



Procedure for the renewal of the TIE card of stay for studies

**THIS INFORMATION INCLUDES SPECIFICITIES
FOR RENEWALS ON SUMMER 2025**

TIE= Tarjeta de Identificación de Extranjeros (Foreign Persons Identification card). It is the card that contains your NIE number (Foreign Persons Identification Number).

WARNING: It is VERY IMPORTANT to start the procedure of TIE card renewal BEFORE the EXPIRY DATE.

The TIE (Tarjeta de Identificación de Extranjeros) specifies your NIE number, and replaces your student visa while you are studying in Spain. **If your TIE card expires, you will be illegal in Spain.**

Due to the importance of this procedure, **we strongly recommend you to read carefully this document until the end**, in order to submit correctly the required documents.

- Who can make this procedure?

The student should do this procedure personally.

The student can also do the TIE card renewal of his/her relatives (dependant from you, student with TIE card of stay for studies): wife/husband and children. In this case, each person's file should be submitted individually, with all the documents.

- ¿When can I start the TIE renewal procedure?

The period to begin the renewal of your stay as a student permit in Spain starts **from 60 days before the expiry date** until the day in which the card expires. You should start the procedure during this period. **Please take into account that the day after your permit or TIE expires, you will not be legal in Spain.** If during the following days to your expiry date you had some kind of control by Police, they could deport you.

However, the law also allows that you begin the TIE renewal during the 90 days after the expiry date of your TIE card. If you do it during this period, the Spanish authorities could apply you an economic penalty (fine) that could reach the 500€. Up to this moment, the Spanish authorities have not applied this fine in Barcelona and we do not think that they will apply it during the following months.

From the UPC International Relations Bureau, **we recommend, in general, to start the TIE renewal procedure during the 20-30 days before the expiry date of the TIE card.**

To start the process too early may lead to a situation of filing your case, without finishing the procedure, and you would get illegal. This could happen, for example, if you tried to start the TIE renewal months before having the document confirming that you have done your enrolment for 2025-2026.

Contact with: international@upc.edu, in order to consult about your specific case.



- Where can I do this procedure?

You can only do this procedure online, having previously obtained a digital certificate.

You will find more information about it in the TIE renewal section of this Office's website:

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

You must send the documents electronically, by means of the following website of the Ministry of Taxing and Public Administration (*Ministerio de Hacienda y Administraciones Públicas*):

<https://sede.administracionespublicas.gob.es/pagina/index/directorio/mercurio2>

- How can I do this procedure?

The procedure works in this way:

1. Period to submit the documents: the student can start the procedure **during the last 60 days in which the TIE card is valid**.
During this period, you should send your documents and begin the renewal procedure, online. When you start the procedure, you will receive a receipt of the procedure. You must **keep this receipt** until the end of the procedure. Moreover, this receipt will be, during the entire length of the procedure and while it is not fully completed, your proof of being legal in Spain.

You can begin the TIE renewal procedure even if you still do not have some of the documents (except the receipt of the payment of the tax, which should be submitted with the first documents). The legal authorities will later request you the lacking documents (not submitted when delivering the first ones).

2. The student should check 2 or 3 times per week the status of his/her application file.
You will find more information about it in the TIE renewal section of this Office's website:
https://www.upc.edu/sri/en/mobility_office/students-mobility-office/incomings/legal-issues/during-your-stay/tie-renewal/draft_renewing-your-card-as-a-non-eu-student
3. After some weeks, the student will receive an electronic notification, which must be downloaded from the website: <https://dehu.redsara.es/>. It can be:
 - 3.a. If all documents have been accepted, an official letter with the **concession of the renewal of your legal permit to stay as a student**. In this document will be stated if the student should then ask for a TIE card or not, depending on the period of renewal that is conceded.
 - 3.b. If the Spanish authorities require some documents to the student, he/she will receive **the letter of request ("requerimiento")**.

All missing or incorrect documents, requested by the legal authorities, **should be submitted ALL TOGETHER, all at once**. There are not more opportunities to submit the documents.
There is only one chance to submit documents.



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The period to submit the documents will also appear in that “requerimiento” notification. If the missing documents are not submitted during this period, the Spanish authorities will close your files and the possibility of extending the visa will disappear. The student will then become illegal in Spain. If you have any doubt about the requested documents (if they would be valid or not for the legal authorities), please contact the OMI office:

international@upc.edu

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

1. We will **solve your doubts** about the documents to be submitted.
2. When you have gathered the documents to be submitted, you can send them to the OMI office: international@upc.edu for them to be **checked before you submit them** and we will assess you about which documents/aspects could need to be reviewed, in order that your procedure has a positive result.
3. If you receive an official request for some documents, you can also contact with the OMI office: international@upc.edu (sending us the documents that you submitted at the beginning of the procedure and the request letter that you have received) and we will assess you about which other document/s the Spanish authorities ask you to submit; and which would be the best option, taking into account your situation. **At this moment, it would be very important that you ask this OMI office about the documents** (in case you have not done it before) because, when you answer this request, the Spanish authorities will decide if they concede you the extension of the permit or not. There are not additional chances to submit more documents.
4. Once you receive the letter of concession (approval of the renewal) and if the renewal is for more than 6 months, we can also inform you about how to finish the procedure in order to obtain the TIE card. If it is not so (if you renew for a period shorter than 6 months), this letter is the document of concession of the renewal (letter) and you do not have to ask for a new TIE card, so the process is ended.
5. During the entire process, we will be at your disposal, to solve your doubts and assess you.

IMPORTANT!:

1. The legal authorities will only accept documents in Catalan or **Spanish**.
If your documents are written in any other language, you will have to contact an **Official Translator** (“Traductor Jurado”) and translate your documents into Catalan or Spanish. You can see the list in the following link:
https://www.upc.edu/sri/en/mobility_office/students-mobility-office/incomings/during-your-stay/tools-for-your-stay-1/sworn-translators
2. All documents must be **stamped** by the issuing institution.

- **Which documents do I have to deliver?**

In the next pages, you will find the detail the list of required documents and the corresponding conditions they have to meet. So **please read it carefully**. For some documents, several options are offered; all of them are valid for the *Subdelegación* and you can choose the one that fits better to your situation.

You must provide only the original of the documents mentioned here.



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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:

From Monday to Friday, from 10h to 14h

-From June 15th to September 14th: also on Tuesday afternoons, from 15:30h to 17:30h

OMI office will be **closed in August**, due to Summer holidays and energy saving reasons:
from August 1st to August 31st (both included).

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

- What to do if I intend to travel outside Spain?

The TIE card allows you to come back to Spain if the card is not expired.

1. If the TIE card is about to expire when you are coming back, but it is still valid:

You do not need to make any additional procedure for the TIE card. But if you come back to Spain in the two-three previous days before the expiry date, the legal authorities in the airport could ask you if you have already started the TIE renewal procedure. You should come back at least 5 or 6 days before the TIE expires.

2. If you come back AFTER the expiry date:

Before buying your travel tickets and before leaving Spain and with enough time in advance, you will have to:

- Make an additional and compulsory procedure called “authorization of return” (“autorización de regreso”).

Please ask at the OMI about it; or visit our web page:

https://www.upc.edu/sri/en/mobility_office/students-mobility-office/incomings/legal-issues/during-your-stay/for-your-trips-authorisation-of-return/in-order-to-travel-authorization-of-return-to-spain

Note: If you do not make this additional procedure, you could leave Spain but not come back; so, you would get in trouble.

- **In addition, you have to contact with the Consulate of the country where you want to travel**, to ask them if you could travel with your passport and your TIE card expired. In many countries of the European Union, even if they are Schengen ones, once your card is expired and if you do not have the new one yet, you cannot enter in that country and the document “authorisation of return” is not accepted to enter. **The authorisation of return is only accepted by Spain to re-enter Spain, to let you in again, but not for the rest of countries.**

Trips in the months around your TIE expiry date, specially in summer:

Please ask at this OMI office before buying your travel tickets

to avoid serious problems: international@upc.edu

(We will help you to plan the best dates to travel,
in order that you do not have problems to renew your TIE card)

List of documents requested:

Documents	Explanation , formal conditions and/or options:
1. Application form "Ex-00"	Please check in the section 2 in our website about TIE renewal: https://www.upc.edu/sri/en/mobility_office/students-mobility-office/incomings/legal-issues/during-your-stay/tie-renewal/draft_renewing-your-card-as-a-non-eu-student the PDF document where is indicated how to fill in the application form EX 00.
2. Valid passport	<ul style="list-style-type: none"> - If it is the first time that you renew your TIE card (BEWARE: Do not count the first card that you obtained when you arrived in Spain, it was not a renewal): <ul style="list-style-type: none"> • Original (just to be checked) and photocopies of all the pages of your Passport that are not void (that have any note, stamp or writing on it). - From the second TIE renewal on, you must submit only original (just to be checked) and copy(ies) of the page(s) of your passport that include the following information: <ul style="list-style-type: none"> • Personal data; • Passport number; • Passport expiring date; • Place and date of issuance. <p>Important: the passport must not be expired and valid for at least 3 months. 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>
3. Valid TIE card	Original of the TIE card, on both sides
4. Registration at UPC	<p>The documents you should submit about your registration (enrolment) are:</p> <ol style="list-style-type: none"> a) The document that formalizes the enrolment and where are shown the subjects for the next term b) The proof of payment of this enrolment. <p>Please find below the details about these two aspects, depending of level of studies and dates of renewal:</p> <p>4.1. Renewals of TIE cards that expire before 31st of August</p> <p>4.1.a. BACHELOR'S DEGREE STUDENTS The registration of bachelor's degree students at UPC usually takes place during the last days of July. If you start the renewal of your student's permit more than one month before that date, due to the expiry date of your TIE card, you should add to the rest of the documents, instead of the enrolment, a letter issued by your UPC school or faculty, informing that you will make your registration during the last days of July. Doing it this way, the Spanish authorities will be aware that you will not be able to submit your new registration before that date.</p> <p>4.1.b. MASTER'S DEGREE STUDENTS In UPC, Master's degree enrolment for the next academic year is usually done in September. According to the instructions from the Spanish authorities for this Summer 2025, those students who must begin their TIE renewal before September should submit, together with the rest of the documents, a letter issued by their UPC school or faculty, stating that they will do the registration for the first semester of the academic year 2025/2026 during the month of September. The Spanish authorities will keep the documents of these students and, only later, they will request them the registration and the rest of the documents that they consider that should be requested.</p>

<p>4. Registration at UPC (continues)</p>	<p>4.1.c. DOCTORATE STUDENTS. According to the instructions from the Spanish authorities for this Summer 2025, the doctorate students that have a TIE card expiring during the summer, may submit, instead of the registration for the academic year 2025/2026, a letter from their tutor at UPC stating that, according to the development of their thesis, that he/she supervises, the student should continue the PhD during the academic year 2025/2026. Please note that the letter of your tutor should be in Spanish, with the letterhead of UPC and duly signed (and stamped if with a manual signature). Moreover, the Academic Secretary of your PhD programme should issue a letter in Spanish for you, stating when will you do the registration for the academic year 2025/2026 and you will also have to submit it.</p> <p>4.2. Renewals of TIE cards that expire from 1st of September and on</p> <div style="border: 1px solid blue; padding: 10px;"> <p>For students for which the TIE card expires from 1st of September of 2025 and on, since the expiry date of the TIE card is near to the date of the new registration, the legal Spanish authorities will request them the registration of the academic year 2025/2026, duly formalized and with the evidence of the payment.</p> <p>If this is your case as a UPC student, <u>please do start the TIE renewal two months earlier, but as late as possible in September</u>, so you do not get your registration requested too early. If you do not submit it within the specified period, your application gets closed, making impossible to renew your TIE card and you will get illegal.</p> </div> <p><i>Note: Only if it is essential for you to travel, and you must return to Spain with an expired TIE card, we recommend that you include, among the first documents you submit for renewal, a letter issued by your UPC school o faculty, indicating the foreseen dates of your registration of the academic year 2025/2026. We cannot guarantee that Spanish authorities will accept it, but it would be preferable, in case they consider it, to submit the letter indicating the foreseen enrolment date.</i></p> <p>Details about the documents to submit:</p> <p>a) Document that formalizes the enrolment: You should submit the registration ("matrícula") for the academic year 2024-2025, stamped by the Academic Secretary of your school (if possible; the stamp is not mandatory). And this stamp will never be considered by the Spanish authorities as a proof of payment of the registration.</p> <div style="border: 1px solid blue; padding: 10px;"> <p>VERY IMPORTANT: Lately the Spanish authorities have emphasized that the permit of stay as a student is based on (according to the Spanish Law referring to Foreign Persons, "Ley de Extranjería") that the studies have to be full-time studies. Consequently, the legal authorities will only accept the TIE renewals in which students register for a teaching load equivalent to a minimum of 20 hours per week (approx. 25-30 credits). Renewals with few credits, as if they were part time studies, will not be accepted.</p> <p>Spanish authorities will only accept renewals with few enrolled credits when these are the last credits at end the studies. For example, only the registration of the Final Bachelor's Degree Thesis (TFG), or the Final Master's Thesis (TFM); or the TFG/TFM+ 1 subject.</p> </div> <p>b) The proof of payment of the registration: - If you paid it in cash, the stamp of the bank must be seen on the enrolment document ("matrícula").</p>
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	<ul style="list-style-type: none"> - If the registration document does not have the stamp of the bank, you must deliver a receipt of the payment, duly stamped by the bank (i.e., if you pay it through the ATM.). - If your payment has been set up by a debit in your Spanish bank account, you do not need to prove it. If in the registration it is clear that the payment is made in such a way, it will be accepted. - If the payment of the total amount has been divided into two or three parts, the evidence of the payment of the first one of them will be enough. - The registration of some students is paid by means of a grant or scholarship from their country. In case there is an agreement between UPC and the paying entity (MESCYT, CONACYT, ANID, CSC, PRONABEC, MARA, etc.). The student has to bring/send to OMI office the document of enrolment (that includes the subjects to be registered), and ask for the official statement indicating that you have this scholarship for your tuition fees. The OMI will ask to the Academic Management Service of UPC ("Servicio de Gestión Académica") for a letter stating that your registration will be paid by the entity that grants you the scholarship; and once issued, in the next days, we will deliver it to you. <p>Only for Master students that are writing the final thesis and do not need to do a new enrolment for it:</p> <p>If you registered during last term the FMT but you are going to defend it just in a few months, you can submit a letter issued by your UPC school/faculty, informing that you are going to submit the final Master's thesis in a few months (and the letter must stay in which month and year it will be done). Then, you will not have to submit a new registration; the letter of the school would be enough.</p>
<p>5 - <i>Economic means</i></p>	<p>According to the Spanish authorities, you can use any and only one of the 5 options described below, in order to justify that you have enough economic means to live in Spain. They will not accept other options than the ones detailed as follows:</p> <p>- <u>Option 1</u>: A statement of an account in a bank in Spain or a Savings Bank in Spain 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><i>Explanation about this option:</i></p> <p>1: This option has 2 conditions and both of them have to be complied with:</p> <p>a) That the sum of all amounts received in your account during the last 6 months, divided into six, gives an amount of at least 600,00 €.</p> <p>b) That, in addition to the previous requirement, the final balance of the statement of your account be of, at least, 3.600,00 €.</p> <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>Explanatory notes:</p> <ul style="list-style-type: none"> • The stamp of the bank must appear in EVERY page of the statement of the account. • 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: <ul style="list-style-type: none"> b) 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, divided into 2 (600,00 € x N/2). • If you have a contract, you can use the amount/s received as payment for it to be included in the final balance of your statement of your account. However, it will not be considered as a proof that you receive, at least, 600€ per month. Only if you could submit a contract whose length was at least for one year (or for the period you are renewing the card) that amount could be considered.

<p>5. Economic means (continues)</p>	<p>- Option 2: A statement of an account in a Bank in Spain or a Savings Bank in Spain, with a stamp from the Entity. This statement must show your name as the holder of the account and it must show a minimum current credit balance of 7.200,00 €.</p> <p>Explanatory notes:</p> <ul style="list-style-type: none"> 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). If you have a contract, you can use the amount/s received as payment for it to be included in the final balance of your statement of your account. <p>-Option 3: Certification of having a scholarship or grant. It must indicate the amount of the scholarship (stated in Euros) and the length of it.</p> <p>Explanatory notes:</p> <ul style="list-style-type: none"> If the certificate was issued outside Spain, it must contain the corresponding legalization (by means of the Apostille of The Hague, in case the origin country of the document had signed the The Hague Convention or, if not, by means of the Spanish Embassy in that country) If the documents are not in Spanish, they must be translated into Spanish by a Sworn Translator: (https://www.upc.edu/sri/en/mobility_office/students-mobility-office/incomings/during-your-stay/tools-for-your-stay-1/sworn-translators) <p>-Option 4: Financial assistance from a relative of yours that lives outside Spain. Only spouses, registered unmarried partner, parents/tutors and brothers/sisters.</p> <p>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 the amount will be sent to the student and the way in which will be sent and received in Spain.</p> <p>Explanatory notes:</p> <p>The document must state:</p> <ul style="list-style-type: none"> the amount that will be sent (that should be indicated in euros and equal or higher than 600,00 € per month), the period in which it will be sent (for instance, "from February 2024 to December 2025"), and in which way (for example, "by means of a bank transfer to be credited in the account of the beneficiary in the bank....."). <ul style="list-style-type: none"> The document must also be duly legalized at the origin country; it means, with the Apostille of The Hague (if the origin country had signed The Hague Convention), or with a stamp of the Spanish Embassy at the origin country. If the documents are not in Spanish, they must be translated into Spanish by a Sworn Translator: (https://www.upc.edu/sri/en/mobility_office/students-mobility-office/incomings/during-your-stay/tools-for-your-stay-1/sworn-translators) <p>VERY IMPORTANT: In this option, the notary must certify:</p> <ul style="list-style-type: none"> The identity of the person that will send the money, and That this person has economic means enough to send the money that he/she undertakes him/herself to send.
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<p>5. Economic means (continues)</p>	<p><u>-Option 5:</u> Financial assistance from a relative of yours that lives in Spain.</p> <p>The relative person that commits him/herself to maintain the student can only be:</p> <ul style="list-style-type: none"> - Spouses, registered unmarried partner, parents/tutors, brothers and sisters <p>The relative that gives the financial assistance must have the condition of legal resident in Spain.</p> <p>In case the relative that provides financial assistance if a kind of relative different from the stated above, they will study every case and decide, but probably the document will be rejected.</p> <p>For this option you should submit the following documents:</p> <ul style="list-style-type: none"> • An affidavit (notarial deed) • And the kinship evidence: 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>Explanatory notes:</p> <ul style="list-style-type: none"> • If the document of kinship evidence is not in Spanish, it must be translated into Spanish by a Sworn Translator: https://www.upc.edu/sri/en/mobility_office/students-mobility-office/incomings/during-your-stay/tools-for-your-stay-1/sworn-translators
<p>6. Health insurance</p>	<p>The Subdelegación del Gobierno does not request a repatriation included in the insurance. However, the CatSalut card (alone) is not enough to prove that you have guaranteed the medical assistance in Spain.</p> <div style="border: 2px solid blue; padding: 10px; margin: 10px 0;"> <p>At the moment, the Spanish authorities only accept the CatSalut card to justify that you have a medical insurance when you have a contract as a student (and it will last during the whole period of renewal). Otherwise, they will only accept a private insurance.</p> </div> <p>- In case you have the CatSalut card:</p> <p>You must address yourself to the Instituto Nacional de la Seguridad Social and ask them to fill a form for you that is called: “Documento acreditativo del derecho a asistencia sanitaria en España” (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: http://www.seg-social.es/Internet_1/Oficinas/Listado/index.htm?Comu=C&loc=2&Cod=08&Cod_Centro=5&Ini=0 </p> <p>In case they could not issue this document for you, you should subscribe a private health insurance.</p> <p>-In case you have a private health insurance:</p> <p>Updated certificate 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 that the insurance can be accepted):</p> <ol style="list-style-type: none"> 1. Personal details of the insured person 2. Period of coverage (it is, start and end date of the contracted insurance). 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.

<p>6. 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"> 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€. Existence of copayments. Copayments superior to 10€ will not be accepted. The insurance policies that consist on the reimbursement of some quantities of money after the medical services had been provided to the insured person will not be accepted (when the insured person must pay the service and afterwards the Company reimburse him/her the total amount or a part of it). 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 book any insurance at your convenience, with any company. 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 in this link: http://oncampus.es/en/segueros/oncampus-estudia/.</p> <p>If you use a private insurance, you should provide to the Spanish authorities, for the TIE renewal:</p> <ol style="list-style-type: none"> The document with your name and the period of the health insurance The proof of payment of it. (For the Oncampus insurance, you can download it from your "Personal Area" in Oncampus, downloading a document called "Justificante de Pago".) Document with the General Conditions of the insurance. <p>If the health insurance is not issued in Spanish language, you have to ask for an official translation ("traductor jurado"). For your convenience, in the following link of the Spanish Ministry of Foreign Affairs you have a search tool with the list of official translators from the different languages to Spanish: https://www.upc.edu/sri/en/mobility_office/students-mobility-office/incomings/during-your-stay/tools-for-your-stay-1/sworn-translators (Please look for one official translator in that list.)</p>
<p>7 – Certificate of achievement related to your previous academic year.</p>	<p>The student must submit the grades or assessment of his/her studies, corresponding to the period of duration of the TIE card that is going to expire and that is being renewed now:</p> <p>a. For students of Bachelor ("Grado") or Master:</p> <p>The grades that appear in the document called "expediente académico con todas las convocatorias" (your transcript of records). You can obtain this document from the intranet "e-secretaria" (https://esecretaria.upc.edu/). In the document must be clearly shown the subjects done in the last year and the corresponding grades.</p> <p>SUMMER RENEWALS OF BACHELOR'S AND MASTER'S DEGREE STUDENTS: (documents submitted between June 1st, 2025 and September 30th, 2025):</p> <p>All students that start the TIE renewal procedure of the residence permit from June 1st on, they should submit the grades for the entire academic year 2024/2025. In case that, if when you start the TIE renewal procedure you could not submit the grades of the second semester, please submit the ones of the first semester of course 2024/2025. After some weeks, the Spanish authorities will request you the grades of the second semester but, when they will do it, you will already have them and you be able to submit them (with a new and updated transcript of records).</p>

<p>7. Certificate of achievement (continues)</p>	<p>b. For PhD students: The assessment of the entire previous academic year that is stated in the document "expediente académico con todas las convocatorias" (https://esecretaria.upc.edu). In case the present academic year had begun more than three months ago, you should ask your tutor for a letter about your satisfactory development during the present course. This letter will complete the information provided in your "expediente académico con todas las convocatorias".</p> <p>SUMMER RENEWALS OF DOCTORATE STUDENTS: (documents submitted between June 1st, 2025 and September 30th, 2025): In your case, if you submit a letter issued by your tutor/supervisor at UPC stating that, during the academic year 2024/2025, you continued working on your thesis in a satisfactory way, under his/her supervision, this letter would be accepted as a proof of your achievement. This letter must have the letterhead of UPC and a stamp from the department where you are doing the PhD and it must be issued in Spanish.</p> <p>c. Only for master students that are writing their final master thesis, or for PhD students that are doing research in order to write their thesis: In this case, you can submit a letter from your tutor, in Spanish, 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, <u>in a satisfactory way ("de manera satisfactoria")</u>.</p> <p>This letter must have the letterhead of your UPC school or department; it must be signed by your tutor; and it also must have a stamp from your school or department of UPC.</p>
<p>8- Tax duly paid</p>	<p>PROCEDURE OF PAYMENT OF THE TAX FOR THE RENEWAL OF THE STUDENTS' TIE</p> <p><i>In order to pay the tax, you must follow the next steps:</i></p> <ol style="list-style-type: none"> 1. Find the web page: https://sede.administracionespublicas.gob.es/pagina/index/directorio/tasa052/ 2. Select: "Tasa 052" 3. In the map of Spain that appears, select the province of Barcelona 4. Fill the personal data (those that have a * are mandatory) and in "Tramitación de autorizaciones de estancia en España", click the option: 1.1.2. Then the system will fill in the amount to pay, that has to be: 17,49 € 5. Please disregard the field: "número de expediente" (leave it void) 6. Write the "código de seguridad" (security hash code) 7. Click in: "OBTENER DOCUMENTO" (obtain the document) 8. Now you can print the document of payment of the tax. 9. You can pay it at any bank (BE CAREFUL: you should better pay it in cash. If you pay it through your bank account, the proof of the payment that requires the Spanish authorities will not be ready until two or three days later). The bank will keep one of the copies and will return to you the other two copies. <p><i>You must include the copy that states: "Ejemplar para la Administración" with the rest of the documents that you deliver to the legal authorities. The copy that states: "Ejemplar para el interesado" is for you.</i></p>

Important note: Without the receipt of the PAYMENT of the tax, even if you send your documents online for the TIE renewal, it will NOT be valid. They would close your file and you would get illegal. Please do not forget to add the confirmation of payment of your tax to the rest of your documents for the TIE renewal!

TIE renewal for beneficiaries (Student's relatives)

The documents are very similar to those required to students, taking into account that the documents referred to studies are not necessary.

1. **Application form EX 00:**

The same information given in the epigraph of the **STUDENT** is valid, with the following peculiarities:

- a) In **"Datos del extranjero/a"** (Personal details of the foreign person), you should write the personal details of the student's relative for whom you are asking the TIE card renewal (wife, husband or child).
- b) **Please disregard and do NOT fill in part 2: "Datos del presentador de la solicitud"** (Data of the person that presents the document); because it has nothing to do with student relatives.
- c) In **Tipo de autorización solicitada** (Kind of requested authorization), you should mark:
☐ Familiar de titular de autorización de estancia por estudios, intercambio de alumnos, investigación/formación, prácticas no laborales o voluntariado (art. 41)" (RELATIVE OF THE HOLDER OF THE AUTHORIZATION OF STAY FOR STUDIES)
- d) In **"Motivos que justifican la solicitud"** (Reasons to justify the application), you should write:
"RENOVACION DE FAMILIAR DE ESTUDIANTE".

2. **Passport:** original and one copy of the passport of the beneficiary/relative person.

3. **Beneficiary's TIE card:** original and one copy (of both sides of it).

4. **Student's TIE card:** original of and one copy (of both sides of it).

5. **Economic means:**

It must be a copy of the economic means that the student has submitted (and it has to be **enough for the total amount of persons: student AND ALL relatives**).

The require amount depends of the number of relatives that should be maintained with that amount.

The Spanish authorities indicate (fact sheet nº8, page 2)

- a) For the student: every month he/she must count, at least, with the 100% of the IPREM (Public Indicator of Average Income), that now is 600,00 €.
- b) For the maintenance of his/her relatives, monthly, he/she must count, at least, with the 75% of the IPREM for the first relative (450,00 €) and the 50% of the IPREM (300,00 €) for each one of the rest of relatives.

Please ask at the OMI about the specific instructions and check carefully the specific information page about economic means required for student relatives. In case of doubt, please contact us at OMI:
international@upc.edu



6. Health insurance

The previous instructions about the health insurance (see page 6) also apply to all the student's beneficiaries. The relatives must also possess a health insurance, with the same requirements than the ones for the student. The insurance of the relative has to be **at the name of the relative**. Each relative has to have a health insurance at his/her name, with the same coverages as the ones required to the student.

*If you would like to buy a private health insurance for your relative(s), a good option would be the health insurance of the company **OnCampus Estudia** that has an agreement with UPC.*

Contact address: informacion@oncampus.es.

7. Tax duly paid

The same tax detailed in number 8 of the student's instructions (see page 9).

You must include the evidence of the payment of this tax for each one of the beneficiaries (for each relative).