



## COMPULSORY EXTENSION OF YOUR VISA: FIRST "TIE" CARD FOR NON-EU STUDENT

### **Who must do this procedure?**

This **procedure is compulsory** and must be done by the student himself/herself.

### **What is this procedure and why do I have to make it?**

This procedure is mandatory for all citizens of a country that does not belong to the European Union who are going to live in Spain for more than six months and that **entered in Spain with a long term student visa**. They are obliged to ask for the extension of their student visa and that extension is the **first card as a student from outside the European Union**. Please bear in mind that the visa is just the entrance in Spain. If you do not apply for the card you could be illegal in Spain after some time.

### **When do I have to do it?**

The student has to **START this procedure WITHIN the 30 days after his/her arrival in Spain**.

If you tried to do it after this period, your application could be rejected and then you will remain illegal in Spain with no possibility to revert this situation.

### **Which documents are needed for this procedure?**

Please gather the following documents:

1. Application form: the original and one photocopy (EX-17 model).  
You will find the model in the following link:  
[http://extranjeros.mitramiss.gob.es/es/ModelosSolicitudes/Mod\\_solicitudes2/17-Formulario\\_TIE.pdf](http://extranjeros.mitramiss.gob.es/es/ModelosSolicitudes/Mod_solicitudes2/17-Formulario_TIE.pdf)  
In the application form, please indicate as "tipo de documento" the option: "Estancia por estudios ...".  
We have included in these instructions a short vocabulary, in order to help you to fill this form. Should you have some doubt or need assistance when filling in the application form, please do not hesitate to contact this OMI (by telephone, e-mail or in person at the desk).
2. Passport: The original and one photocopy. The pages that you have to photocopy are the following ones: the page with your personal details (including expiry date), the page of the visa and the page where is the stamp that shows your entry in the European Union.  
In case that your passport had not been stamped when you entered the European Union, please provide a copy of your travel ticket or any other document that can prove the date of your entry in Spain.
3. Original and one photocopy of your registration at UPC, together with a recent letter in Spanish, issued by your school/department at UPC (original and one copy).  
This letter must state that you are already a UPC student, the name of the program in which you are enrolled and **the total length** of the studies you are going to follow in UPC (you can find a model of the letter at the end of this file to show to your school at UPC).
4. Three recent photographs, in "carnet" size (or "DNI size"): in colour, with a white background, and with a front view.  
You can obtain these photos in the machines located at the entrance of many underground stations; or in one of the photography studios in the city. Please check that you select/ask for the photos "carnet" size or "DNI" size.



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5. Your census register ("empadronamiento"): the original and one photocopy.  
At the OMI we can provide you some information about this easy procedure.
6. You have also to take the proof that you have already paid a tax of 15,92€.

In the web page :

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

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

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 primera concesión de la autorización de residencia temporal, de estancia o para trabajadores transfronterizos."**

After selecting this, you will see that in the form will appear the amount to pay, that is: **15,92€**. (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 indicated 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 brand) in order to pay it.

### **Where do you have to take these documents?**

When you have all the documents, you have to take them to the Police office in which you have obtained an appointment:

- Now it is mandatory to obtain an appointment for one of the Police stations that do this procedure in the province of Barcelona. However you are not obliged to do the procedure in the Police station of the locality where you are living in. You can go to any Police station that appears in the list for appointments. You just have to take into account that the date of the appointment is suitable for you and that the Police station you choose is more or less far of where you live. You will find detailed information about the appointment in the file "**How to ask for an appointment**".
- In case you decided to take an appointment for the Police station in the city of Barcelona, please take into account that you can only do this procedure in the Police station located in Rambla Guipúscoa, 74 (see map at the end of this document).

At the Police office, they will give you:

- A receipt of your student's stay card (TIE card);

This original card will last until one month later that the end of your course. If you are staying in Spain for your studies for more than one year, the card will last for approx. one year.



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### **What is the NIE?**

NIE is the acronym for “Número de Identificación de Extranjeros” (Foreigners Identification Number). It is the number that identifies you as a foreigner in Spain, during your stay. The receipt of your card already contains your NIE number.

### **Why do I need it? Why can I be asked to give the NIE?**

You will need the NIE if you want to open a bank account, for example. You can also need it for: applying for the bicycles service “Bicing”; buy some electrical appliance, a motorbike or a car.

Furthermore, the academic secretary service of your programme will ask you to provide a copy of your TIE card in some weeks.

### **What is the TIE?**

TIE is the acronym for “Tarjeta de Identificación de Extranjeros” (Foreigners Identification Card). This is the (plastic) card that you will obtain at the end of the procedure. This card indicates your NIE number. (TIE is the card; NIE is only the number.)

Your TIE card will have a validity period for, at most, one year, in case your academic documents show that your studies at UPC are going to last for more than one year. If not, the validity of the TIE card is until approx. one month after the end of the program indicated in the documents you provide.

In any case, please take into account that during your stay in Spain **it is important that you do not let your TIE card expire. Otherwise**, if you tried to renew your TIE card when it is already expired, the Spanish authorities could apply to you an economic fine **that could reach the amount of 500 €**.

The TIE card has to be renewed periodically during your stay in Spain; but the NIE number does not change.

### **Important if your studies in Spain are going to last more than one year:**

In case that the UPC program that you are following lasts for more than one year, do not forget to come again to our OMI office more or less two months before your TIE student card expires. We have an agreement with the corresponding legal authority (Subdelegación del Gobierno en Barcelona). And if you want, we can help you to do the renewal.

Please bear in mind that our Office is closed during the whole month of August. In that case, you should visit us during July.

You will find information about renewal in the following link:

<https://www.upc.edu/sri/en/students/students-mobility-office/international-students/about-your-legal-status-in-spain/renewing-your-card-as-a-non-eu-student>

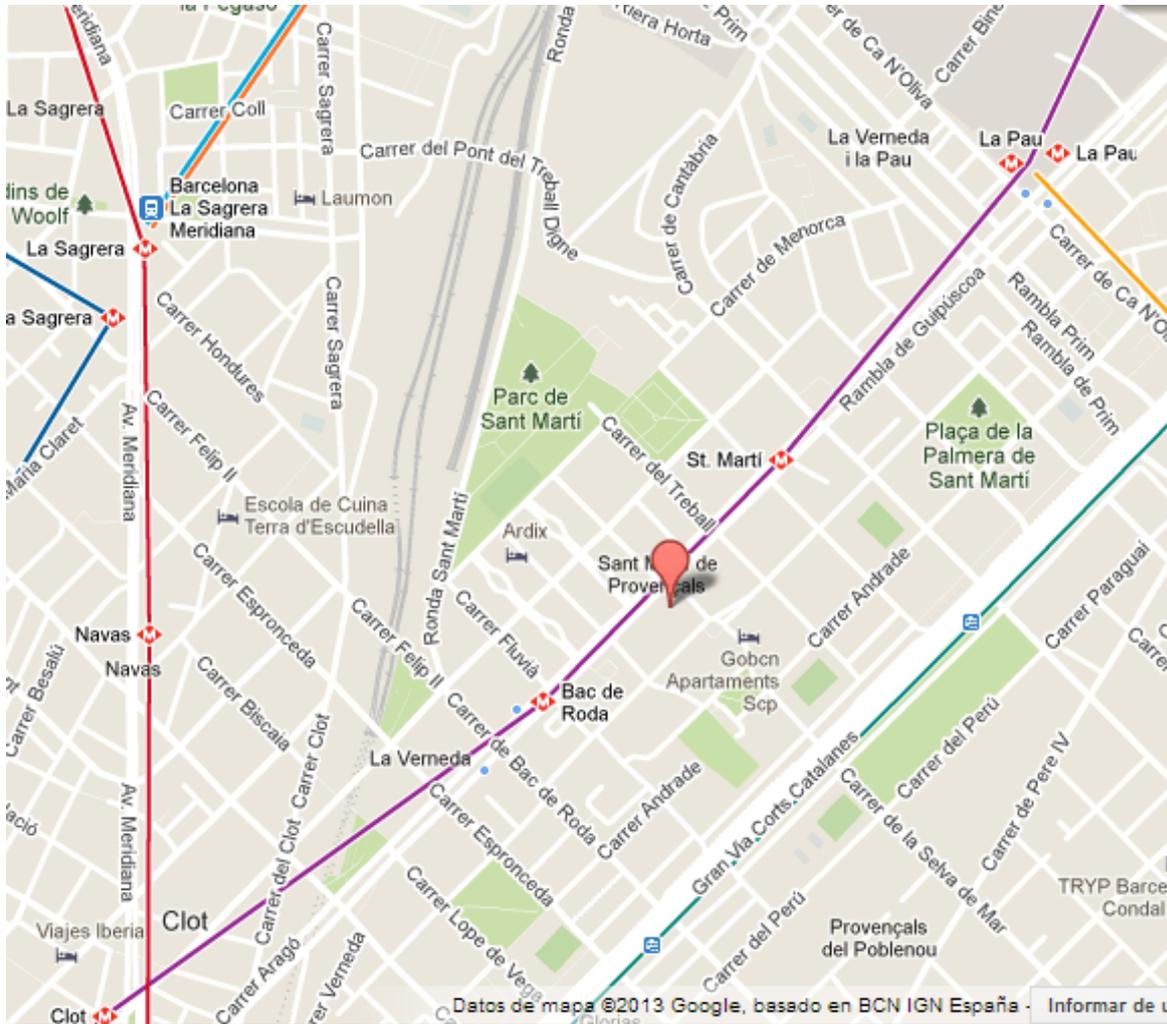
**Important warning: Please, read also carefully the “Welcome guide” for international students.**

**In particular, the parts about legal procedures and travel for non European Union students (non-EU students).**

**From this OMI/OIRI we can inform you about the legal procedures, but it is you who has to make them and it is your responsibility, in order to legally stay in Spain. Thank you.**

# Rambla Guipúscoa 74

Dirección General de la Policía



**Estacions de metro més properes** / Paradas de metro más cercanas / *Closest subway stations:*

**L2 Lila / Lila / Purple:** Bac de Roda, St. Martí.

**L1 Vermella / Roja / Red:** Navas, Sagrera, Clot.

**L5 Blava / Azul / Blue:** Sagrera.

**L4 Groga / Amarilla / Yellow:** La Pau

**L9 L10:** Sagrera.

MODEL ORIENTATIU PER LA CARTA. SI TENIU CAP DUBTE, PODEU TRUCAR A EULÀLIA MIÑARRO (TELÈFON: 5 41 33)

(LOGO UPC)

(Nombre del responsable) , en calidad de (cargo y escuela) de la Universitat Politècnica de Catalunya UPC BarcelonaTech,

HAGO CONSTAR:

Que el/la Sr./Sra. (nombre completo) de nacionalidad \_\_\_\_\_, con nº de pasaporte \_\_\_\_\_, es estudiante de (intercambio/ grado/ máster / doctorado) del programa (nombre del programa de estudios), de la escuela /facultad / departamento \_\_\_\_\_ de la UPC desde el mes de \_\_\_\_\_.

La duración estimada del mencionado programa es de (un curso/ dos cursos/.....).

Lo cual hago constar a los efectos oportunos.

En Barcelona, a (fecha)

(firma y sello)