate issued <b>must include the following sentence:</b> "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>
<p>9. Criminal records</p>	<p>In case of a person of legal age (<math>\geq 18</math> 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 last five years.</p> <p>The criminal records must have been <b>issued within the last 6 months.</b></p> <p>Since the criminal records are issued in another country (not Spain), the document has to be <b>legalized</b>. The legalization forms that are accepted are:</p> <ul style="list-style-type: none"> <li>- the "apostille" to be used in countries that participate in the Hague Convention of 1961,</li> <li>- if it is not possible, <b>a stamp from the Embassy or Consulate of Spain in the country where the document had been issued.</b></li> </ul> <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>



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9. Criminal records (continues)	The documents provided must be in Spanish or Catalan; if they are in other languages, they must be translated by a Sworn Translator. (You will find information about Sworn Translators at: <a href="https://www.upc.edu/sri/en/mobility_office/students-mobility-office/incomings/during-your-stay/tools-for-your-stay-1/sworn-translators">https://www.upc.edu/sri/en/mobility_office/students-mobility-office/incomings/during-your-stay/tools-for-your-stay-1/sworn-translators</a> )
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**Contact:**

**Oficina de Mobilitat Internacional d'Estudiants (OMI)  
International Students Office**

Plaça Telecos, Campus Nord UPC.  
Carrer Jordi Girona, nº1-3. 08034 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:** [international@upc.edu](mailto:international@upc.edu) . Telephone: +34-93 401 69 37.