



## TIE RENEWAL

**How can I continue the procedure, after I submit the documents to the Spanish authorities?**

**Must I apply for a TIE (stay as a student) card?**

### How can I continue the TIE renewal procedure?

After submitting the documents <sup>(1)</sup> for the extension of your stay as a student permit, you will obtain a **proof of having submitted the documents (a receipt)**. Please keep this document as a proof during the whole process.

This receipt can also be used to ask for an authorisation of return, in case you should travel during your TIE renewal (see:

<https://www.upc.edu/sri/en/students/students-mobility-office/incomings/legal-issues/during-your-stay/for-your-trips-authorisation-of-return>

Once you had submitted (through any of the possible ways<sup>(1)</sup>) the documents to renew your permit of stay (as a student in Spain), the Spanish authorities will check them. Some weeks later (from 2 to 4, we are sorry but we cannot know exactly how long will it take), you will receive<sup>(2)</sup>, a “requerimiento” or a “resolución”. Here below we explain the meaning of these documents:

▪ **A “REQUERIMIENTO”. A letter requesting you one or more documents.**

If this is your case, it means that one or more of the documents you submitted have not been accepted by the Spanish authorities, or that there was some document(s) lacking; and so they are requesting them now. At the end of the letter of “requerimiento” (request), there is the list with the document(s) requested.

If you receive a letter of request, please come to the OMI office to show it to us. Taking into account the documents you submitted (you should keep the submitted documents or, at least, a copy of them, in order that we can check them) and the ones requested now, we will assess you about the documents you should submit now for the “requerimiento”; in order they can be accepted and the procedure ends well.

In the “requerimiento”, it is stated that you should submit the requested documents during the 10 days after you have been notified about the request. The Spanish authorities told us several times that the real period is of around 30 days; although they must indicate 10 days in the letter. However, and to avoid possible problems, you should try to submit the requested documents as soon as possible.

Important things about the “requerimiento”:

- There is only one. So there is only one chance to submit the document/s requested. In case the Spanish authorities do not accept the requested documents, your whole application will be rejected and you will get illegal.
- In case the required documents are more than one, you have to submit them all together.
- After you send the requested documents, the answer can be: the concession (“resolución favourable”) or the rejection of the whole procedure. In that case, then you only could submit a legal appeal to this decision.

<sup>(1)</sup> Whether you did it by means of the General Register (in person) or electronically (this option, in case you have a digital certificate).

<sup>(2)</sup> If you delivered your documents in person, you will receive the answer by the post, in the address you indicated at the application form. In case you submitted the documents online, you should download the answer from the website of the Spanish authorities.



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### ▪ A “RESOLUCIÓN”. The administrative notification of concession.

The document of concession shows that the legal authorities have extended your student permit and it also indicates until which date your permit has been extended. It is extremely important that you keep this document of concession; not only until you obtain the new TIE card (if it's the case), but during the whole length of the extended period. In case that your TIE card was lost or stolen, this document would be very helpful to you.

In case you do not receive a letter of request but directly the concession of the extension of the permit, it's perfect then; this means that all documents you had submitted are accepted and that now you can continue with the procedure.

You will also receive the document of concession if, after some documents had been requested to you, you had submitted them (in the same way that you used to submit the first documents), and these documents had been accepted now by the Spanish authorities.

In the “resolución” (concession) the Spanish authorities also indicate the instructions to finish the procedure.

**Very important:** you must check the length of the period for which student permit has been extended (it is indicated in the letter) and see if this extension is for more or less than six months.

## Must I apply for a new TIE card or not?

### a) Period conceded: LESS than 6 months.

In case your permit is extended for less than six months, **YOU DON'T HAVE TO ASK** for a new TIE card. (And, in case you did it, they would not issue it for you.) In this case, the concession letter will be the official document of your permit. You will have to keep this document during the rest of your stay, as it is the proof that you are legal in Spain. You should make a copy of this concession letter and take it always with you (i.e. in your wallet); so that you could show it to the Police, or other authorities that could request it.

### b) Period conceded: MORE than 6 months.

In case your renewal is conceded for more than 6 months, **you should ask for the new TIE card of stay as a student**. To do that, you should ask for an appointment with Police and take there some documents. You will find them detailed in the document of concession of the extension. In case you had any doubts about them, you can consult OMI and we will try to clarify your questions.

If this is the case, in the following link you can find a document that explains in detail **how to ask for the appointment** with Police.

[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](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 the concession document, you will find information about the documents to take to the appointment:

- The concession document that you receive at home
- Your original passport
- 1 photograph in “carnet” size
- Your last TIE card
- The census register (in case your address would have changed during the last year)
- The proof of having paid a tax: Model 790, code 012.

In the web page:

[https://sede.policia.gob.es:38089/Tasa790\\_012/ImpresoRellenar](https://sede.policia.gob.es:38089/Tasa790_012/ImpresoRellenar)

You have the link where you can find the form for this tax.



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- In the first part of this form, you have to indicate your personal details (NIE number, full name, and address in Barcelona).

In the part entitled:

*"Tarjetas de identidad de extranjeros (TIE) y certificados de registro de residentes comunitarios."*  
you have to indicate (click) the following option:

***"TIE que documenta la renovación de la autorización de residencia temporal o la prórroga de la estancia o de la autorización para trabajadores transfronterizos."***

- After selecting this, you will see that in the form will appear the amount to pay, that is: **19,30€**. (See it down, at the end of the page.)
- This is the correct amount to pay. If you see another amount, you did not indicate the right option. (Then please review what is said in the previous lines of this page of instructions).
- After that, please indicate: "pago en efectivo" (payment in cash). If you indicated payment through a (Spanish) bank account, you could have difficulties.
- Then, you can print the form and bring it to any bank office (any branch) in order to pay it.

### TRAVELS

Please take into account that the document of concession of the extension for less than six months **is not accepted** by the rest of the European countries that subscribed the Schengen agreement to let you enter there. (And those countries that are not Schengen, would not accept neither your TIE card nor the concession letter).

**In that case, you should contact the Consulate/s in Spain of the country/ies you would like to visit; in order to be sure that you do not need a visa to enter there.**

The students with a **valid** TIE card can enter in the European Union countries that subscribed the Schengen agreement.

In the International Students Office (OMI) we are at your disposal for any doubt you can have about the whole procedure.

**Oficina de Movilidad Internacional de Estudiantes (OMI)**  
Plaça Telecos, Campus Nord Barcelona.

Office hours: Mornings, from Monday to Friday, from 10 a.m. to 2 p.m  
Afternoons: Tuesdays, from 3:30 p.m. to 5:30 p.m. (from September 16th to June 15th only)

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