



## Guidelines

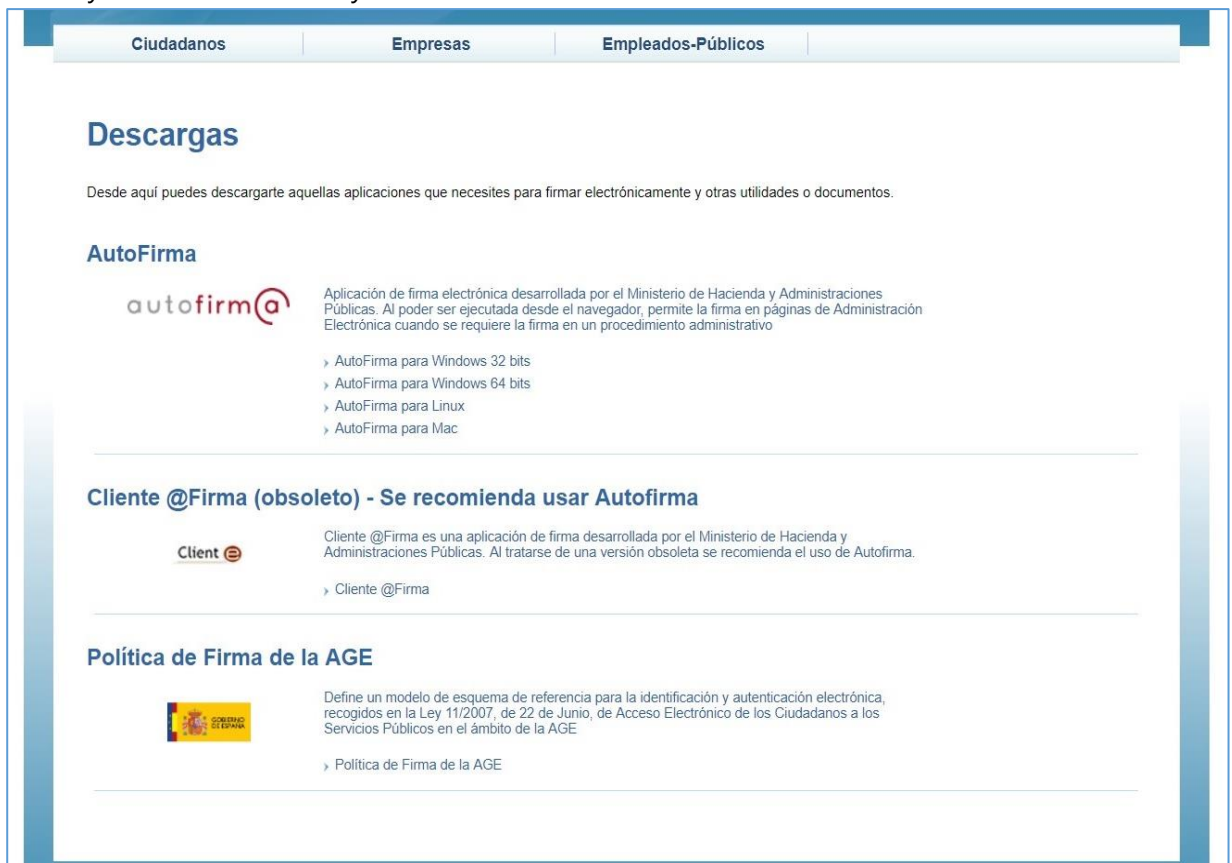
In order to SUBMIT ONLINE your documents  
For your renewal of the student's permit for  
Spain (TIE card renewal, NIE renewal)

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## First requirements

In order to access the electronic site you will need two things:

- a) A **digital certificate** by means of which you can enter the online tool. You will find the information about how to obtain this digital certificate in the following link:  
<https://www.upc.edu/sri/en/students/students-mobility-office/incomings/legal-issues/during-your-stay/tie-renewal/1-electronic-certificate/1-optional-get-your-electronic-certificate>  
 When you have it, you will have to install it in your computer or laptop (or mobile device in general), in your Internet browser (in the one that you want to use to submit online to the Spanish authorities the documents for your NIE renewal).
- b) Install the online tool "**Autofirma**" in the above-mentioned computer or laptop. You will find information about how to do it in the following link:  
<https://firmaelectronica.gob.es/Home/Descargas.html>  
 With this tool, you can sign at the end of your submission of documents, after having uploaded your documents for your NIE renewal.




Ciudadanos      Empresas      Empleados-Públicos

### Descargas

Desde aquí puedes descargarte aquellas aplicaciones que necesites para firmar electrónicamente y otras utilidades o documentos.


#### AutoFirma

 Aplicación de firma electrónica desarrollada por el Ministerio de Hacienda y Administraciones Públicas. Al poder ser ejecutada desde el navegador, permite la firma en páginas de Administración Electrónica cuando se requiere la firma en un procedimiento administrativo

- › AutoFirma para Windows 32 bits
- › AutoFirma para Windows 64 bits
- › AutoFirma para Linux
- › AutoFirma para Mac

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#### Cliente @Firma (obsoleto) - Se recomienda usar Autofirma

 Cliente @Firma es una aplicación de firma desarrollada por el Ministerio de Hacienda y Administraciones Públicas. Al tratarse de una versión obsoleta se recomienda el uso de Autofirma.

- › Cliente @Firma

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#### Política de Firma de la AGE

 Define un modelo de esquema de referencia para la identificación y autenticación electrónica, recogidos en la Ley 11/2007, de 22 de Junio, de Acceso Electrónico de los Ciudadanos a los Servicios Públicos en el ámbito de la AGE

- › Política de Firma de la AGE

Once you have the digital certificate installed in your Internet browser and the tool "Autofirma" in your computer or laptop, you can start the submission of documents for your NIE renewal.

## How to submit the documents of your application for the TIE renewal

Please enter in the following link:

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

and there click in the part entitled:

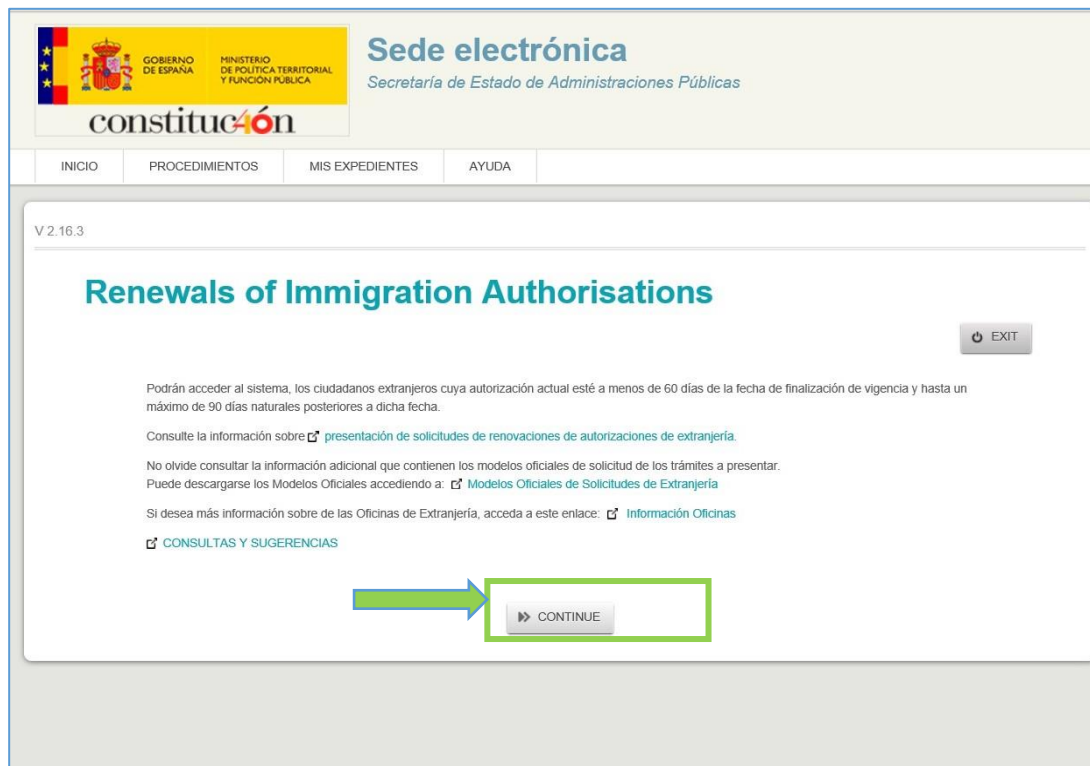
“MERCURIO – Renovación de Autorizaciones de Extranjería – Presentación Telemática”.

The screenshot shows the 'Sede electrónica' website interface. The main navigation bar includes 'INICIO', 'PROCEDIMIENTOS', 'MIS EXPEDIENTES', 'MIS NOTIFICACIONES', and 'AYUDA'. The 'Extranjería' section is active, displaying a list of procedures. A green box highlights the link 'MERCURIO - Renovaciones de Autorizaciones de Extranjería - Presentación Telemática +', with a green arrow pointing to it from the left. The right sidebar contains 'Utilidades' such as 'Calendario de días inhábiles', 'Información y verificación de los certificados', and '¿Necesitas ayuda?'. The footer includes logos for 'administracion.gob.es', 'PAE', 'BOE', 'dni', 'AEPD', and 'Mº Política Territorial y Función Pública'.

The next screen contains information about the procedure. Please go to the bottom of this screen and click in the red button that indicates: **“Acceder al Procedimiento” (Access the procedure)**

The screenshot shows the 'Sede electrónica' website interface for the procedure details. The main navigation bar is the same as in the previous screenshot. The main content area contains technical requirements for the browser and Java, and a privacy notice. A red button labeled 'Acceder al Procedimiento' is highlighted with a green box, and a green arrow points to it from the left. The footer includes logos for 'administracion.gob.es', 'PAE', 'BOE', 'dni', 'AEPD', and 'Mº Política Territorial y Función Pública'.

In this screen that is entitled: "Renovación de Autorizaciones de Extranjería" (Renewals of Immigration Authorisations), just go down through it and select: "CONTINUA".



In the next screen, the digital certificate has to be validated. Among the different options, please select the one that states "ACCESO INDIVIDUAL", and click in "CONTINUAR".



After that, the system will request that you validate your digital certificate by clicking on "ACEPTAR" when the data of your electronic certificate will appear in the screen.

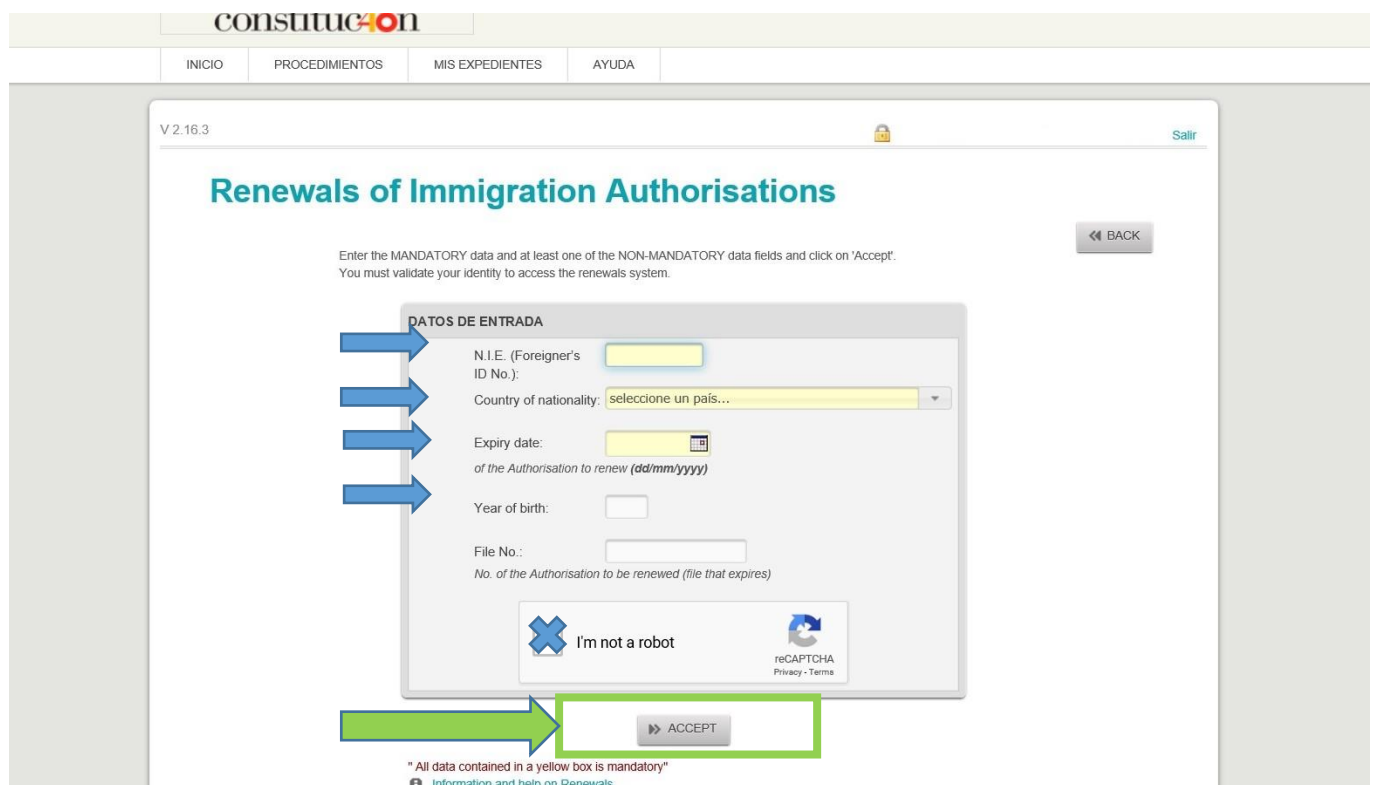
In the next screen (see image below), you must fill in the following data:

- NIE number
- Nationality country
- Date of expiry of your card or permit
- Birth year.

It is not necessary that you fill in the field "File No."

Then please fill in the field RECAPTCHA.

And finally click on "ACEPTAR" to go to the next screen.



**CONSTITUCION**

INICIO PROCEDIMIENTOS MIS EXPEDIENTES AYUDA

V 2.16.3 Salir

## Renewals of Immigration Authorisations

Enter the MANDATORY data and at least one of the NON-MANDATORY data fields and click on 'Accept'.  
You must validate your identity to access the renewals system.

[« BACK](#)

**DATOS DE ENTRADA**


N.I.E. (Foreigner's ID No.):

Country of nationality: seleccione un país...

Expiry date:  of the Authorisation to renew (dd/mm/yyyy)

Year of birth:

File No.:  No. of the Authorisation to be renewed (file that expires)

✖ I'm not a robot
 
  
reCAPTCHA  
Privacy - Terms

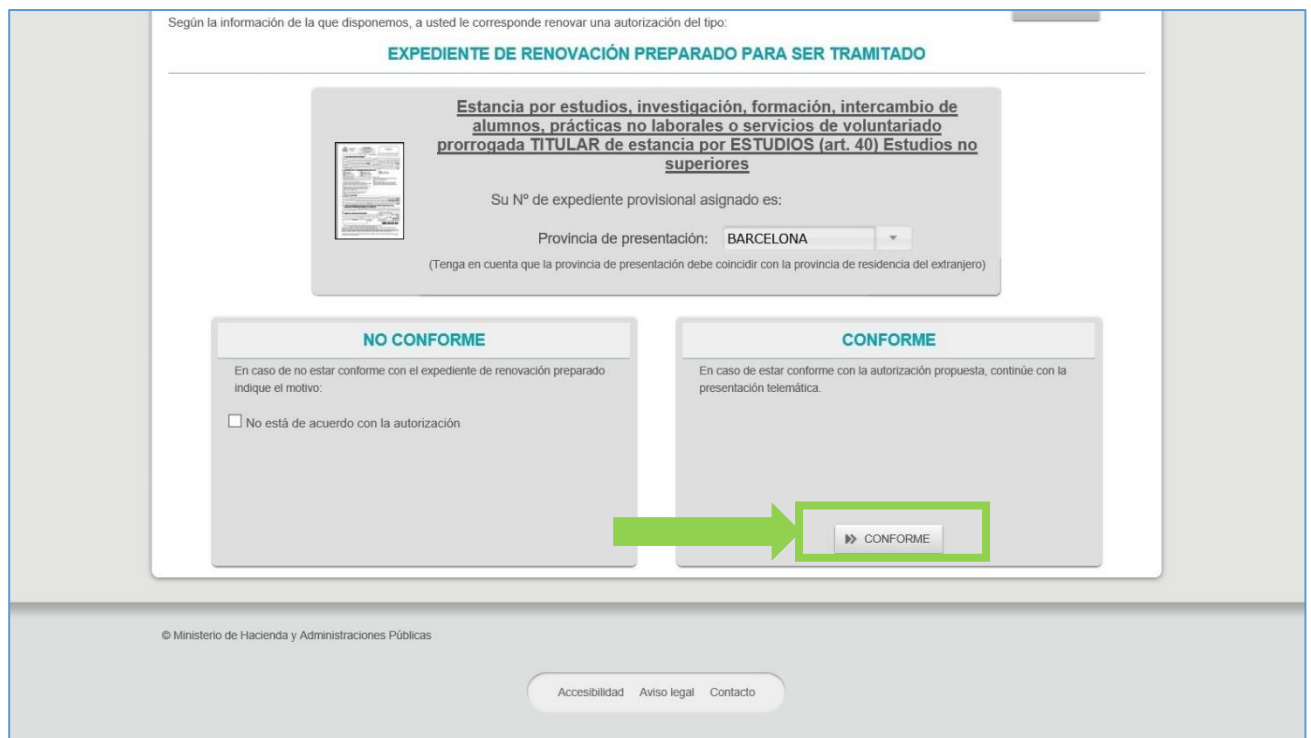
[» ACCEPT](#)

\* All data contained in a yellow box is mandatory  
[Information and help on Renewals.](#)

In this screen, the tool will detect your data and, if they are correct, the situation “Estancia por estudios...” (Stay as a student....) will appear. The system will also assign you a “Nº de expediente” (reference number of your procedure).

Note: If in this screen appeared a different situation for you (any that is different from the “Stay as a student”, it is, “Estancia por estudios”), please do not continue and [ask OMI office](#) about what you should do now.

If in this screen appears the right one (“Estancia por estudios...”), please select “CONFORME” (it is, “I agree to go on” and you will move to the next screen).



Según la información de la que disponemos, a usted le corresponde renovar una autorización del tipo:

**EXPEDIENTE DE RENOVACIÓN PREPARADO PARA SER TRAMITADO**

**Estancia por estudios, investigación, formación, intercambio de alumnos, prácticas no laborales o servicios de voluntariado prorrogada TITULAR de estancia por ESTUDIOS (art. 40) Estudios no superiores**

Su Nº de expediente provisional asignado es:

Provincia de presentación: BARCELONA

(Tenga en cuenta que la provincia de presentación debe coincidir con la provincia de residencia del extranjero)

**NO CONFORME**

En caso de no estar conforme con el expediente de renovación preparado indique el motivo:

No está de acuerdo con la autorización

**CONFORME**

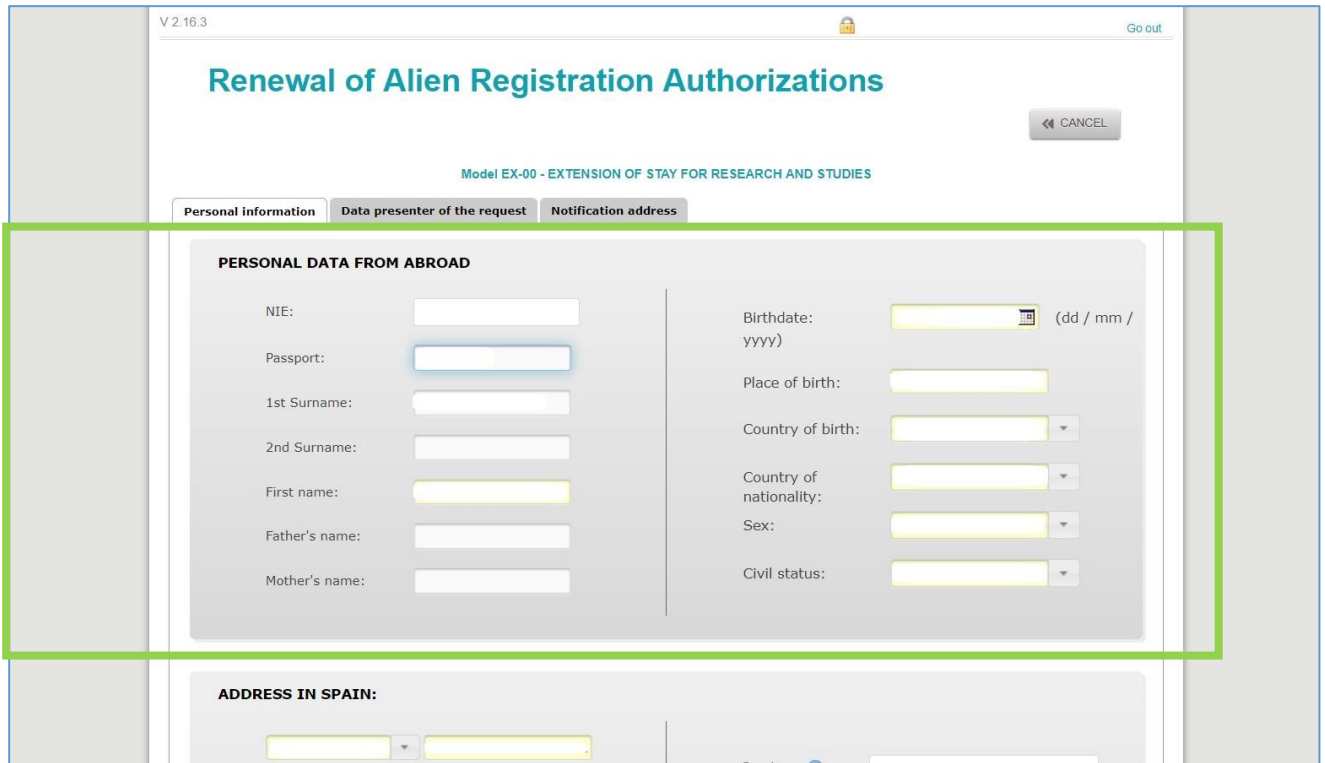
En caso de estar conforme con la autorización propuesta, continúe con la presentación telemática.

▶ CONFORME

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Accesibilidad Aviso legal Contacto

In this screen, in the part of "Datos personales" (Personal data), some of your personal data will be displayed (as they are already saved in the system). However it is very liable that some of them are lacking. **Please fill in the fields that are empty.**



V 2.16.3 Go out

## Renewal of Alien Registration Authorizations

← CANCEL

Model EX-00 - EXTENSION OF STAY FOR RESEARCH AND STUDIES

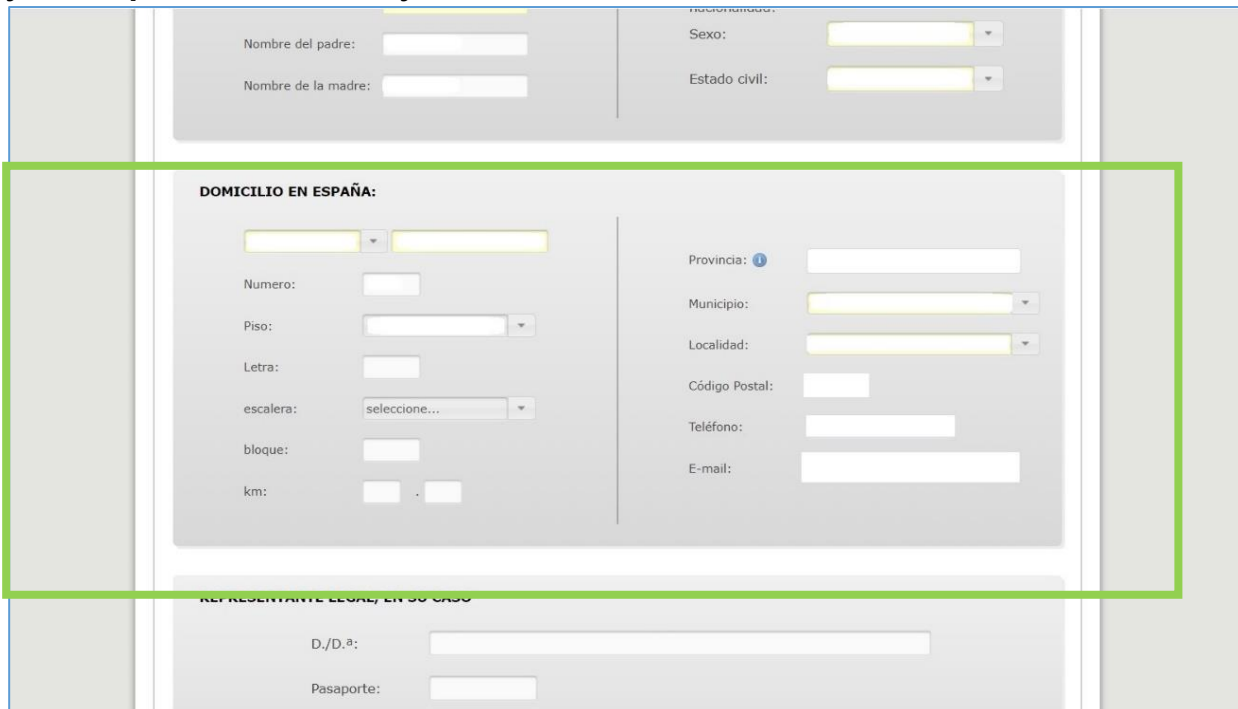
Personal information | **Data presenter of the request** | Notification address

**PERSONAL DATA FROM ABROAD**

NIE:	<input type="text"/>	Birthdate:	<input type="text"/> (dd / mm / yyyy)
Passport:	<input type="text"/>	Place of birth:	<input type="text"/>
1st Surname:	<input type="text"/>	Country of birth:	<input type="text"/>
2nd Surname:	<input type="text"/>	Country of nationality:	<input type="text"/>
First name:	<input type="text"/>	Sex:	<input type="text"/>
Father's name:	<input type="text"/>	Civil status:	<input type="text"/>
Mother's name:	<input type="text"/>		

**ADDRESS IN SPAIN:**

In the lower part of the same screen, you must **fill in (or just update, in case there were previous data of yours) your address in Spain. It is also advisable that you include there your telephone number and your electronic address** (at least, one of them).



Nombre del padre:

Nombre de la madre:

Sexo:

Estado civil:

**DOMICILIO EN ESPAÑA:**

Numero:	<input type="text"/>	Provincia:	<input type="text"/>
Piso:	<input type="text"/>	Municipio:	<input type="text"/>
Letra:	<input type="text"/>	Localidad:	<input type="text"/>
escalera:	seleccione...	Código Postal:	<input type="text"/>
bloque:	<input type="text"/>	Teléfono:	<input type="text"/>
km:	<input type="text"/>	E-mail:	<input type="text"/>

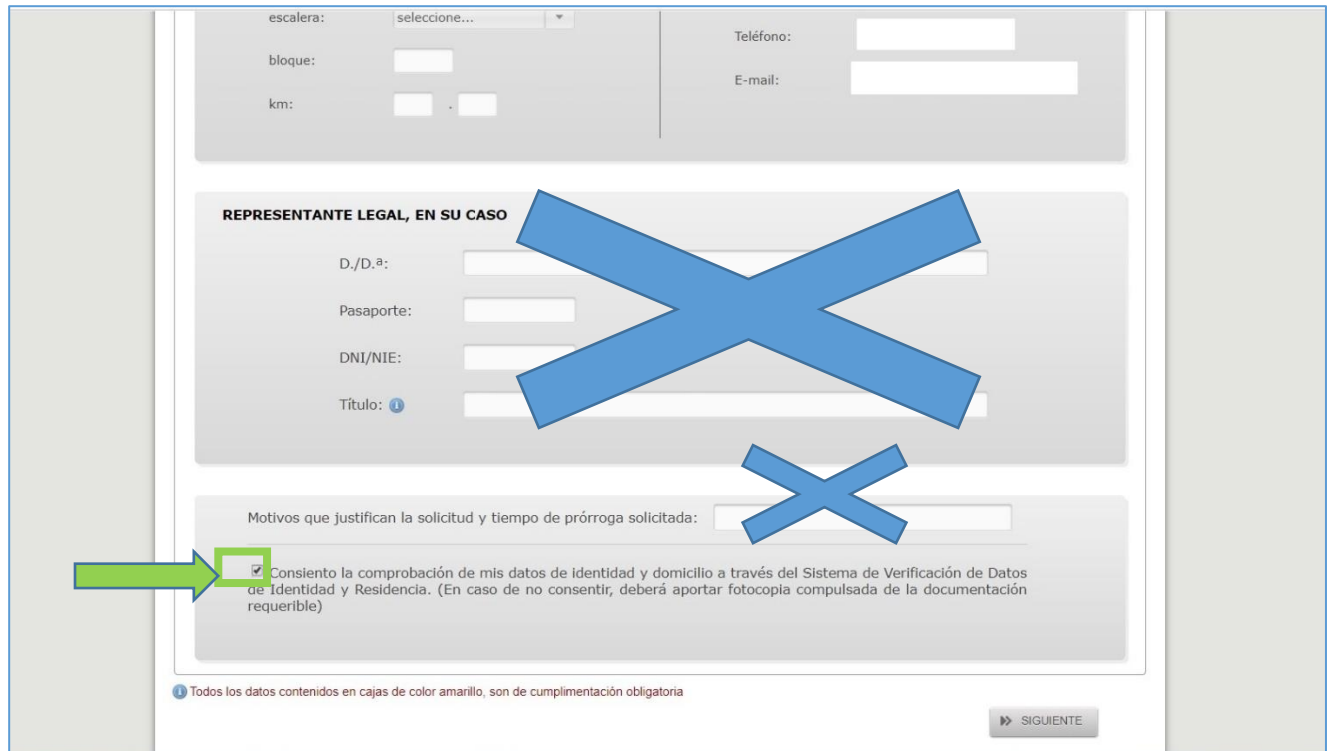
**REPRESENTANTE LEGAL, EN SU CASO**

D./D.ª:

Pasaporte:

At the bottom of this screen, you only have to tick the final spot, in which you authorize that your identity and address data (“empadronamiento”) are checked (if needed).

**Note: You do not have to fill in the part of the legal representative,** as **you** are sending your own documents (not a lawyer or others). There is also no need to indicate the reasons and period of the extension requested, as this information is included in the documents that you are sending.



escalera: seleccione...  
Teléfono:   
bloque:   
E-mail:   
km:  -

**REPRESENTANTE LEGAL, EN SU CASO**

D./D.ª:   
Pasaporte:   
DNI/NIE:   
Título:

Motivos que justifican la solicitud y tiempo de prórroga solicitada:

Consiento la comprobación de mis datos de identidad y domicilio a través del Sistema de Verificación de Datos de Identidad y Residencia. (En caso de no consentir, deberá aportar fotocopia compulsada de la documentación requerible)

ⓘ Todos los datos contenidos en cajas de color amarillo, son de cumplimentación obligatoria

The second tab of this screen indicates: “Datos del presentador de la solicitud” (Data of the person that submits the documents).

A screen will appear indicating something like:

“El presentador de la solicitud es el mismo interesado” (The person that submits the documents is the applicant himself/herself)

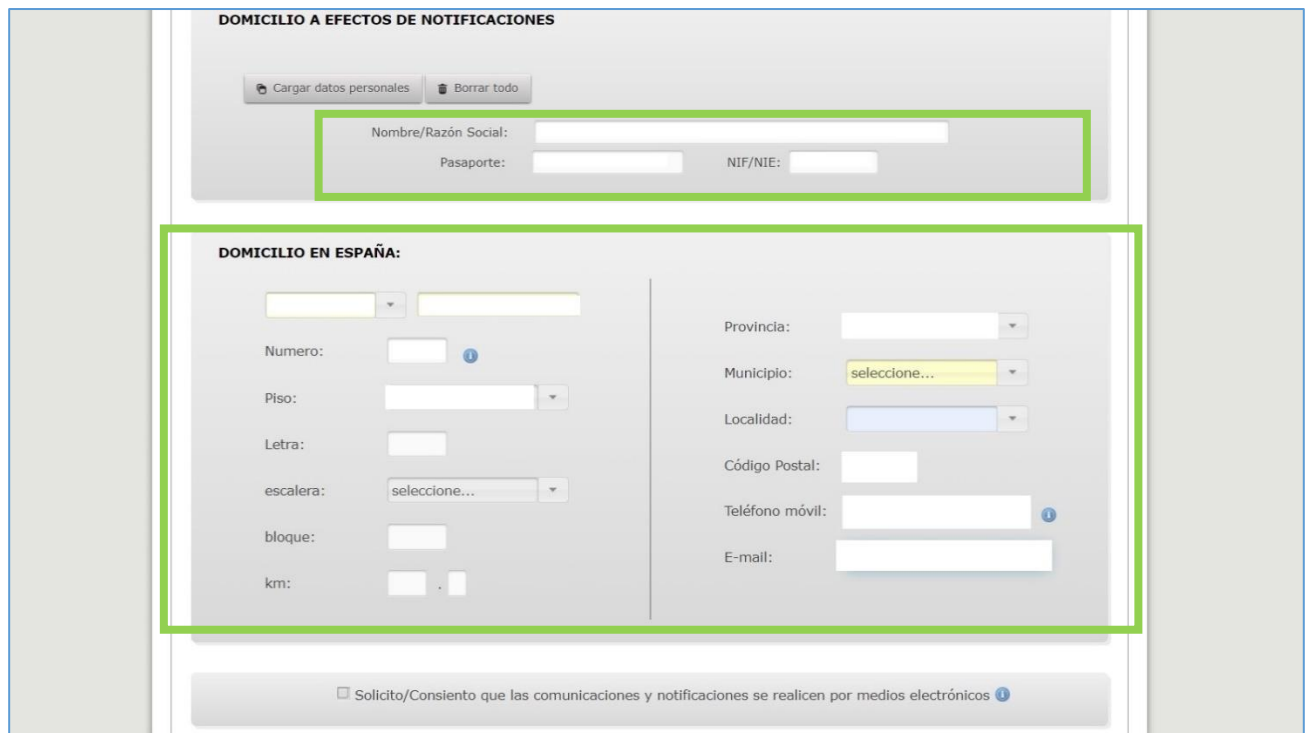
As it is so, you only have to go on to the next screen.



Then you will arrive to a web page in which you should indicate your: "Domicilio a efectos de notificaciones" (Address where to be notified).

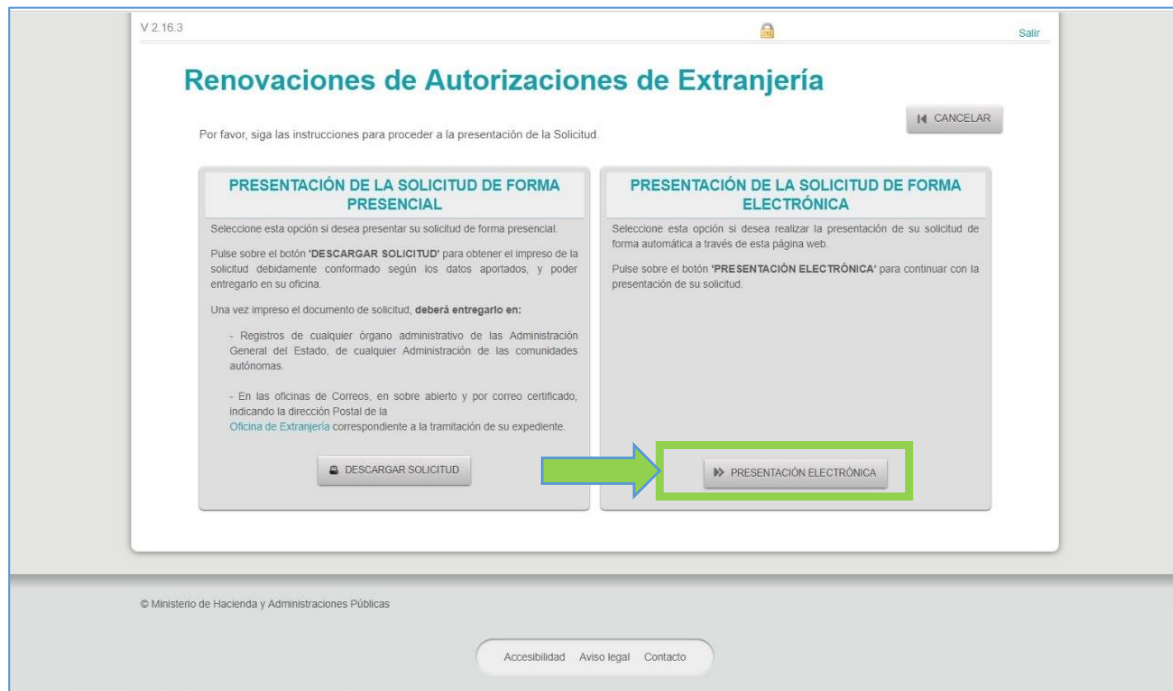
First, please state your complete name, passport number and NIE number.

Then please indicate the address in which it is sure that you will receive the notification. If the address is the same indicated in the previous screen, please write it again. In case you are about to change your address, please indicate the new one or, if you prefer, the address of a relative or friend, where you are sure that you can receive your correspondence (but please take into account that, as you are submitting your documents electronically –online–, you are not supposed to receive any document by post).



The screenshot shows a web form titled "DOMICILIO A EFECTOS DE NOTIFICACIONES". At the top, there are two buttons: "Cargar datos personales" and "Borrar todo". Below these, a green box highlights the personal information fields: "Nombre/Razón Social:", "Pasaporte:", and "NIF/NIE:". The main section, also highlighted with a green box, is titled "DOMICILIO EN ESPAÑA:" and contains two columns of fields. The left column includes: "Numero:", "Piso:", "Letra:", "escalera:", "bloque:", and "km:". The right column includes: "Provincia:", "Municipio:", "Localidad:", "Código Postal:", "Teléfono móvil:", and "E-mail:". At the bottom, there is a checkbox labeled "Solicito/Consiento que las comunicaciones y notificaciones se realicen por medios electrónicos" with an information icon.

In this screen, just click in "Presentación de la solicitud de forma electrónica": "PRESENTACIÓN ELECTRÓNICA", (on-line submission of documents).



Now you are in the screen where you should upload your documents. (See image in the next page.)

You will find in the same page the technical requirements for the documents (kind, size, etc.) in order they can be accepted by the system.

**We recommend you to put all documents together in one file PDF, to submit them.** As you will see when you use the tool, sometimes it gets blocked and you have to start everything again. For this reason, it is less probable that it is interrupted or gets blocked, if you send all documents in only one file than if you submit your documents in different (many) files.

If the file containing all your documents was too big to be uploaded in the system, please submit your documents in two or more files.

V 2.16.3 Salir

## Renovaciones de Autorizaciones de Extranjería

**DOCUMENTACIÓN REQUERIDA:**

- Copia completa del pasaporte o título de viaje en vigor.
- Copia resguardo abono de tasa.
- Acreditación de haber superado los estudios.

**i** Para la presentación telemática no es obligatorio adjuntar toda la documentación requerida, si bien es muy recomendable dado que de no ser aportada en este momento le será requerida con posterioridad y suponer una demora en la resolución.

**i** Seleccione el fichero y añada en el campo indicado una breve descripción preferentemente relativa al requisito o documento solicitado.

Los tipos de fichero permitidos son: **pdf, doc, jpg, tiff, gif**

El tamaño máximo por fichero es de **6 Mb**.

Los caracteres permitidos para el nombre del documento adjunto son: a-z, A-Z, á-ú, Á-Ú, ñ, Ñ, 0-9, el guión bajo, el guión medio, el punto, el espacio en blanco y los paréntesis

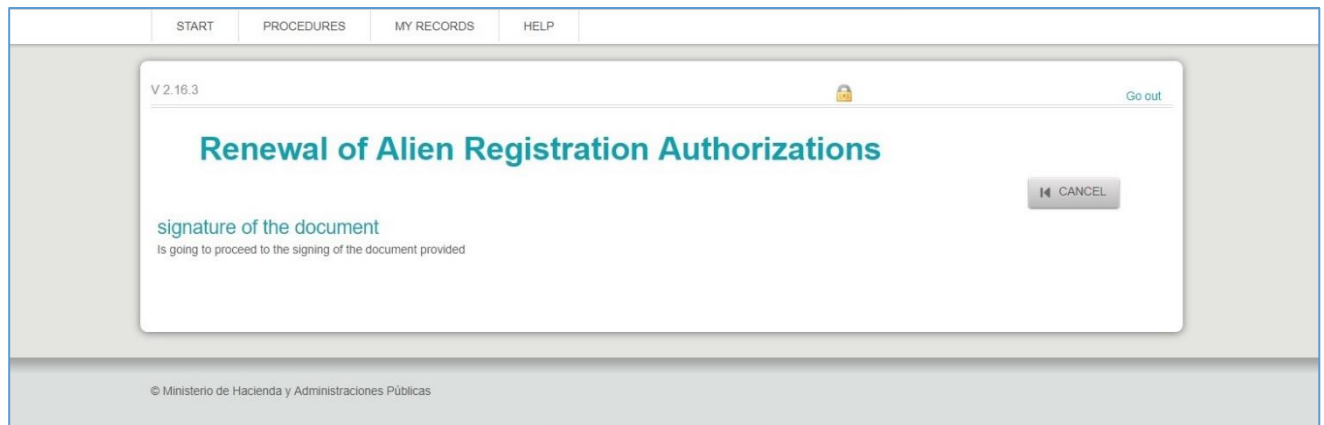
Documento:  No file chosen

Descripción:

Documentos Adjuntos

If you send your documents all together only in one file, please choose, in the description, the option: **“Otros documentos”** (Other documents) and in the field below that will be activated when you choose this option, please indicate: **“Documentación completa”** (all documents).

Once the documents have been properly submitted in the online tool, the following screen will appear, indicating that the document is going to be signed now:



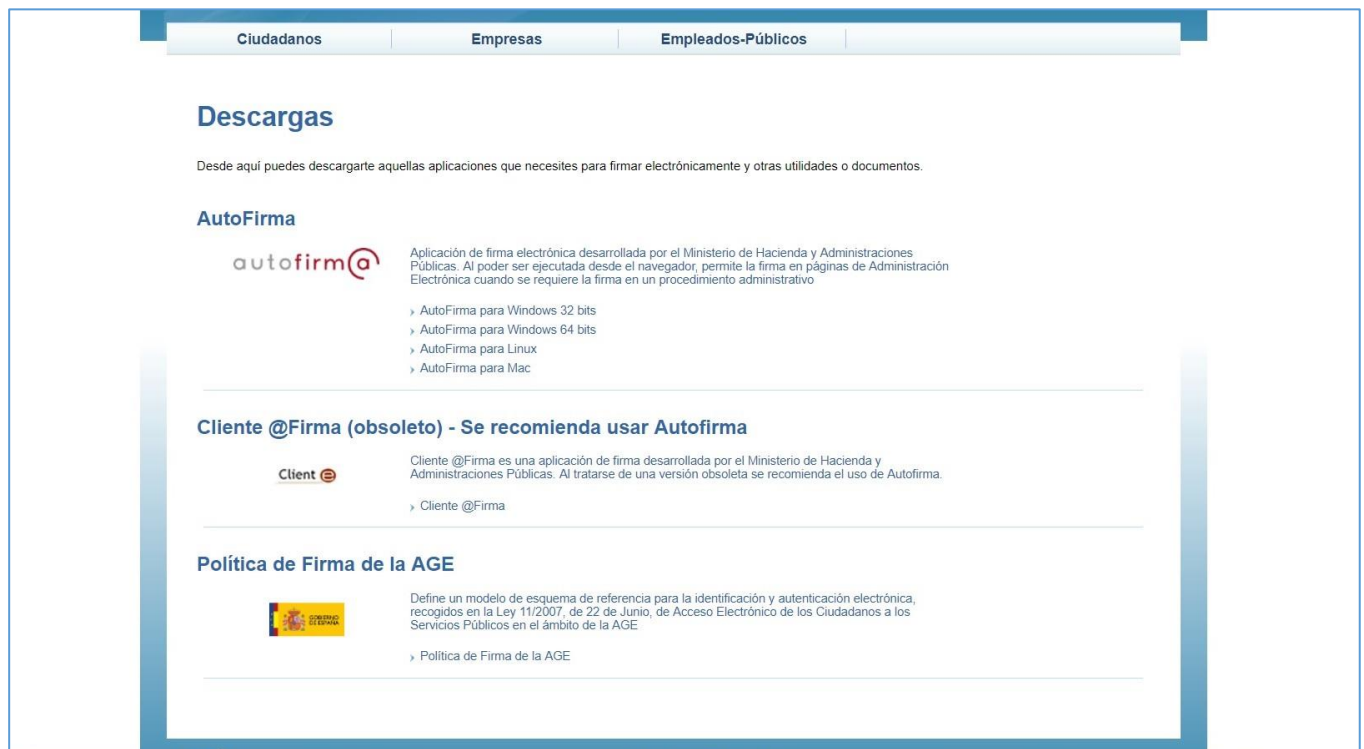
**For this last signature of your application for the NIE renewal, the digital certificate is not enough: you also need to have installed in your computer/laptop the tool "AUTOFIRMA".** Otherwise, you will not be able to end the on-line submission of your documents.

Please find in the following web page:

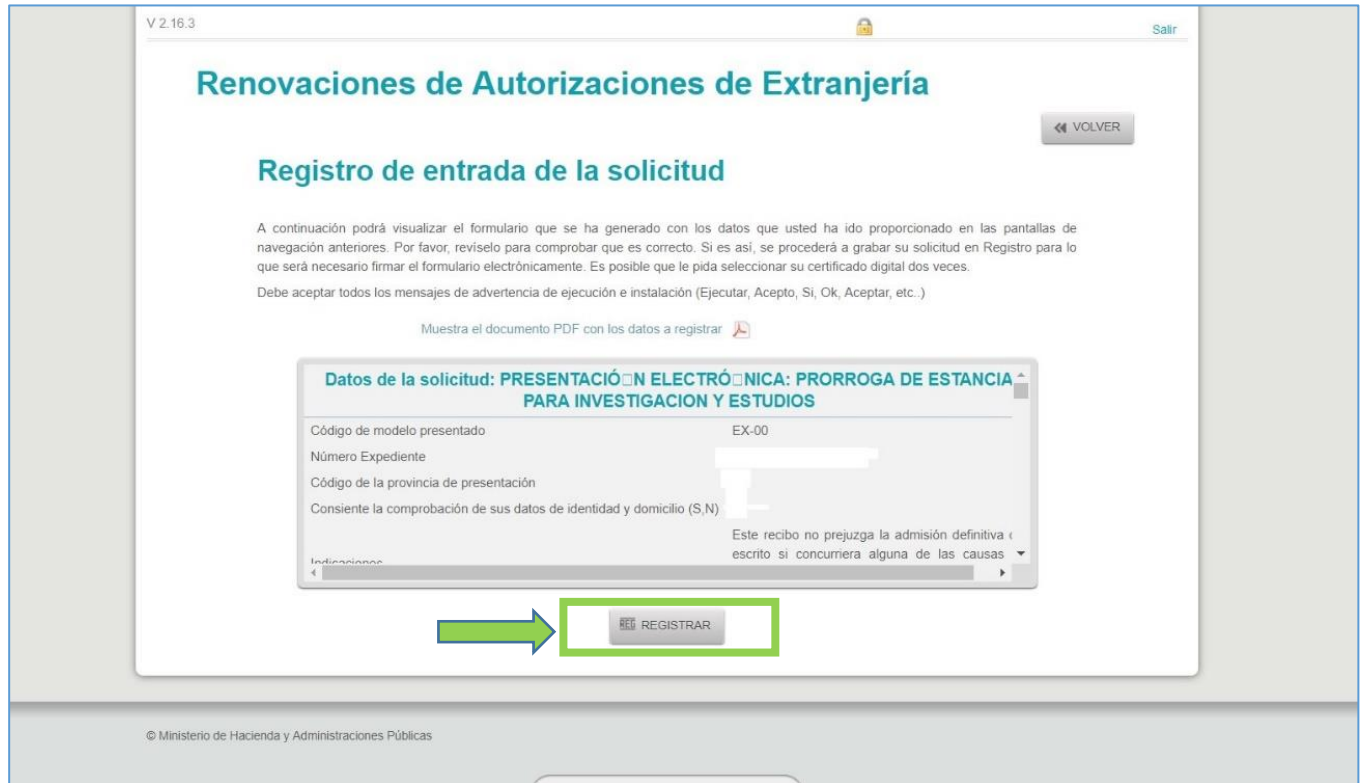
<https://firmaelectronica.gob.es/Home/Descargas.html>

The information about "Autofirma" and how to download and install it in your computer/laptop.

Please check that you have it installed before continuing the process. Otherwise, you will not finish the submission of your documents.



While the last signature is being done, the following screen will appear:



V 2.16.3 Salir


## Renovaciones de Autorizaciones de Extranjería

[VOLVER](#)

### Registro de entrada de la solicitud

A continuación podrá visualizar el formulario que se ha generado con los datos que usted ha ido proporcionado en las pantallas de navegación anteriores. Por favor, revíselo para comprobar que es correcto. Si es así, se procederá a grabar su solicitud en Registro para lo que será necesario firmar el formulario electrónicamente. Es posible que le pida seleccionar su certificado digital dos veces.


Debe aceptar todos los mensajes de advertencia de ejecución e instalación (Ejecutar, Acepto, Si, Ok, Aceptar, etc..)

Muestra el documento PDF con los datos a registrar 

**Datos de la solicitud: PRESENTACIÓN ELECTRÓNICA: PRORROGA DE ESTANCIA PARA INVESTIGACION Y ESTUDIOS**

Código de modelo presentado	EX-00
Número Expediente	<input type="text"/>
Código de la provincia de presentación	<input type="text"/>
Consiente la comprobación de sus datos de identidad y domicilio (S,N)	<input type="text"/>

Este recibo no prejuzga la admisión definitiva escrita si concuriera alguna de las causas ▼


REGISTRAR

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Now please click on "REGISTRAR" (Register). From now on, the signatures will be completed by means of the electronic certificate and the tool "Autofirma".

Congratulations! If you have reached this point, you have completed the submission of your documents for the TIE renewal (of your Spanish permit of stay as a student).

Please SAVE in your computer/laptop the confirmations of submission that will appear on the screen.



Please also print these receipts of confirmation, as they are the proof that you have sent your TIE renewal documents.

If you need to travel during the period in which your TIE card is expired and before you have the new one, you should obtain an "Autorización de regreso" (Authorisation of return) to Spain.

Please find the information about this procedure in the following link:

<https://www.upc.edu/sri/es/estudiantado/movilidad-estudiantes/estudiantado-internacional/temas-relacionados-con-tu-estancia-legal-en-espana/para-viajar-autorizacion-de-regreso>

In order to obtain this authorization of return, you will have to submit a proof of having submitted your documents for the TIE renewal. You can use the receipt: "**Resguardo del justificante de presentación**" (Receipt of the proof of application) that you have just downloaded in PDF, after ending the application for renewal.

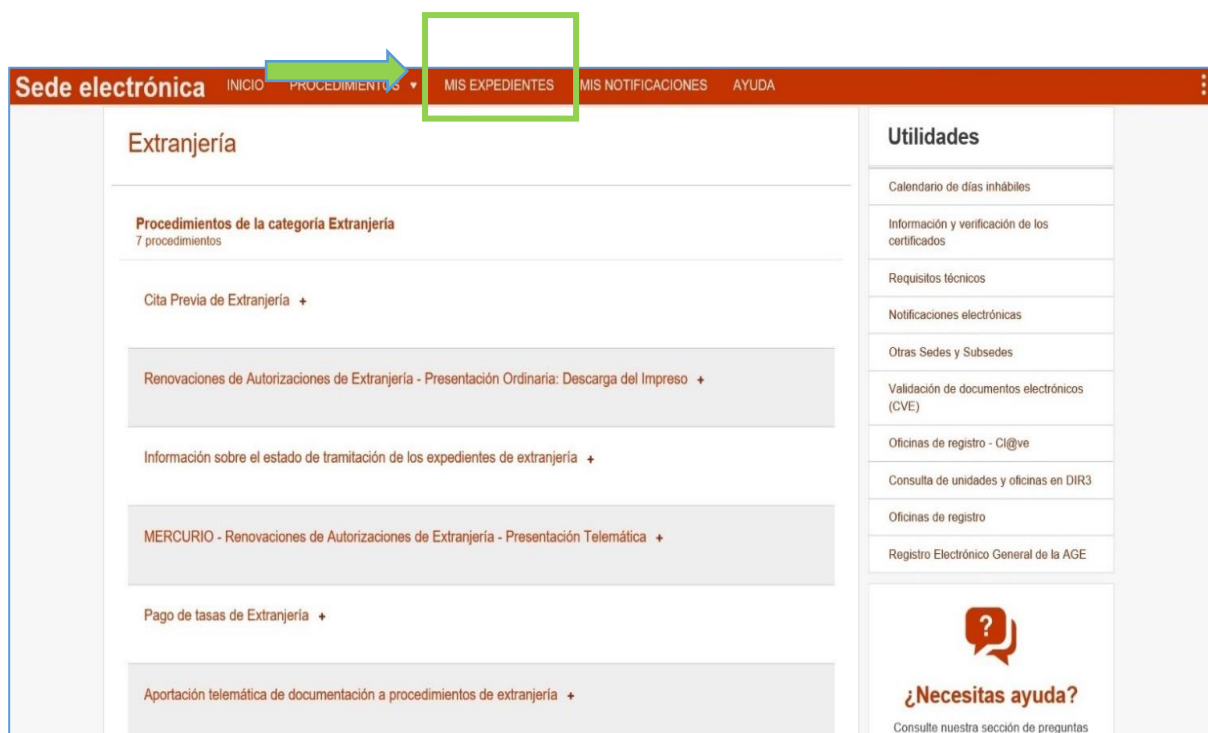
## Checking about the situation of my procedure of renewal

The electronic procedures for obtaining the renewal of the student's permit usually go relatively fast. One week after sending your documents, you will have some answer from the Spanish authorities. (However, in periods like July or September, due to the very high amount of renewals, maybe it can take more time).

Some days after the submission of your documents, you will be able to check the answer, in the same website where you submitted the documents:

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

In order to check the status of your file, please click in the menu, where it says: "MIS EXPEDIENTES".



Then the system will validate again your digital certificate. After that, you will go to a screen where, on the right part, appears the reference of your procedure and **one these two options**:

- "Comunicación"** (Communication) : There is a document that you have to download and that requests you some document/s, or
- "Resolución"** (Statement): you do not need to submit anything else. You can download this document that is your Permit of stay as a student in Spain.

In that document of "Resolución", please **check the expiry date** of the permit you have obtained:

- i. If from the expiry date of your previous permit and the new expiry date there are less than six months, you do not have to ask an appointment with Police because they cannot issue a new card for you. In this case, the document that you have now will be the proof of your legality in Spain from now on. It could be renewed, if needed, during the last 60 days of its validity but it cannot be turned into a TIE card.  
If this would be your case and you had to travel to your origin country, you must ask for an authorization of return (<https://www.upc.edu/sri/en/students/students-mobility-office/incomings/legal-issues/during-your-stay/for-your-trips-authorisation-of-return/in-order-to-travel-authorization-of-return-to-spain>). If you need to travel to another country from the European Union during the period in which the Permit (no card) is valid, you should ask the Consulate/s of the country/ies of the European Union where you would like to travel in case you should first apply for a visa to go there.
  
- ii. If between the expiry date of your last card and the expiry date of your new Permit there is more than six months, you must then ask for an appointment with Police to ask for your new TIE card. You will find information about this last part of the procedure in the information about the renewal of the permit: <https://www.upc.edu/sri/en/students/students-mobility-office/incomings/legal-issues/during-your-stay/tie-renewal/8-positive-answer-resuelto-favorable/8-positive-answer-resuelto-favorable>

### More information and questions:

UPC International Students Office (OMI)

E-mail: [oficina.mobilitat.internacional@upc.edu](mailto:oficina.mobilitat.internacional@upc.edu)

Telephone: +34-93 401 69 37