



## **Guide for the Immigration Procedures for International Exchange Students**

UC3M and NPS Associates offer you this Guide on Immigration procedures.

Through this guide you will have access to a wide range of information regarding visas, immigration procedures, and regulations relative to international exchange students and their relatives coming to UC3M.

UC3M declines any responsibility for any inaccurate or not up to date information that we might receive.

All the information included in this document has been updated on March 14, 2019. We advise you to check the information published by the Spanish Ministry of Foreign Affairs before travelling to Spain.



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## Before arriving in Spain:

### a. Students from the European Union, Norway, Iceland, Liechtenstein or Switzerland and family members

If you are a national of one of the mentioned countries, you will only require a valid national I.D. card or passport from your country of origin to enter Spain.

If you are going to stay more than 3 months, consult the section “On arriving in Spain”.

### b. Students not from the European Union, Norway, Iceland, Liechtenstein or Switzerland

Those nationals who are required to obtain a visa to enter Spain must apply for one at the Spanish consulate in their country of residence.

Exchange students must apply for a student visa, not a tourist visa, for their stay at the UC3M.

The documents required for the application vary according to the motive for applying, the age of the applicant, etc.

Please check the web page of Spain’s Ministry of Foreign Affairs and Cooperation, [www.maec.es](http://www.maec.es), to find the types of visas and documents required.

### c. Students from outside the European Union, Norway, Iceland, Liechtenstein or Switzerland but taking part in a mobility program in the European Union

If you are already studying in a country from the European Union and you come to study at Carlos III, due to your citizenship Spain requires you to apply for a visa because you are studying at a non-Schengen country, therefore you should apply for your student visa at the nearest Spanish consulate in your country of residence.

If you come from a country which Spain doesn’t require you to issue a visa and you have a residence permit from a country within the European Union, Norway, Iceland, Liechtenstein or Switzerland, you won’t need to apply for a visa.

If you plan to stay in Spain longer than 6 months please read the information on “On arriving Spain”

\*Note: EU members are the following: Germany, Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Slovakia, Slovenia, Spain, Estonia, Finland, France, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxemburg, Malta, Netherlands, Poland, Portugal, Czech Republic; Romania; Sweden.

## STUDENT VISA

This enables the holder to be in Spain for periods longer than 90 days to undertake or further one's studies in an authorized educational institution in Spain, in a full-time program which leads to the attainment of a degree or certificate of studies.

The duration of the stay will be equal to the duration of the course to which the applicant has been admitted or the research project that they will carry out, with a maximum stay of up to 1 year or two years, when the program of studies is developed in an authorized higher education institution and leads to the attainment of a recognised higher education title, which may include a preparation course to said higher education or obligatory internships.

You must apply for the visa through the Spanish consulate in your country of residence. The application must be filed in person although in some cases the documentation may be submitted by mail.

However, recently it's been introduced in the Spanish law, the own foreign student, personally or on their behalf, may apply telematically for the authorization of stay for study purposes, as long as they are in Spain legally and they submit the application at least a month prior of the expiration date. The approval period would be one month maximum. If you do not receive any answer, it will mean that you request has been rejected. However, it is advisable to wait for a formal communication of that rejection.

Some Consulates may require to have an appointment.

At the Spanish Ministry of Foreign Affairs webpage you will find where the nearest Consulate is located, specific fees to be paid depending on your nationality and documents to be submitted:

<http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/Paginas/EmbajadasConsulados.aspx#>

Required documents to process the visa (original and copy):

- **Application Form** for a national visa. It can be downloaded from this web page:  
<http://www.exteriores.gob.es/Embajadas/OTTAWA/Documents/Solicitud%20de%20visado%20nacional%20-%20Espa%c3%b1ol.pdf>
- **Valid passport** for the duration of the stay (otherwise, it must be renewed)
- **Document that certifies admission** to any of the programs of the UC3M or research project, outlining the contents of the course of studies, training or research
- **Medical insurance** that covers medical expenses for the duration of the stay and repatriation in case of accident or sudden illness. Some Consulates may require a mandatory minimum coverage.
- **Document that certifies you possess sufficient economic means for subsistence and housing** for the period requested and to guarantee your return to your country of origin.  
The economic means required are equal to the monthly quantity of the IPREM (legally established index according to which government aid, grants, etc. are awarded in Spain), which for 2019 was set at 537.84€ per month, so the total for a full one-year course would be 6.454,03 €. For stays of less than one year, the total would be 537.84€ multiplied by the number of months your stay in Spain will last.
- **Housing in Spain** (not required in all cases)
- **Passport-size (32 x 26 mm) color photos** with white background. The number of photos required depends on the consulate and will vary from 2 to 4.

•**Proof of payment of consulate fees** (different in each one)

If your studies or research will last more than 6 months, you must also provide:

- Medical certification** that you suffer from no contagious illnesses that must be treated under quarantine issued within the last 90 days.
- Police record** issued by the authorities of your country of origin or the country where you have lived for the last five years, issued within the last 90 days. Some Consulates placed in the US may accept a state-level background check from the state of residence (although FBI Background Check is still the most suitable documentation).

The Police certificate must be authenticated by the embassy or the apostille (Hague Convention). Authentication by the Apostille of The Hague will only be accepted if the issuing country is signatory to such agreement.

The consulate may want to meet with you for a personal interview.

The official period for processing the permit is seven days from the date the application is submitted. If you receive no response within this period, it can be assumed that the response is favourable and the visa has been granted.

The official period for collecting the visa is TWO MONTHS\* from the date of notification. At that time, you will have to go to the consulate to have the visa stamped in your passport. If you do not collect the visa in those two months, the application will be rejected.

\*Note: Given the large number of applications received by the consulates, it is possible these periods are not adhered to. As such, we recommend not putting off your application for the visa and confirm the periods for each consulate at

<http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/Paginas/EmbajadasConsulados.aspx>

Through the following link you can check the status of your application:

<https://sutramiteconsular.maec.es/Home.aspx>

## TYPES OF STUDENT VISAS:

### A. For single-semester students (stays of less than six months):

If you are only going to stay at the UC3M for one semester, you must be aware that your visa covers the length of your stay with us. You will be granted the visa for a period of around 180 days (depending on the consulate, it may be a few days less).

Make sure you are granted visa type “D” and with multiple entries. That way, you can travel to your home country and back to Spain several times during your stay.

If it is not a type “D”, return to the consulate to modify it. It will not be possible to do so once in Spain.

Under no circumstance should they grant you a 90-day visa.

The 180 days student visa allows you to be in Spain and is valid to travel freely within the Schengen\* area.

**Authorized period of stay in Spain:** At Madrid's airport (or any other in Europe), you will receive a stamp with the official date of entry in Spain. You should calculate the authorized period of stay in Spain starting from this date (if you enter Spain on September 1st, 2016 and your visa is for 180 days, your visa will expire in a period of 180 calendar days).

These Visas can be extended once in Spain through the procedure explained in section C, page 10 which describes the steps to extend your student visa.

Please note that, in order to request the extension of the visa, the Foreigners' Office (Oficina de Extranjeros) will ask you to hand in a police record issue from the countries in which you have lived in the last five years. These documents should be legalized and need a certified Spanish translation.

Getting the previous documents might be complicated and take some time. Therefore, we recommend you to get some advice at your home country on how to get the police record.

Besides, it will be possible that you have some difficulties to travel outside Spain, as the visa you had to enter in Spain will be expired and the extension of the visa from the Foreigners' Office (Oficina de Extranjeros) is not a valid document that you can use to travel outside Spain.

*\*Note: the following are the Schengen countries: Germany, Austria, Belgium, Bulgaria, Cyprus, Denmark, Slovenia, Slovakia, Spain, Estonia, Finland, France, Greece, the Netherlands, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Malta, Norway, Poland, Portugal, Czech Republic, Romania, Sweden and Switzerland.*

Example of a student visa for a one-semester student:



## B. Full-year students (stays longer than 6 months)

If you are studying at the UC3M for a full year, the Spanish Consulate will grant you a visa with a maximum stay of 90 days (in some cases, it will be 30).

Once you arrive in Spain, you will have one month to apply for the foreign student ID card, (see section “On arriving in Spain”), a document that will allow you to be in Spain for the entire length of your visa.

Make sure you are granted a type “D” visa with multiple entries. You will then be permitted to travel within the Schengen Area\* and enter Spain freely during your stay.

If you are not granted a type “D” visa, return to the consulate to rectify it. It will not be possible to change it from Spain.

*\*Note: the following are the Schengen countries: Germany, Austria, Belgium, Denmark, Slovenia, Slovakia, Spain, Estonia, Finland, France, Greece, the Netherlands, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxemburg, Malta, Norway, Poland, Portugal, Czech Republic, Sweden and Switzerland.*

### Example of a student visa for a full academic year:

The image shows a Spanish student visa (Type D) issued in Houston, USA. The visa is valid for entry into Spain from 10-08-11 to 10-11-11. It allows for multiple entries (MULT) and a maximum stay of 90 days. The visa is issued to a student named ESTANCIA, with the identification number USAUS3SLU. The visa is issued by the Consulate General of Spain in Houston. Annotations with arrows point to specific fields: 'MULT' is annotated with 'This allows you to enter Spain as many times as you want for the duration of the visa'; '90' is annotated with 'Your visa will expire in 90 calendar days from your official date of entry in Spain'; and the validity dates '10-08-11' to '10-11-11' are annotated with 'Period of time allowed to enter Spain'.

## On Arriving in Spain

### A. Students from the European Union, Norway, Iceland, Liechtenstein or Switzerland

If you are going to stay in Spain for more than 3 months, you should register with the Central Registry of Foreign Citizens. To do so, if you are living in Madrid city center you must request an appointment through the web site <https://sede.administracionespublicas.gob.es/icpplus/>  
Select the option that reads “certificados UE.”

If you are currently living in Getafe or Leganés, you can go to the nearest Police station with your passport o ID card. The address and opening hours are:

1. Getafe Police station: 6, Churruca Street. From Monday to Friday from 9:00 to 14:00
2. Leganés Police station: 27, Universidad Avenue. From Monday to Friday from 9:00 to 14:00

There you will be told if you need an appointment and how to get it. Once the information is confirmed, you will be told where, when and at what time you must go to turn in the following documentation (original and photocopy):

- Proof of the appointment
- Valid passport or national ID card (only a copy of the page with your photo)
- Application form EX-18, which can be downloaded at this link:  
[http://extranjeros.empleo.gob.es/es/ModelosSolicitudes/Mod\\_solicitudes2/index.html](http://extranjeros.empleo.gob.es/es/ModelosSolicitudes/Mod_solicitudes2/index.html)
- Receipt of 12€ fee paid for form 790, code 012. The document has to be downloaded from  
[https://sede.policia.gob.es:38089/Tasa790\\_012/](https://sede.policia.gob.es:38089/Tasa790_012/)
- Private medical insurance that covers medical expenses for the duration of the stay. -
- Proof of having the economic means to subsist in Spain (In case you submit a bank certificate, you must prove that you have 6,454.08€ quantity which represents the 100% of the IPREM of the deposit and/or declaration of responsibility that you have the economic means to subsist in Spain.)
- UC3M admission letter

On the day of the appointment, you will receive a certificate which will bear your personal data and N.I.E. (foreign national ID number), which you can use for the administrative formalities that you have to attend to in Spain.

### B. Students not from the European Union, Norway, Iceland, Liechtenstein or Switzerland:

Your entry into Spain must take place within the period of time indicated on your visa (see photo on pg.6). After this period, you will not be able to enter with this visa and you will have to apply for another one.

#### B.1 Students not from the European Union, Norway, Iceland, Liechtenstein or Switzerland staying the whole year (stays longer than 6 months):

From the time of your official entry into Spain (in your passport, you will have an official stamp of entry) and within a maximum period of 30 days, you must go to the Foreign Nationals Office to make an appointment for fingerprinting to process the foreign national ID card, which will be valid for the duration of your stay in Spain.



You must ask for an appointment through this website:

<https://sede.administracionespublicas.gob.es/icpplus/citar>

In the field “provincia” select Madrid, and in the field “trámites disponibles para la provincial solicitada” select “Policia - Toma de huellas (*Expedición de Tarjeta*) y renovación de tarjeta de larga duración”.

There are several police stations where you can manage your issue. All of them need a previous appointment obtained by the internet.

There are two Police Stations that can do this procedure:

- A. Students living in Getafe. They must go in person to the station located on Calle Churruca, 6. Open from 9:00AM to 2:00pm from Monday to Friday.
- B. Students who lives in Leganés. They can go to Leganés police station on Avenida de la Universidad, 27, from 9.00am to 2.00pm.
- C. Students who does not live in Getafe. They must go the station located on Avenida de los Poblados S/N, metro station Aluche (Line 5).

On the day of your appointment, you must take the following documents:

- Proof of your appointment
- Form EX17 available on [http://extranjeros.mitramiss.gob.es/es/ModelosSolicitudes/Mod\\_solicitudes2/17-Formulario\\_TIE\\_FEB19.pdf](http://extranjeros.mitramiss.gob.es/es/ModelosSolicitudes/Mod_solicitudes2/17-Formulario_TIE_FEB19.pdf)
- Form 790, code 012 (15.76€ fee). The document can be found here: [https://sede.policia.gob.es:38089/Tasa790\\_012/](https://sede.policia.gob.es:38089/Tasa790_012/)
- 1 recent, color passport photographs with white background and of equal size
- Proof of registration with the local town hall (a document that certifies you live at the address listed on your application. If you live in the center of Madrid, you can apply for it at the district council office closest to where you live: <https://www-s.munimadrid.es/CitaNet/Principal.do> . Select type of service “Atención al ciudadano”, then in the “gestión” tab choose “Padrón” and then click on the office that you prefer.

At the appointment you will have to submit a copy of your rental contract and a copy of your ID. In case you did not sign any rental contract, they will let you know which document to submit.

If you live in Getafe, Leganés or somewhere else, inquire at the town hall.

-- Passport and a photo and the visa with the stamp of entry. If you have arrived in Europe through a different country than Spain, bring a copy of your flight ticket as well.

--UC3M admission letter

Once your fingerprints are taken, you will be given a receipt which you will need to take with you when you return within approximately 20/30 days to collect your foreign national ID card. You will also need to take your passport with you to collect the ID card. And you will get the receipt on the day you are taken your fingerprints.

With this ID card, you can leave and enter Spain freely during the time the card is valid.

### C. Students not from the European Union, Norway, Iceland, Liechtenstein or Switzerland but taking part in a Mobility program in the European Union:

If you are studying at any country from the European Union, Norway, Iceland, Liechtenstein or Switzerland, possess a valid authorization of stay for the period of your higher education programs, issued in accordance with the European Directives 2016/801 and participates in a multilateral or UE mobility program or it's covered by an agreement between two or more higher education institutions, you'll be able to stay up to 360 days in Spain, a requirement being that you need to contact Govern Delegation in Madrid before starting your studies or within a maximum period of one month from when you arrived in Spain.

UC3M will contact Govern Delegation in Madrid to inform about your Exchange at our university.

If you are studying at any country from the European Union, Norway, Iceland, Liechtenstein or Switzerland, but you are not covered with a European program or multilateral, you can give an authorization application form to enter and stay in Spain in order to study without the need of requesting a VISA.

This application form must be given before starting your studies or maximum a month after you arrive in Spain.

The foreigner office of Madrid will deliver a decision in a month (max.).

Once you receive a favourable answer, you'll have three months to enter in Spain (if you were not here yet) and to process your foreigner identity card if your stay in Spain is longer than 6 months.

## DURING YOUR STAY

### **EXTENSION OF STAY FOR STUDYING: RENEWAL OF THE FOREIGN STUDENT I.D. CARD**

Foreign student ID cards are granted for the duration of your studies in Spain. If you wish to renew yours to continue your studies in Spain, you can apply for a renewal in the 60 days prior to the expiration date of your current ID or in the 90 days after it expires, although in the latter case, you might be fined by the police.

- The application for extension can be submitted on the following e-Registers (digital certificate required):

[https://sede.administracionespublicas.gob.es/pagina/index/directorio/renovacion\\_telematica\\_extranjeria](https://sede.administracionespublicas.gob.es/pagina/index/directorio/renovacion_telematica_extranjeria) or

<https://rec.redsara.es/registro/action/are/acceso.do> (addressed to the Foreigners Office of Madrid)

You can also do it at the one in C/ García de Paredes 65 (Registro General de la Delegación del Gobierno) in Madrid or in any other General State Administration addressed to the foreigner offices in Madrid.

- If you live in Getafe or Leganes go to the City Hall to submit your documents.

### Documents to submit (original and photocopy):

- Two copies of form EX00, which can be downloaded at [http://extranjeros.mitramiss.gob.es/es/ModelosSolicitudes/Mod\\_solicitudes2/index.html](http://extranjeros.mitramiss.gob.es/es/ModelosSolicitudes/Mod_solicitudes2/index.html)
- Valid passport (all pages)
- Your academic transcript (the document which indicates the grades you have earned during your stay). You can get this document at the office in charge of your stay with us.
- Document that certifies the continuation of your studies, research or training. You can get this document at the office in charge of your stay with us
- Proof that you have sufficient economic means for the stay requested and the return trip to your country of origin. The economic means required are equivalent to 100% of the IPREM per month, which for 2019 will be set at 537.84€. The total amount for a full academic year was 6,454.08€. For stays of less than one year, calculate the total by multiplying 537.84€ times the number of months you are going to be in Spain. You can request this document at your bank (bank statement with the current balance or similar).
- Medical insurance (including repatriation)
- A copy of your former ID card
- Fee 790, code 052, which costs 17.15€ and can be downloaded at <https://sede.administracionespublicas.gob.es/pagina/index/directorio/tasa052>  
Fill in the form with your personal data and check the option "Prórroga de la autorización de estancia por estudios, movilidad de alumnos, prácticas no laborales o servicios de voluntariado (titular principal y sus familiares)" under the section "prórrogas."

Please check the situation of the procedure on the following link:

<https://sede.administracionespublicas.gob.es/pagina/index/directorio/infoext2/>

When the situation of the procedure is "RESUELTO-FAVORABLE", please print out this information and ask for an appointment to be taken your fingerprints, through the following website:

<https://sede.administracionespublicas.gob.es/icpplus/index.html>

In the field "provincia" select Madrid, and in the field "trámites disponibles para la provincial solicitada" select "Toma de huellas (*Expedición de Tarjeta*) y renovación de tarjeta de larga duración".

### Documents to submit when taking your fingerprints:

- Form 790, code 012 for fee of 18.92€ available in [https://sede.policia.gob.es:38089/Tasa790\\_012/ImpresoRellenar](https://sede.policia.gob.es:38089/Tasa790_012/ImpresoRellenar)
- Original and copy of your passport (page with photo and personal data)
- 1 passport-size photo with white background
- Original and copy of proof of registration with the local town council (only if your address is different from the one on the expired ID card). This is a document that certifies that the address listed on your application is accurate. You can obtain this document at the district council office. To find the office closest to where you live, please refer to <http://www.espormadrid.es/2008/01/juntas-municipales-de-distrito-de.html>  
If you live in Getafe, apply for it at the town hall.
- Original application for extension EX00 form
- Original and copy of your expired ID card
- Proof of your appointment through the website to be taken your fingerprint

## AUTHORIZATION OF STAY FOR STUDENT FAMILY MEMBERS

During the time you are studying in Spain, your family members may be accompanying you. They must meet the following requirements:

A. Family members who may accompany the students: **spouse, common-law partner and children who are under 18 or disabled and** are not objectively capable of meeting their own needs as a result of their condition.

B. The student must have the **economic means to support his family members**, according to the following quantities. For the first family member, it is 75% of the IPREM, which in 2019 would be 403.38€ per month, for a yearly total of 4,840.56€. For the second and each subsequent family member, it is 50%, which was 268.92€ per month and 3,277.04€ for the entire year.

The application is submitted in person by the family member at the Spanish consulate that corresponds to the foreign national's residence, either together with the student's study visa or any time afterwards until the visa expires.

### Documents needed (original and photocopy):

- Application for the national visa. You can download the form at this link: <http://www.exteriores.gob.es/Embajadas/OTTAWA/Documents/Solicitud%20de%20visado%20nacional%20-%20Espa%c3%b1ol.pdf>
- Valid passport whose expiration date covers the length of the stay applied for
- Document that certifies the family relationship (marriage certificate for spouse or common-law partner and is not valid for more than three months when it is presented; birth certificate in the case of children or parents, or documents that certify the disability of elderly persons).
- Medical insurance

If the stay is for more than six months:

--Medical certificate

--If the person is of legal age, a certified police record issued by the authorities of the country of origin or the country where they have resided the previous five years

--If the application is submitted after the student has received her foreign student ID card in Spain, a copy of this document.

**Permits for family members will be binding on the permit of the student**, and they will be able to remain in Spanish territory for the same period and in the same situation as her.

**If the family members' stay is for more than six months, they must obtain the foreign national ID card**, following the same procedures as those mentioned for the student.

Once the family members arrive in Spain with their visa, they will have to go to the Foreigners Office (Calle García de Paredes, 65, from Monday to Friday, from 9.00 to 14.00) to get the NIE and complete the procedure to get the card.

It is not necessary to make an appointment. Only the original passport with the visa is required.

Under no circumstances can the student's family members obtain a work permit.

They may apply for extensions of their permits as long as the family member supporting them has extended or is in the process of extending her permit. The family members with that residence permit will not be allowed to travel freely through the EU.

## STUDENT EMPLOYMENT

Students in Spain may apply for a work permit to engage in self-employed or contract work. To do so, they must meet the following requirements:

1. The **employment activities must be compatible** with their studies.
2. The **income** obtained will not be considered a necessary resource for subsistence or stay, nor will it be considered in the procedure of extending the stay.

The contract will be part-time. If it were full-time, the duration of the employment could not exceed three months nor coincide with lectures or laboratory work.

The work permit granted will be valid for the same length of time as the visa the student holds and may be extended once the extension of the stay for studying has been granted.

To obtain this work permit, the employer that wants to hire the student must make an appointment through this link: <https://sede.administracionespublicas.gob.es/icpplustiem/citar> selecting the province Madrid and the option "Autorización de Trabajo por Estudios" which have to contained as an attachment the employment contract and foreign student ID card

The maximum period to reply with approval or denial of the work permit is 3 months from the date of the application.

## RETURN PERMIT

If you want to travel outside of Spain but have not yet received your foreign student ID card, you can apply for a return permit which will allow you to return to Spain after your trip. This permit is valid for 90 days.

This permit may be requested only by full-year students who have had their fingerprints taken and are waiting to receive their student ID card, or have submitted their application for extension of their study visa and want to travel while their new card is in the process of being issued.

The application is submitted in person at a previously scheduled appointment made at the following web page: <https://sede.mpt.gob.es/icppplus/citar>

**Select Madrid** in the "provincias disponibles" section and select "**Autorización de Regreso**" under the section "tramites disponibles para la provincia seleccionada".

Apply at the Provincial Office of Immigration and Documentation located at Avenida de los Poblados s/n (Aluche subway stop, line 5). Business hours are from 9:00 a.m. to 13:00 p.m. Monday to Friday.

### Documents required (original and copy):

- Proof of the appointment
- Form EX13 (only one copy), which can be downloaded at [http://extranjeros.empleo.gob.es/es/ModelosSolicitudes/Mod\\_solicitudes2/index.html](http://extranjeros.empleo.gob.es/es/ModelosSolicitudes/Mod_solicitudes2/index.html)
- Valid passport with entry stamp and visa. If you are applying while waiting for an extension, it is enough to take the photo page of your passport.
- Expired foreign national ID card and renewal documents (in the case you applied for the renewal of your card)
- Form 790, code 012 with 10.50€ fee, available at [https://sede.policia.gob.es:38089/Tasa790\\_012/ImpresoRellenar](https://sede.policia.gob.es:38089/Tasa790_012/ImpresoRellenar)

Students that are living in Getafe and have already given their fingerprints can ask for this document at the Police Station located on Calle Churruga, 6, Getafe. They must go here 10 days before their travel date. The return permit will be issued 7 days after asking for it.

**Important note:** when documents from other countries are being submitted, they should be translated into Spanish by a certified notary.

In addition, all foreign public documents must previously be authenticated by the Spanish consulate corresponding to the country where the documents were issued and by the Ministry of Foreign Affairs and Cooperation, unless the documents have been certified by the relevant authority of the issuing country according to the Hague Convention of October 5, 1961.

## IN CASE YOUR PASSPORT OR STUDENT ID IS LOST OR STOLEN

If your documents are lost or stolen, go to the nearest state police station to report it. The following site has information on how to do it and how to find the police station closest to your home.

<http://www.policia.es/>

At the station, you will be given several copies of the report which you can use as proof that your passport or student ID card is lost.

If your passport has been lost or stolen, follow the procedure below:

**First** — Go to your embassy or consulate to apply for a new one.

**Second** — If your stay in Spain is no longer than 6 months, you are not entitled to a student ID card, so you must go to the Ministry of Foreign Affairs, Consular Affairs Department ([www.maec.es](http://www.maec.es)) on calle Pechuán, 1, CP 28002 Madrid. Phone numbers: 91 379 17 00, 91 379 16 55, 91 379 79 64 / 65, 91 394 88 54 and the email: [consular@maec.es](mailto:consular@maec.es) in order to get certificate stating the time that you are going to be staying in Spain, and request a certificate which indicates the length of your authorized stay in Spain. The certificate will be sent to the address listed on your application. It is not needed to make an appointment. You will have to go there from 9:00 to 14:00 bringing a copy of your passport, visa, NIE card and Police report.

**Important:** You will not receive a new visa in your passport, since this procedure can only be done through the Spanish consulate where you initially applied for the visa.

If it is your student ID card that is lost, once you have filed the report, you must go to the Provincial Office of Immigration and Documentation and apply for a duplicate of the same. The address of the office is Av/ de los Poblados s/n (Aluche subway stop) and business hours are from 9:00 to 14:00

To apply for the duplicate, you must take the following documents with you:

1. Passport
2. Copy of the old student ID card, if you have one
3. Fee 790, Code 012 (15.76€ for a first-time permit and 18.92€ for an extension)
4. Certificate of up-to-date registration with the town hall, if you have changed addresses
5. Original and copy of the report filed at the police station

Once your fingerprints have been taken, you will have to wait approximately 40 days to go back and collect the new student ID card, which will be valid for the time remaining to complete your studies in Spain.

## **USEFUL ADDRESSES:**

### **1. Immigration government office:**

**Extension of Stay for Studies Authorization. Students exchange, non-working internships or volunteering:**

- Address: calle García de Paredes, nº 65 Madrid
- Metro: Gregorio Marañón (Línea 10)

### **General Immigration Affairs:**

- Dirección: Avenida Plaza de Toros, 14
- Metro: Vista Alegre (Línea 5)

Previous appointment is necessary on the following website

<https://sede.administracionespublicas.gob.es/icplustiem/citar> (select "Información").

Opening hours: Monday to Friday from 9 a.m. to 2 p.m for information.

### **2. Foreign Nationals Office**

**Fingerprinting, submission of Foreign national ID cards and Return permits:**

- Avenida de los poblados s/n
- Metro: Aluche (Línea 5)

Previous appointment is necessary.

### **3. Office of registration of EU foreign Citizens:**

**Initial applications and extensions of EU Registration Certificates:**

- Avenida Padre Piquer, nº 18
- Metro: Campamento (Línea 5)

It is necessary previous appointment.