UNIVERSITAT POLITÈCNICA DE CATALUNYA
BARCELONATECH
International Relations Bureau

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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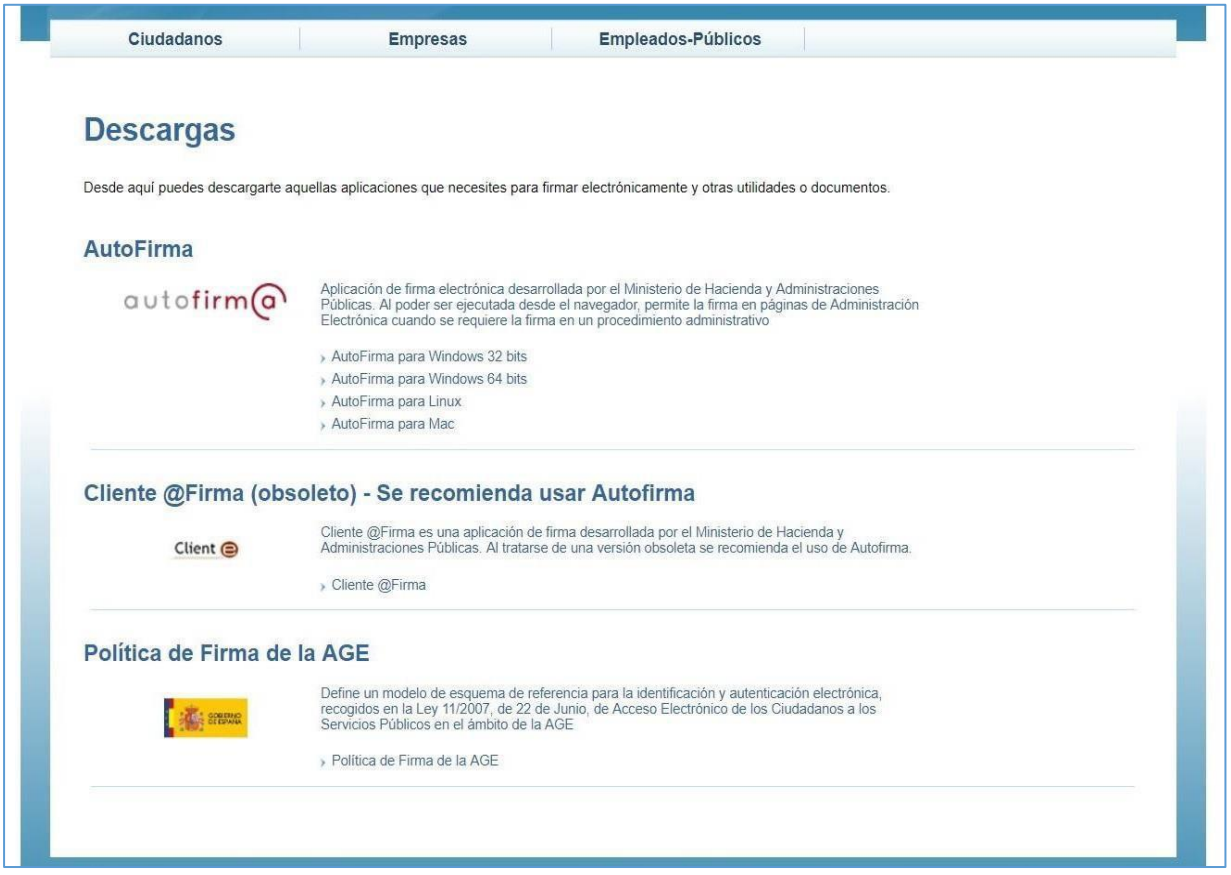
1. First requirements

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/draft_renewing-your-card-as-a-non-eu-student
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.

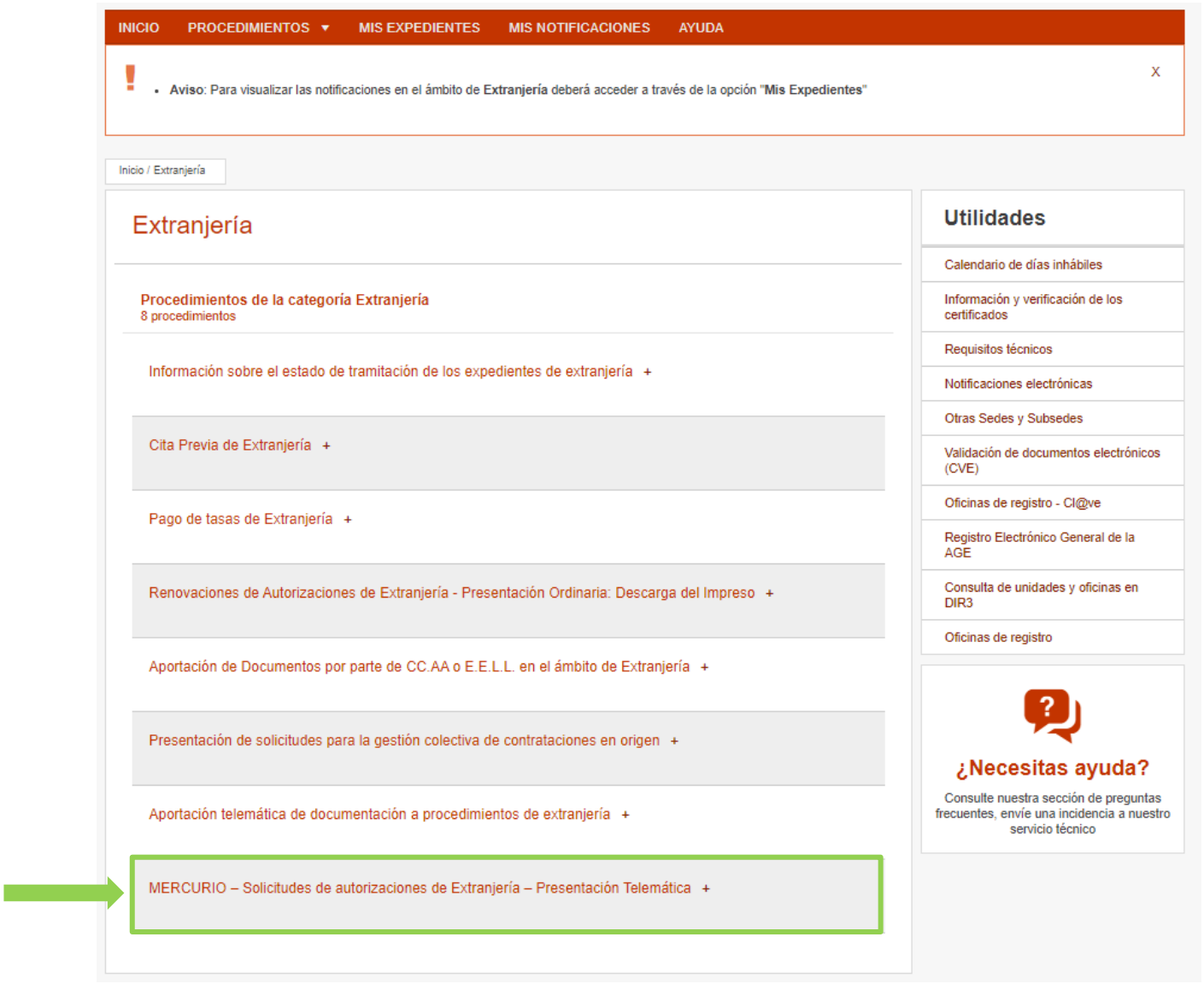


Once you have the digital certificate installed in your Internet browser and the tool "Autofirma" in your computer or laptop, you can start the submission of documents for your NIE renewal.

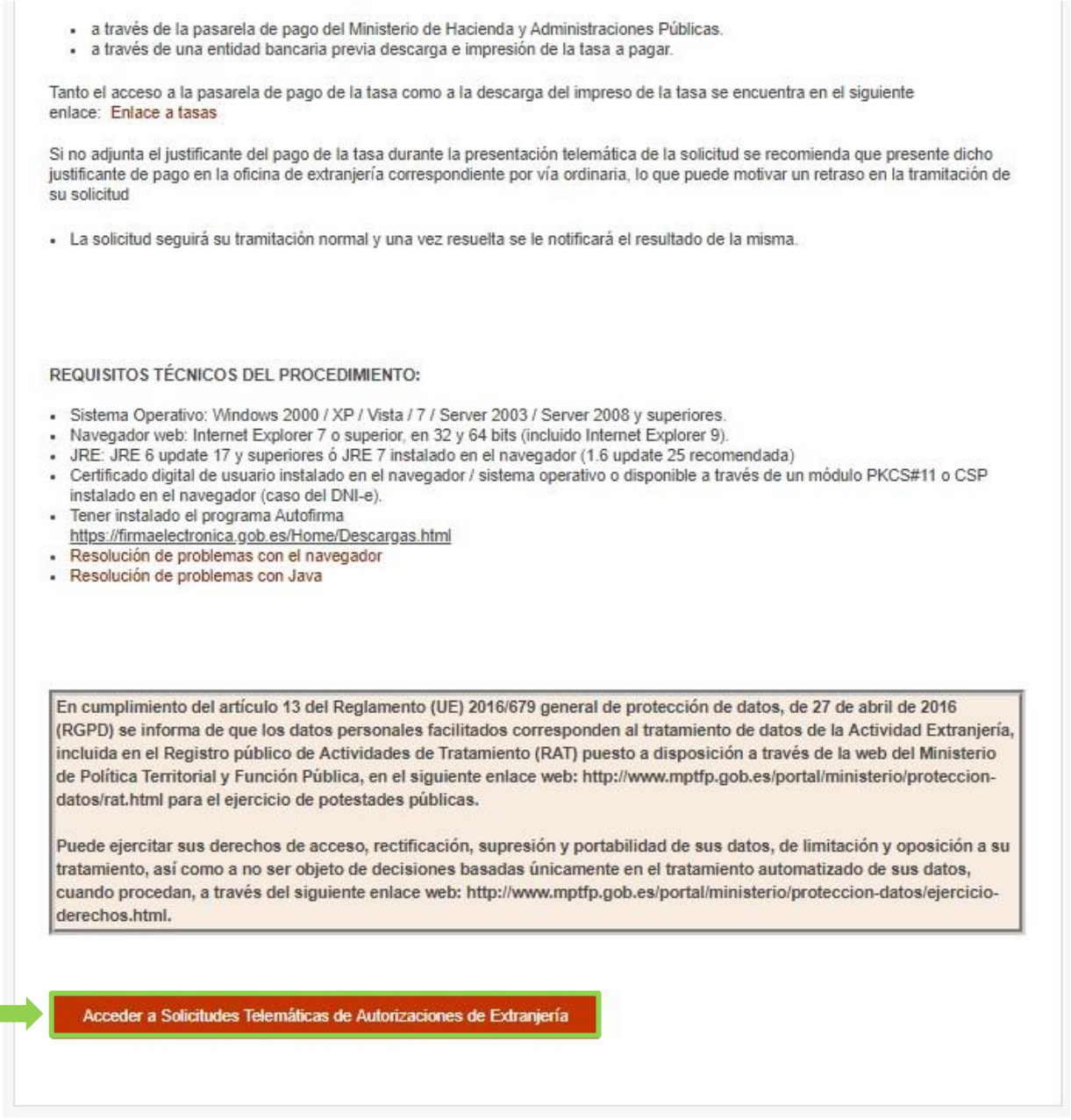
2. How to submit the documents of your application for the TIE renewal

2.1. Access to the platform

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 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 a solicitudes telemáticas de autorizaciones de extranjería"** (Access the procedure)



- a través de la pasarela de pago del Ministerio de Hacienda y Administraciones Públicas.
- a través de una entidad bancaria previa descarga e impresión de la tasa a pagar.

Tanto el acceso a la pasarela de pago de la tasa como a la descarga del impreso de la tasa se encuentra en el siguiente enlace: Enlace a tasas

Si no adjunta el justificante del pago de la tasa durante la presentación telemática de la solicitud se recomienda que presente dicho justificante de pago en la oficina de extranjería correspondiente por vía ordinaria, lo que puede motivar un retraso en la tramitación de su solicitud

- La solicitud seguirá su tramitación normal y una vez resuelta se le notificará el resultado de la misma.

REQUISITOS TÉCNICOS DEL PROCEDIMIENTO:

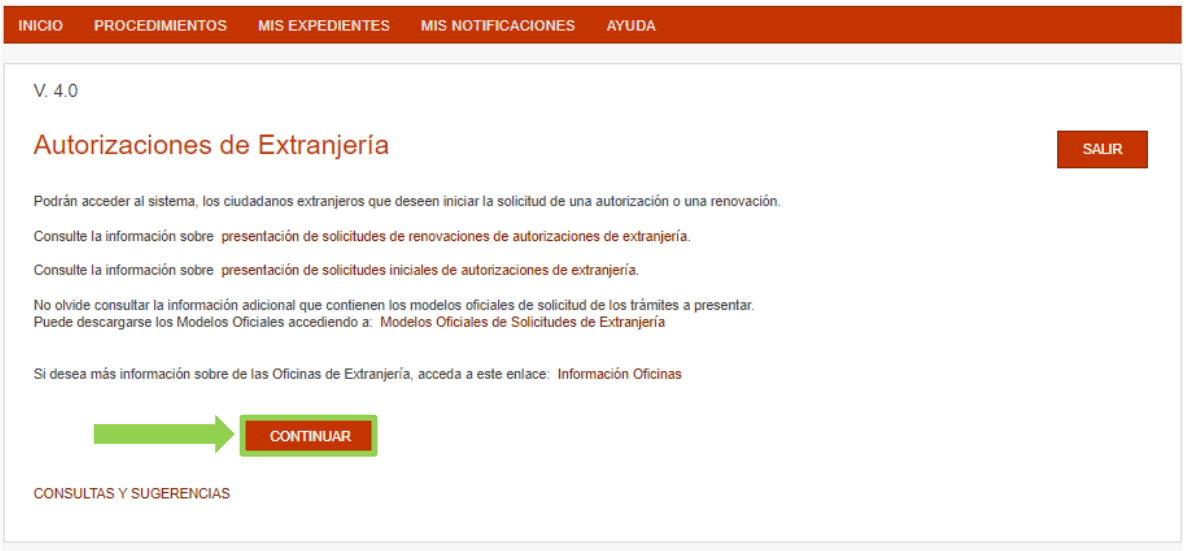
- Sistema Operativo: Windows 2000 / XP / Vista / 7 / Server 2003 / Server 2008 y superiores.
- Navegador web: Internet Explorer 7 o superior, en 32 y 64 bits (incluido Internet Explorer 9).
- JRE: JRE 6 update 17 y superiores ó JRE 7 instalado en el navegador (1.6 update 25 recomendada)
- Certificado digital de usuario instalado en el navegador / sistema operativo o disponible a través de un módulo PKCS#11 o CSP instalado en el navegador (caso del DNI-e).
- Tener instalado el programa Autofirma https://firmaelectronica.gob.es/Home/Descargas.html
- Resolución de problemas con el navegador
- Resolución de problemas con Java

En cumplimiento del artículo 13 del Reglamento (UE) 2016/679 general de protección de datos, de 27 de abril de 2016 (RGPD) se informa de que los datos personales facilitados corresponden al tratamiento de datos de la Actividad Extranjería, incluida en el Registro público de Actividades de Tratamiento (RAT) puesto a disposición a través de la web del Ministerio de Política Territorial y Función Pública, en el siguiente enlace web: http://www.mptfp.gob.es/portal/ministerio/proteccion-datos/rat.html para el ejercicio de potestades públicas.

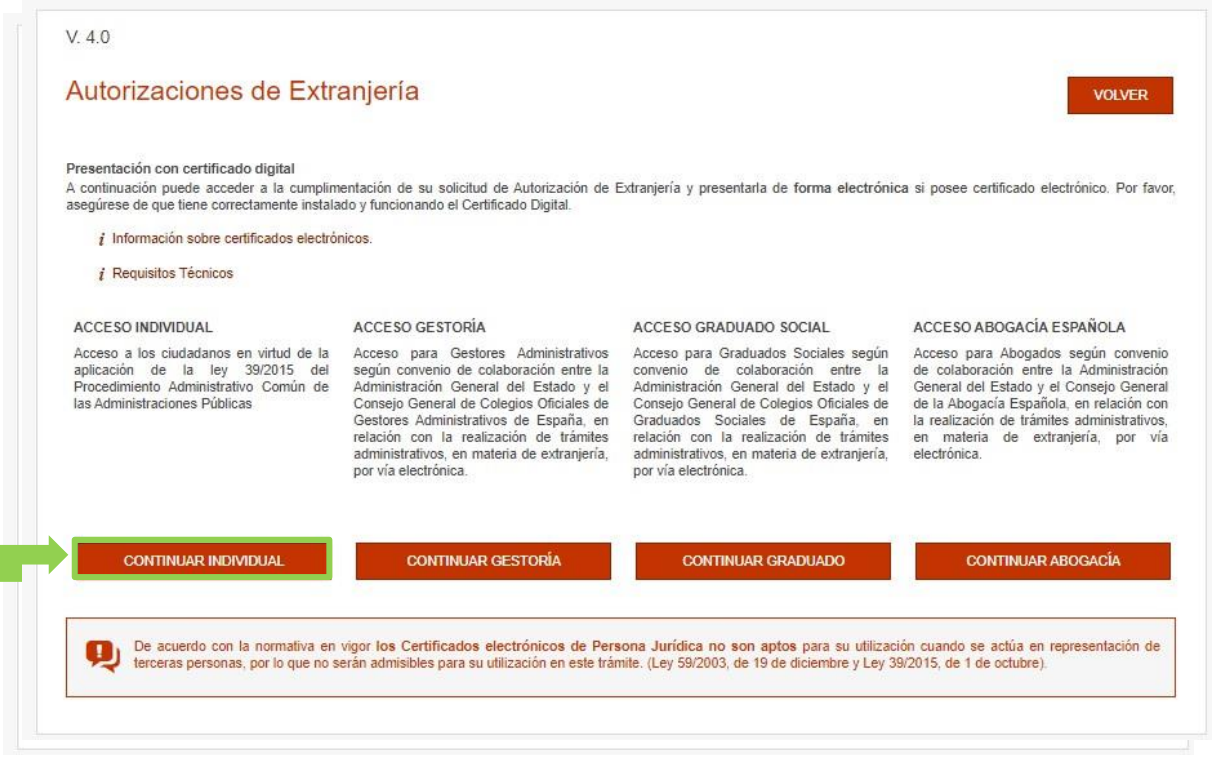
Puede ejercitar sus derechos de acceso, rectificación, supresión y portabilidad de sus datos, de limitación y oposición a su tratamiento, así como a no ser objeto de decisiones basadas únicamente en el tratamiento automatizado de sus datos, cuando procedan, a través del siguiente enlace web: http://www.mptfp.gob.es/portal/ministerio/proteccion-datos/ejercicio-derechos.html.

Acceder a Solicitudes Telemáticas de Autorizaciones de Extranjería

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



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 INDIVIDUAL**".



After validating your electronic certificate, you can access the procedure to renew your TIE by clicking **"CONTINUAR PRESENTACIÓN".**

TO continuation, will appear a chart with different options. You must select the " **Submit a new application "** option , selecting **Barcelona as the province.**

The following screen will appear. Please click " CONTINUE **."**

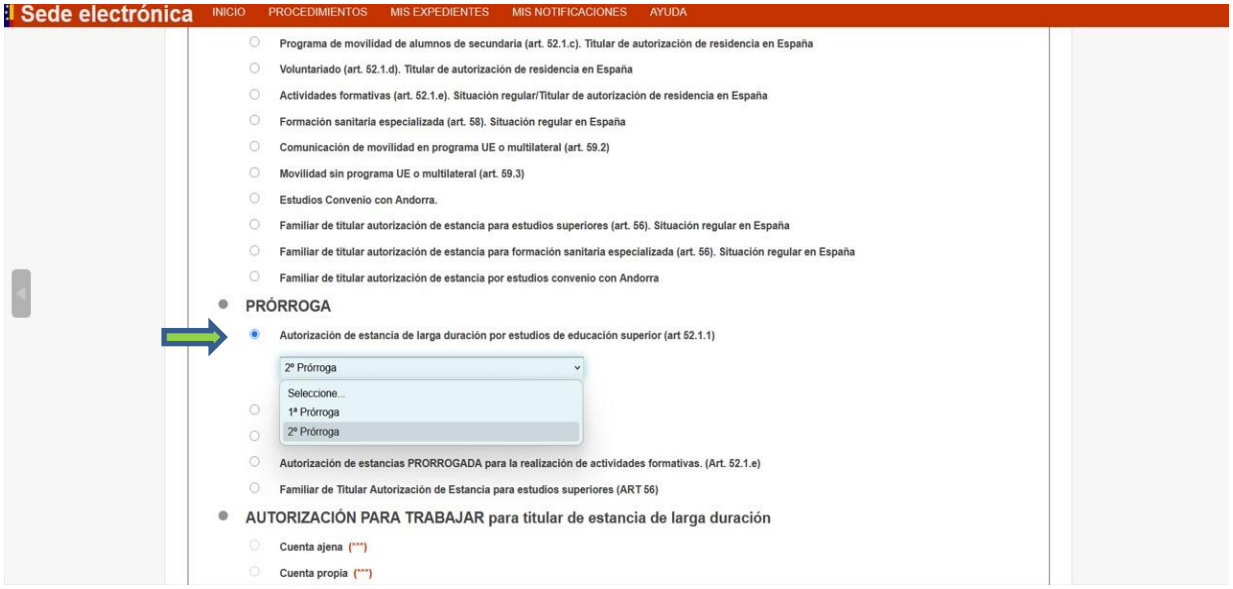
2.2. Data entry

2.2.1. Type of application: (=TIE renewal for studies)

At this point, the following information will appear on the screen. When asked if you currently have a residence permit in Spain, you must select **"YES."**

By scrolling down, the following options will appear. Since you are renewing your TIE (Spanish National Identity Document), you must select the option " **EXTENSION – Authorization for long-term stay for higher education studies (Article 52.1.1)** "

If this is your first time renewing your TIE, you must select the **"1st Extension" option** . From the second renewal onward, you must select the **"2nd Extension" option** .

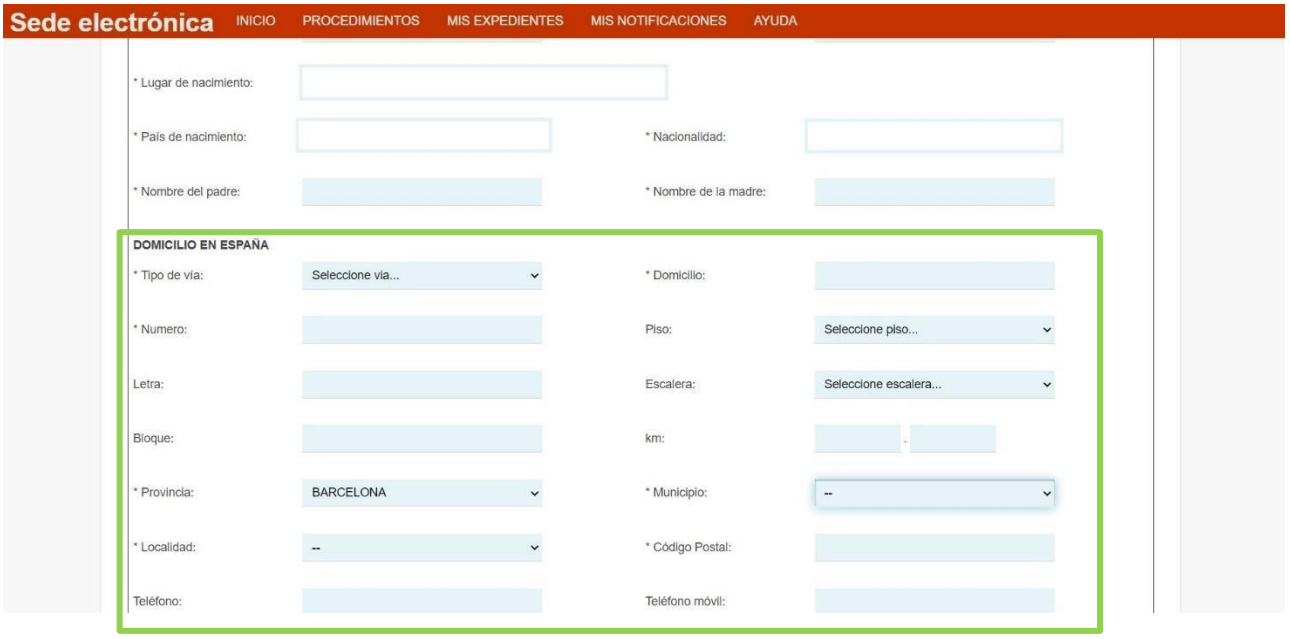


2.2.2. Personal data

In the next screen, you must complete your data in the part of "Personal data".

2.2.3. Address

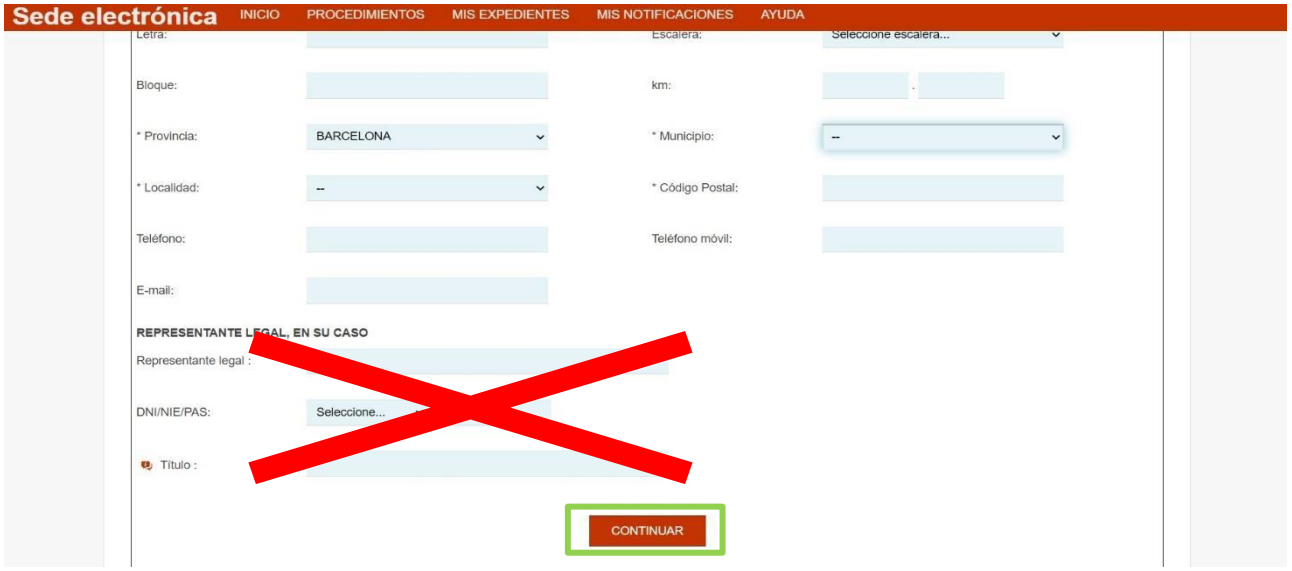
Further down on the same screen, **you must fill in the data references to you address in Spain**. **It is also advisable that you include your phone number and your email address** (at least one of the two).



At the bottom of that screen, you only need to check the final box, according to which you authorize the checking of your data of identity and residence.

2.2.4. Legal representative

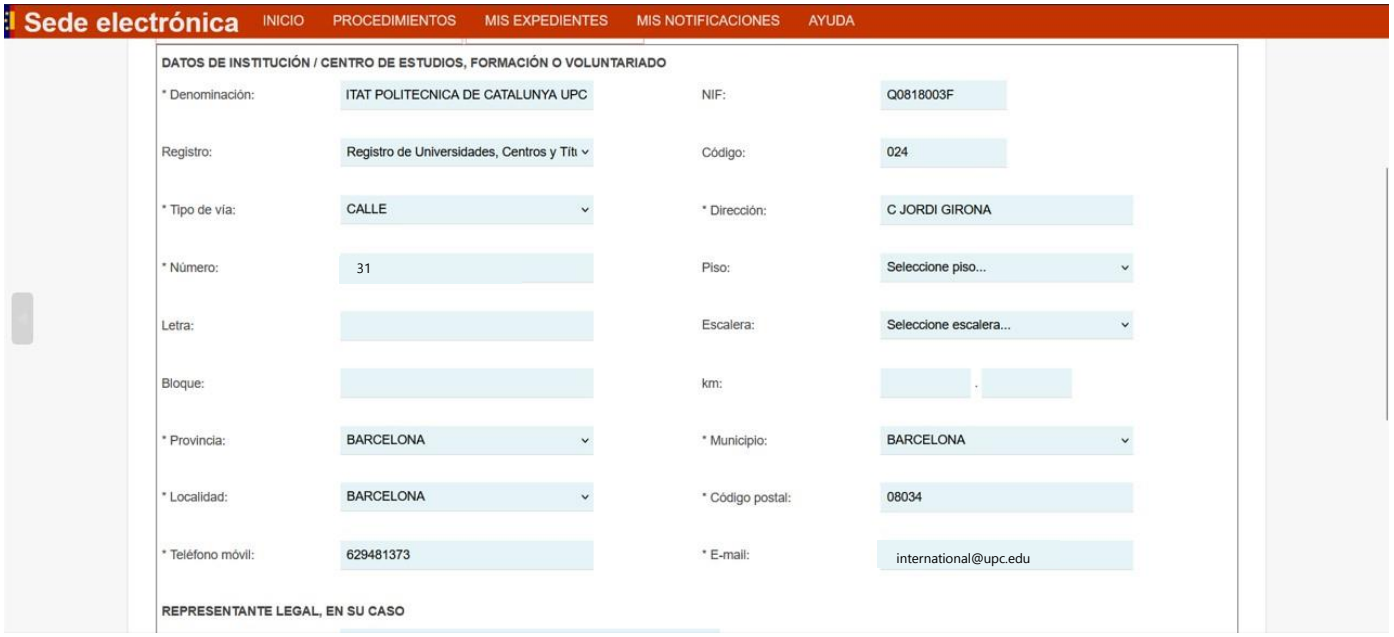
You should not fill out the legal representative part, because you are the one who sends your own TIE renewal application.



2.2.5. University and study program

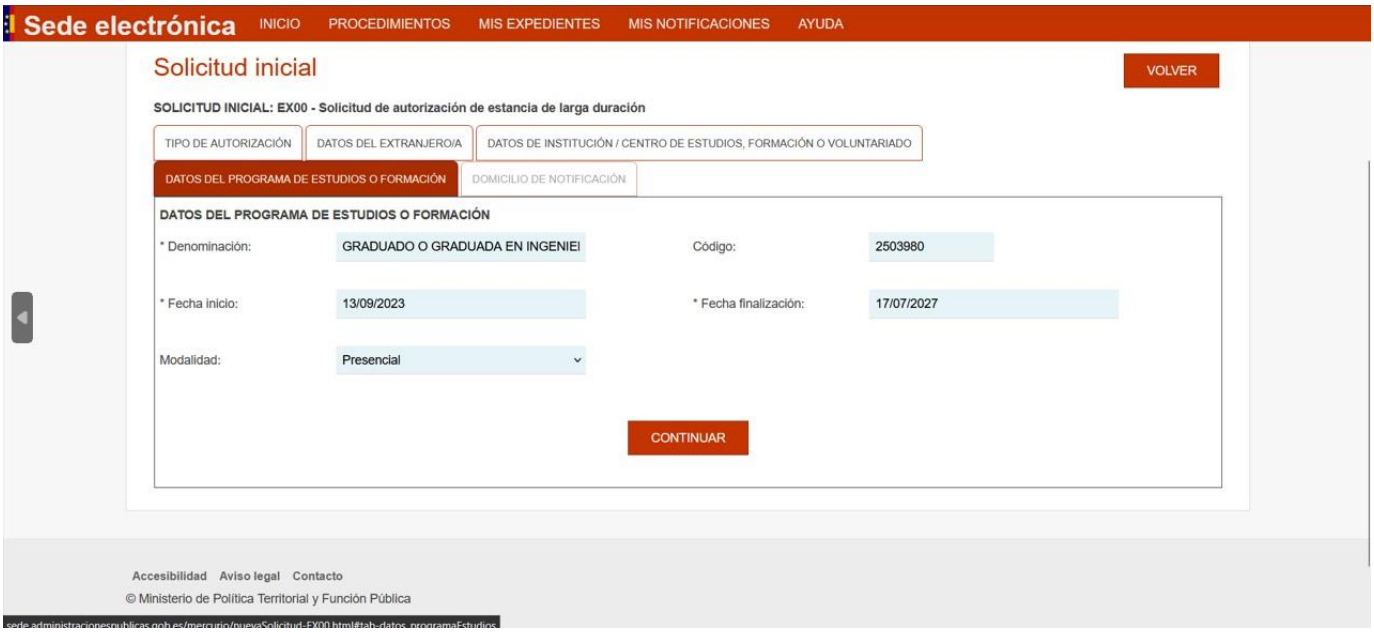
The portal will then also ask you to complete the following information:

- **Details of the institution/study, training, or volunteer center.** You must fill out this section with the official UPC details, which appear below:



- Denomination : Polytechnic University of Catalonia (UPC)
- NIF: Q0818003F
- Registry: Registry of Universities , Centers and Degrees (RUCT)
- Code : 024
- Type of road : STREET
- Address : c. Jordi Girona
- Number: 31
- Floor: (leave empty)
- Letter : (leave empty)
- Ladder: (leave empty)
- Block : (leave empty)
- Km: (leave empty)
- Province : Barcelona
- Municipality : Barcelona
- Location : Barcelona
- Code : 08034
- Phone mobile : 629 481 373
- Email: international@upc.edu

- **Study or training program information.** You must complete this section with the required information.



1. **Title:** Please indicate the name of the UPC program you are enrolled in, as it appears in Spanish.
   For example: " Master's Degree in Advanced Studies in Architecture-Barcelona (MBArch) ".

2. **Program code:** You must find the code for your Bachelor's, Master's, or Doctorate degree. To do so, visit the following link:
   https://www.educacion.gob.es/ruct/consultaestudios?actual=estudios
   and indicate the full name of your program IN SPANISH and the name of your university: Universitat Politecnica de Catalunya
   in order to search the reference code of your program.

   Note: Alternatively, if you are an undergraduate or master's student, you will find the RUCT code for your degree on the UPC website.
   Enter the following fields as appropriate :
   -Degrees: https://www.upc.edu/es/grados
   -Master's Degree: https://www.upc.edu/es/masteres
   And find your program's information. In the "Official Degree" section, click on the link that says " Registered in the Ministry of Education, Culture, and Sport ." There you will find your program's RUCT code.

3. **Start date:** start date of classes **(day / month / year)** .

4. **End Date:** Estimated ending date of your program (**day / month / year**)

5. **Modality:** Indicate "Presencial" (In Person).

This screen will then appear. Please click **"Close** . "

Address for notification purposes

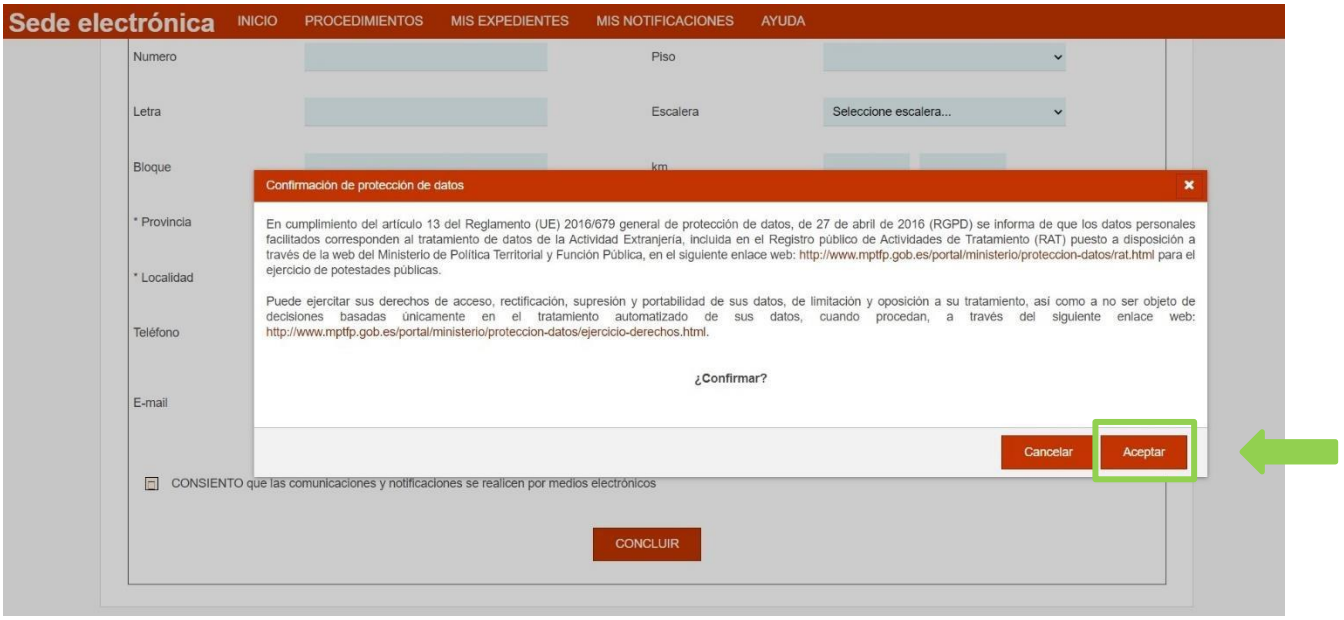
Finally, you will arrive to the section where you must indicate "Address to effects of notifications."

First, you must provide your full name, passport number, and NIE number.

Next, you must enter your address. If it's the same as the one you entered on the previous screen, please enter it again. If you're about to move, enter the new address, or the address of someone (family member, friend) who can pick up your correspondence (although you submit it electronically, usually they do not send you anything by postal mail).

In the lower of that section, you will see a check box indicating: "**CONSIENTO QUE LAS COMUNICACIONES Y NOTIFICACIONES SE REALICEN POR MEDIOS ELECTRÓNICOS.**"
(I CONSENT that the communications and notifications are carried out by electronic means.)
You will see that it is automatically checked. To continue, press: "**CONCLUIR**" (conclude).

After this, there will be a pop-up window in which you must confirm that you know the policy for data protection and the processing of your personal data. You must click " **Aceptar**" (accept) to continue.



To continue with the procedure, another pop-up window will appear, in which you must confirm that you present your documents from Spain (not while being abroad).
Check it and click "**Aceptar**" (accept).

Congratulations. Now you have arrived to the screen where you can upload your documents (to be checked for the procedure of TIE renewal).

2.3. Uploading your documents in the portal

In this screen are displayed, among other information, the technical requirements for the documents (format, maximum size, etc.) so that they can be admitted into the system.

We recommend that you **send all the documents separately,** one by one, uploading each document in the portal, in the corresponding field with the specific label corresponding to each document.

For the TIE and the transcript of records, you will see that there is no option as such. We recommend you to choose the option: **"Otros documentos"** (Other documents) and in the text box that is then opened, you indicate: **"TIE CARD"** or **"Certificado académico"**(transcript of records), depending on the document.

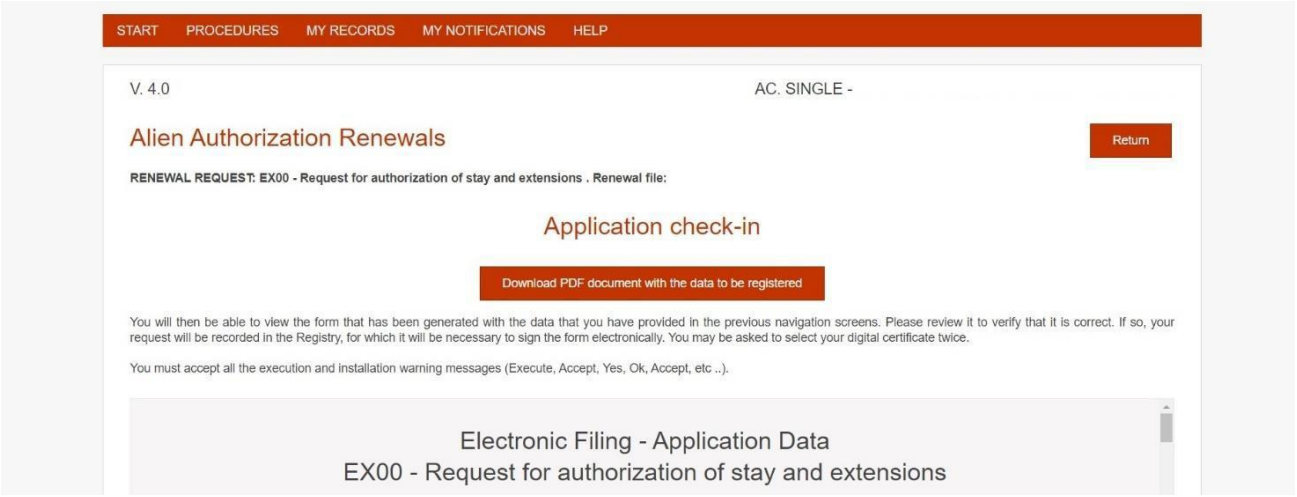
NOTE:
If for any reason you are still missing any of the documents marked as mandatory and you cannot yet submit them in the initial application, the system will display the following notice (see image below).

For these missing documents, **we recommend that you attach (in the corresponding field) a PDF file with the following brief indication: " Documento disponible próximamente. Lo aportaré en la respuesta al requerimiento."** (Document available soon. I will provide it in my response to the "requerimiento"; the official request of the legal authorities.)

After attaching all the documents, click in " **CONTINUAR"** (continue).

2.4. Sign and register in the portal your application

After that the documents they have been correctly received by the application, the following screen will appear:

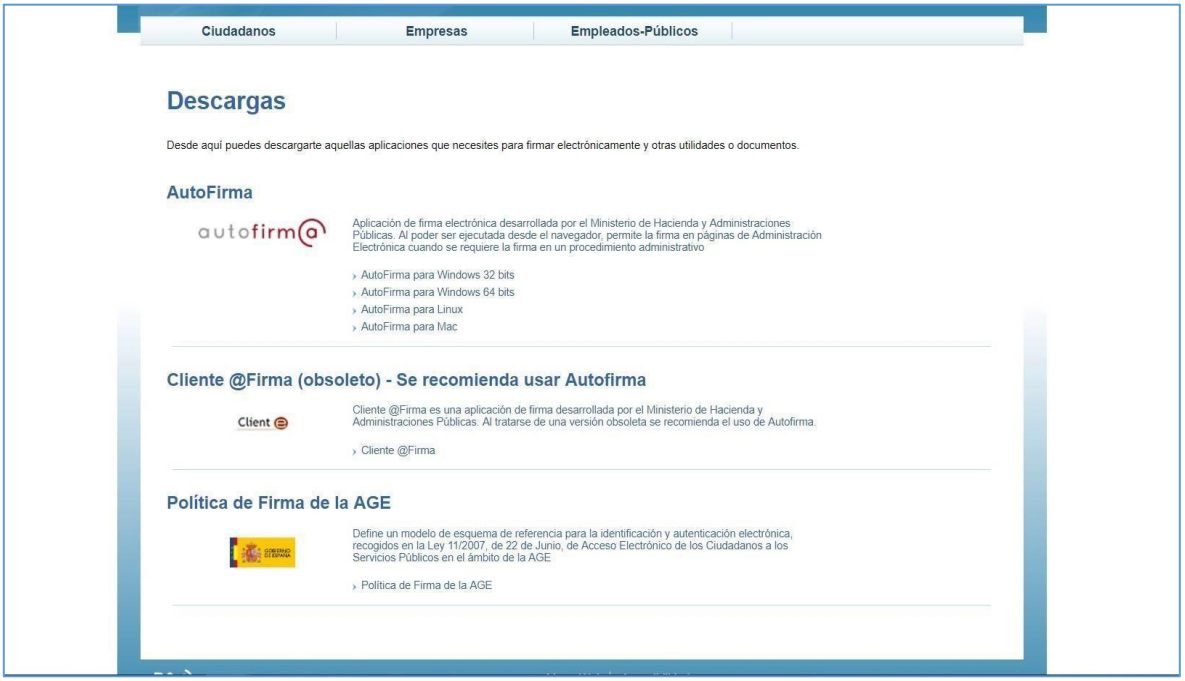


Here, the application is recorded and it is signed.
For this last signature of the application of renewal, the digital certificate itself is not enough: you must also have the AUTOFIRMA application installed on your computer. Otherwise, you will not be able to complete the online submission of your documents.

In the following page web, you will find information about this "Autofirma" tool:

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

If you had not installed it before in your computer, you have to install it now. Otherwise, you will not be able to complete the online "shipment" of your documents.



In the lower part of the screen, you will see that the option "**FIRMAR Y REGISTRAR"** (sign and register) will appear. Click on it.

Here, the system will complete the mandatory signatures, by means of the electronic certificate and the "Autofirma" application tool.

Congratulations! If you have arrived until here, you have finished the submission of your TIE renewal application, of your study permit.

2.5. Download the receipts for the procedure

Now you simply must download, in your laptop or computer, the receipts that appear in the screen: the receipt of having submitted your documents and a copy of the application that you have submitted.

Please download and print also the receipt; it is the proof that you have submitted your application for your TIE renewal. (Keep this receipt with you, in any moment together with your TIE card when it is expired; because this receipt confirms your legality in Spain while you do not obtain a notification of concession or the new TIE card.)

3. Important: if you need to travel

If you need to travel during the period in which your TIE card is expired and you still have not obtained the new TIE, **you will need to obtain an "authorization of return" before leaving Spain.** See information about this procedure at:

https://www.upc.edu/sri/es/estudiantado/movilidad-estudiantes/incomings/tramites-legal/during-your-stay/for-your-travels-return-authorization/for-your-travels-authorization - return

To obtain this authorization of return, when you go to the corresponding appointment at the Police station, you will have to show the proof of having submitted your TIE renewal application. submitting your documents for the renewal of your study permit. You will need for this the "**Resguardo del justificante de presentación**" (the receipt of submission of the application, that you just downloaded as a PDF, after you finished the procedure).

4. Check the status of my procedure

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 following website:

https://dehu.redsara.es/

In order to check the status of your file, please click : ACCEDER

Then the system will validate again your digital certificate. After that, you will go to a screen where, if has been any change in the situation of your files, it will appear there. Please take into account that it can take some weeks to appear (mainly on September or October).
When you find there any notification, it can be

a) **Notification of request**: There is a document that you have to download and that requests you some document/s, or
b) **Notification of concession**: you do not need to submit anything else. You can download the document, that is your Permit of stay as a student in Spain.

In that document of "Resolución" (Concession), 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.
It 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). 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/draft_renewing-your-card-as-a-non-eu-student in part "9. Positive answer (Resuelto/Favorable)".

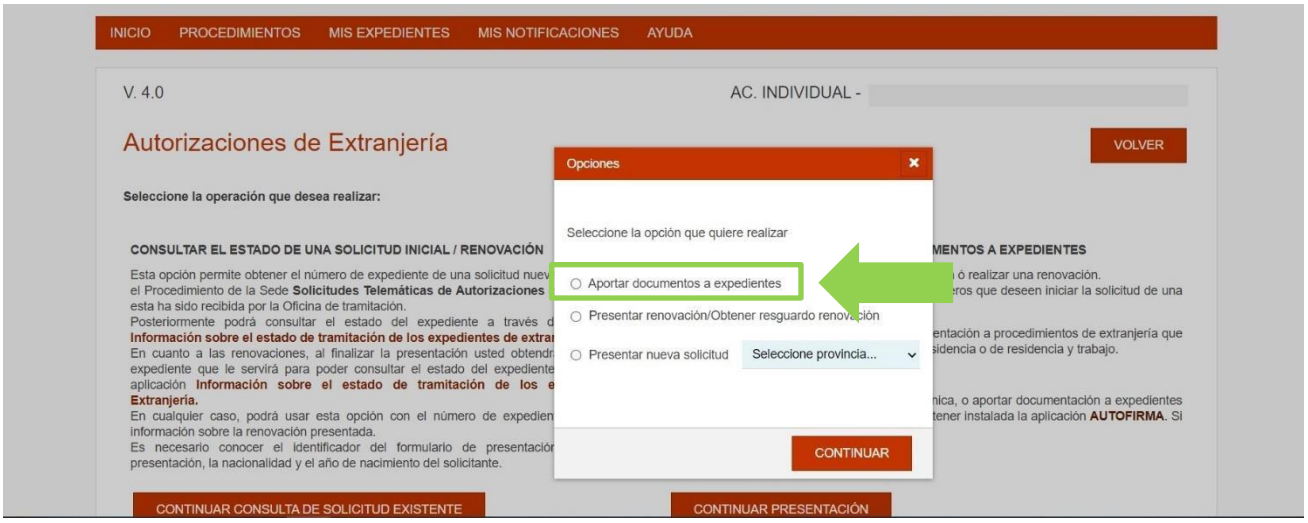
5. How to upload the requested documents (after a "requerimiento", an official notification, from the legal authorities)

After some days or weeks (during the month of September the answer can take more because there are many files submitted then), you will receive the document of your new permit of stay as a student (please check the previous section: "Checking about the situation of my procedure of renewal" to obtain that document) or a document of request of lacking documents or of documents that should be amended according to the Spanish authorities.

In case you receive a request of documents, you can ask to this International Students Office (international@upc.edu). We can assess you about the most suitable documents to submit.

Please remember that <u>you have only one chance;</u> in case the Spanish authorities reject one or more documents of the ones you submit when you answer to the request, your application will be rejected and you will be from that moment illegal in Spain.

When you gather all the documents requested by the Spanish authorities, to submit them online you must follow the steps indicated in pages 2 – 6. When getting to the following screen (see screenshot below), please select the option "**Aportar documentos a expedientes**" (Submit documents to an existing file).



From this point on the application will be guiding you to upload the document/s with which you answer to the request.

Once you had uploaded the requested documents, after some days you will see the result of your procedure in the same place that is mentioned at the previous section: "Checking about the situation of my procedure of renewal" (please see page 18 of this tutorial).

6. Further information and queries

UPC International Students Office (OMI)
E-mail: international@upc.edu
Telephone: +34-93 401 69 37