



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

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.

- ¿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 expiring 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 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 don't think that they will apply it during the following months.

- Where can I do this procedure?

You can begin this procedure in two different ways:

- a) Sending the documents electronically, by means of the following website of the *Ministerio de Hacienda y Administraciones Públicas*: <https://sede.administracionespublicas.gob.es/procedimientos/index/categoria/34>
If you choose this option, you must previously obtain a digital certificate (if you are interested, we can give you some information at OMI office).



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- b) Submitting your documents **personally** in the General Register of the Spanish Government in Barcelona, at the following address:

Registro General de la Delegación del Gobierno en Cataluña
C / Bergara, 12

Office hours: From Monday to Friday, from 9h to 17.30h. On Saturdays, from 9h to 14h.

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

IMPORTANT: At present, and due to the safety measures for the COVID-19, the attention is only with an appointment. You must ask for it by writing to the following address: : REGISTROEXTRANJERIAOAMR-dg.cat@correo.gob.es

You can find more information about it in our website: <https://www.upc.edu/sri/en> (in the part: "Appointments to deliver your renewal documents at the Register in calle Bergara)

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

The procedure works in this way:

1. Period to submit the documents: the student can begin the procedure during the last 60 days in which the card is valid.
During this period, he/she should send his/her documents, by means of one of the ways indicated in the previous section (*Where can I do the procedure?*). When the student begins the procedure (by means of an individual digital certificate or by submitting the documents at the Register), he/she will receive a receipt of the procedure. The student must **keep this receipt** until the end of the procedure. Moreover this receipt will be, during the length of the procedure, your proof of being legal in Spain.

You can begin the 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. After some weeks, the student will receive at his/her address in Barcelona (*) the answer from the Spanish authorities. It can be:
 - a) In case 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 you should then ask for a TIE card or not, depending on the period of renewal that is conceded.
 - b) In case the Spanish authorities require some documents to the student, he/she will receive **the letter of request ("requerimiento")**. This document will state the period in which the student has to submit the required documents. If the missing documents are not submitted during this period (remember that all documents requested should be submitted together, all at once), 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.

(*) If you choose the online submission of documents, you would not receive the official notifications by the post; you should then download the notification through the electronic site of the Spanish authorities.



- 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 take them to the OMI office to be checked. We will assess you about which documents could have problems, which alternative you can take, etc. in order that your procedure has a positive result.
3. If, after you submit the initial documents to the Spanish authorities, you receive an official request for other documents, you can also take it to OMI office. Here 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.
4. Once you receive the letter of concession (approval of the renewal) at your address, 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 whole process, we will be at your disposal, to solve your doubts and assess you.

IMPORTANT!:

1. **Do not forget to take your original passport when you go to deliver your documents at the Register, in case you begin the procedure there.**
2. All documents have to be printed in **DIN-A4 size**.
3. Please **do not take stapled** documents. (If you want to group something, please put a paperclip).
4. 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:
<http://www.exteriores.gob.es/Portal/en/ServiciosAlCiudadano/Paginas/Traductoresas.aspx>
(from the different languages to Spanish)
5. All documents must be **stamped** by the issuing institution.
6. Take all the **original documents if it is possible** (except the copy of the passport and the TIE). They will scan the originals and give them back to you.

- 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. They will be given back to you the same day, after being scanned. For the **passport and the TIE card, you must take original and copy.**

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 Tuesdays afternoons, from 15:30h to 17:30h

OMI office will be **closed** for Summer holidays and energetic savings reasons: from August 1st to August 31st (both included).

E-mail address: oficina.mobilitat.internacional@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:**
You will have to make, **before leaving Spain** and with enough time in advance, an additional and **compulsory** procedure called "**authorization of return**" ("autorización de regreso"). Please ask at the OMI about it; or visit our web page: www.upc.edu/sri
Note: If you do not make this additional procedure, you can leave Spain but not come back; so you will get in trouble.
If you intend to travel to one or more countries from the European Union, even if they are Schengen ones, once your card is expired and if you do not have the new one yet, maybe you could not enter these countries. To avoid any trouble, **before buying the travel tickets** you should **contact the Consulate of the country/ies where you would like to travel**, to know if you will be authorised or not to enter there. **The authorisation of return is only accepted by 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.**

(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 required documents:



Documents	Explanation , formal conditions and/or options:
<p>1. Application form "Ex-00"</p>	<ul style="list-style-type: none"> • You have to download the application form from the GRI page: 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, clicking on point "2.Fill in the application form". You must fill in the application by computer or by hand, and in this case with a black pen and in capital letters. • The application form must contain an original signature. • You must fill in the following fields: <ol style="list-style-type: none"> 1. Datos del extranjero/a (Personal details of the foreign person). 2. Datos del presentador de la solicitud (Data of the person who submits the documents): <u>leave it empty.</u> (Only to be filled in if there was another person who would submit the documents. This is not the case of student's relatives.) 3. Domicilio a efectos de notificaciones: it should be filled in only if you want to be notified in a different address from the indicated in part 1 of the form). <p>IMPORTANT:</p> <ol style="list-style-type: none"> a) In case you have a digital certificate and you submit the documents by electronic means, you must mark the spot that states: "Solicito/Consiento que las comunicaciones y notificaciones se realicen por medios electrónicos". b) In case you submit the documents in person, you must leave void the above mentioned spot ("Solicito/Consiento que las comunicaciones y notificaciones se realicen por medios electrónicos"). <u>If you mark that spot and you do not submit the documents by electronic means, you will never receive any notification about the procedure in any way.</u> • 4) Tipo de autorización solicitada (Kind of requested authorization): you must tick, in the part of "PRORROGA", one of these two boxes according to your situation: <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p><input type="checkbox"/> Prórroga (renewal)</p> <p>- Students: "<input type="checkbox"/> Titular de autorización estancia por estudios, intercambio de alumnos, investigación/formación, prácticas no laborales o voluntariado (art. 40)" (HOLDER OF THE AUTHORIZATION OF STAY FOR STUDIES)</p> <p>- Relatives of student: "<input type="checkbox"/> Familiar de titular de autorización estancia por estudios, intercambio de alumnos, investigación/formación, prácticas no laborales o voluntariado (art. 41)." (RELATIVE OF STUDENT)</p> </div> • In the part entitled Motivos que justifican la solicitud y tiempo de prórroga solicitada (Reasons to justify your application and period of renewal requested): <ul style="list-style-type: none"> - In "motivos" (reasons) you should write: "Estudiante de la UPC Barcelona Tech." (Student at UPC Barcelona Tech) - And about the period requested: You can write the period for which you are asking the renewal (please remember that the maximum is one year "RENOVACIÓN 1 AÑO"); although the period conceded will depend on the documents that you include. • DO NOT TICK the box that states: "NO CONSIENTO la consulta sobre mis datos y documentos que se hallen en poder de la Administración." • At the end of page 2 of the form: <p>"DIRIGIDA A" (ADDRESSED TO), please write "OFICINA DE EXTRANJEROS"/ "Código DIR3" (CODE DIR3): please leave it void /</p> <p>"PROVINCIA" (province; sub-region), please write "BARCELONA"</p>
<p>2. Valid passport</p>	



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	<ul style="list-style-type: none"> - In case that 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 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. If the passport expires in less than 3 months, you will have to add something to prove that you started the renewal procedure of the passport. (A copy of an email to the consulate/embassy is enough).</p>
<p>3. Valid TIE card.</p>	<p>Original and copy of both sides, in original size.</p>
<p>4. Registration at UPC</p> <p>4. Registration at UPC (continues)</p>	<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 it <p>Details about these two aspects:</p> <ol style="list-style-type: none"> a) Document that formalizes the enrolment: You should submit the registration ("matrícula") for the academic year 2020-2021, stamped by the Academic Secretary of your school (if possible; otherwise, submit it without the stamp). This stamp will never be considered by the Spanish authorities as a proof of payment of the registration. <p>VERY IMPORTANT: Lately the Spanish authorities have emphasized that the permit of stay as a student is based, according to the Spanish Law referring to Foreign Persons (Ley de Extranjería), on that the studies have to be full-time studies. So they will only accept the renewals in which students register for a teaching load equivalent to a minimum of 20 hours per week.</p> <p>What they say is: "Certificate of registration for the following course, specifying how many credits have been registered and which is the teaching load.</p> <p>Exceptionally, in case there is a change of studies, the possibility of extending the stay of studies will be considered <u>only</u> if the relation between both studies is documented and justified, and if the new study or programme is of an equal or higher level than the previous one."</p> <ol style="list-style-type: none"> b) The proof of payment of the registration: <ul style="list-style-type: none"> - If you paid it in cash, the stamp of the bank must be seen on the enrolment document ("matrícula"). - 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 is 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,

	<p>Option 4: Financial assistance from a relative of yours that lives outside Spain. Only spouses, registered unmarried partner, parents/tutors and brothers/sisters. Updated document issued in front of a notary, duly legalized (and officially translated if it had been issued in a language that is not Spanish or Catalan). It must indicate the amount sent to the student in Euros, the period during which it will be sent to the student and the way in which will be sent and received in Spain. The document must state the amount that will be sent (that should be higher than 579,02 € per month), with which frequency (for instance, "from February 2022 to December 2022"), and in which way (for example, "by means of a bank transfer to be credited in the account of the beneficiary in the bank....."). The document must also be legalized at the origin country; it means, with the Apostille of The Hague (if the origin country had signed The Hague Agreement), or with a stamp of the Spanish Embassy at the origin country. VERY IMPORTANT: In this option, the notary must certify: a) The identity of the person that will send the money, and b) That this person has economic means enough to send the money that he/she undertakes him/herself to send. If the notary does not guarantee both things, the letter will be rejected.</p> <p>Option 5: Financial assistance from a relative of yours that lives in Spain. The relative person that commits him/herself to maintain the student must: 1. Have the condition of legal resident in Spain 2. The relative who commits to maintain the student must be: - Spouses, registered unmarried partner, parents/tutors, brothers/sisters and uncles (if there is another relative different from the stated, they will study every case and decide, but it is not sure). For this option you should submit the following documents: a) An affidavit (notarial deed), together with the following documents: -If the student's relative is a wage-earner, please add his/her work contract and his/her three last paylips -If the student's relative is a self-employed person, please add the last tax declaration and the last receipt of the payment he/she does as a self-employed person. b) 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> <p>IMPORTANT MODIFICATION: previously the economic media to renew your permit of stay as a student could not come, in any case, from work activities. From now on, in case you have an "Authorization to work as a student", YOU CAN USE the amount you receive because of that contract to justify that you have economic means enough to renew your stay as a student's permit.</p>
<p>6 - A public or private health insurance, covering the possible medical expenses and risks, if it is the case, usually covered to Spanish citizens.</p> <p>6 - A public or private health insurance, covering the possible</p>	<p>Nowadays the Subdelegación del Gobierno does not require repatriation in the insurance. However, the CatSalut card (alone) is not enough to prove that you have guaranteed the medical assistance in Spain. Now the Spanish authorities only accept the CatSalut card to justify that you have a medical insurance if you have it because you have an authorisation of working as a student (and it will last during the whole period of renewal). Otherwise, they will only accept a private insurance.</p> <p>- In case you have the CatSalut card: 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><i>medical expenses and risks, if it is the case, usually covered to Spanish citizens</i> (continues)</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 the insurance can be accepted):</p> <ol style="list-style-type: none"> 1. Data 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. 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". 5. 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€. 6. Existence of copayments. Copayments superior to 10€ will not be accepted. 7. 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). 8. 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 contract 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/seguros/oncampus-estudia/.</p> <p>If you use this insurance, you should provide to the Spanish authorities:</p> <ol style="list-style-type: none"> a) The document with your name and the period of the health insurance b) The proof of payment of it. You can download it from your "Personal Area" in Oncampus (document called "Justificante de Pago") c) Document with the General and Particular Conditions of the insurance <p>If the insurance has been issued in another country (not Spain), it has to be legalized. For this, you have to make that they stamp it at the consulate of your country in Spain (or, at the Spanish Consulate in your country).</p> <p>If the health insurance is not issued in Spanish language, you have to ask for an official translation ("traductor jurado"; if you need information about it, please ask at OMI.) In the following link is the list of official translators from the different languages to Spanish: http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/Paginas/Traductoresas.aspx You should look at the last updating (the file that indicates: "Lista Actualizada 17 enero 2022").</p>
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<p>7 – Certificate of achievement related to your previous academic year.</p>	<p>The student must submit the marks or assessment of his/her studies corresponding to the period of duration of the card that is being renewed now:</p> <ul style="list-style-type: none">• For students of Bachelor (“Grado”) or Master: The marks (grades) that appear in the document called “expediente académico” (your transcript of records). You can obtain from the intranet “e-secretaria” (https://esecretaria.upc.edu/), duly stamped by the academic secretary of your school. In the document must be clearly shown the subjects done in the last year and the corresponding grades.• For PhD students: The assessment of the whole previous academic year that is stated in the document “expediente académico con todas las convocatorias” (https://esecretaria.upc.edu/). If possible, this document should be stamped by your department at UPC. In case the present course had began 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 at your “expediente académico con todas las convocatorias”.• 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>This letter must have the letterhead of the school or department of UPC where you are registered; 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>In order to pay the tax, you must follow the next steps:</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 Barcelona4. Fill the data (those that have a * are mandatory) and in “Autorizaciones y documentos para extranjeros”, click the option: 1.3). Then the system will fill in the amount to pay, that has to be: 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.10. 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. <p>Important note: The General Register of the Spanish Government in Barcelona will not take your initial documents if the document of the tax (duly paid) is not included.</p>



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 data 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 relatives**).

The Spanish authorities indicate:



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- 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 579,02 €.
- 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 (434,26 €) and the 50% of the IPREM (289,51 €) 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.

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 that 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).