

LEGAL-MIGRATION PROCEDURES: FOREIGN STUDENTS

This Guide, elaborated by the International Office of the Universidad Carlos III de Madrid and Sagardoy Legal & Expat, provides information on legal-immigration matters aimed at foreign nationals who are going to study at UC3M.

The aim of the guide is to make it easier for students and their families to obtain visas, authorisations and legal-immigration related documentation to ensure compliance with current legislation.

This guide is intended for information purposes only and does not constitute a legal assessment, nor it replaces the procedure to apply and obtain visas, authorisations and documents required by the applicable legal-immigration regulations.

Universidad Carlos III de Madrid and Sagardoy Legal & Expat do accept no responsibility for any inaccurate or out-of-date information it may contain.

This document is updated as of May 27th 2022. In any case, prior initiating any migration legal procedure, it is recommended to review the applicable regulations.

In Madrid on June 20th 2022

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1 BEFORE YOUR ARRIVAL TO SPAIN.

A. Students from the European Union, Norway, Iceland, Liechtenstein, or Switzerland and their families:

If you are a national of one of the countries listed above, in order to enter Spain you only need to have a valid national identity card or passport from your country of origin.

If you intend to stay more than 3 months, please consult the section "Arrival to Spain".

B. Students who are not from the European Union, Norway, Iceland, Liechtenstein, or Switzerland.

Those persons who, due to their nationality, are required to have a visa to enter Spain, have necessarily to go to the competent Spanish Consulate in the country of their legal residence, to apply for and collect the visa for study purposes prior entering Spain.

Students under exchange programmes must apply for a student visa for their stay at UC3M. Visas for other reasons will not be considered valid.

Those who, as per their nationality, are under the visa waiver program, and hence not required to have a visa to enter Spain, may:

- Either go to the competent Spanish Consulate in the country of legal residence, to apply for and collect the visa to stay for studies prior entering Spain,
- or enter Spain under a legal stay status and apply in-country for the stay authorisation for studies (prior the last 30 days of the stay authorised period).

During the period you are studying in Spain, your family dependents (spouse, common-law partner and children under the age of eighteen or who have a disability and are objectively unable to provide for their own needs due to their health status) are allowed to travel with you, in case the requirements of section D are met.

C. Students who are not from the European Union, Norway, Iceland, Liechtenstein or Switzerland in a student mobility programme within the European Union.

If you are already studying in another country of the European Union and you come to Carlos III to complete your studies, you should know that if your nationality requires the prior application for a visa to enter Spain and at the time of applying for it you are living in a country not belonging to the Schengen area, you should go to the Spanish consulate having jurisdiction over your residence place and start the visa application process.

If you come from a country not requiring a visa to enter Spain, as long as you have a valid residence card from a country of the European Union, Norway, Iceland, Liechtenstein or Switzerland, you will not need to apply for a visa to enter Spain.

Students holders of a valid authorisation issued by another Member State in accordance with Directive (EU) 2016/801 and who participate in a Union or multilateral programme that includes mobility measures or who are covered by an agreement between two or more higher education institutions, will have the right to enter and stay in Spain, for a period up to 360 days, in order to carry out part of their studies in a Spanish higher education institution, after notifying the regional or provincial government offices Subdelegation of the province where the activity is to be carried out. Communication requirements section D.

If you intend to stay in Spain for more than 6 months, see the section "Arrival to Spain".

*Note: The countries members of the European Union are the following: Alemania; Austria; Bélgica; Bulgaria; Chipre; Croacia; Dinamarca; Eslovaquia; Eslovenia; España; Estonia; Finlandia; Francia; Grecia; Hungría; Irlanda; Italia; Letonia; Lituania; Luxemburgo; Malta; Países Bajos; Polonia; Portugal; República Checa; Rumanía y Suecia.

*Note: List of countries that require a visa to stay <https://www.exteriores.gob.es/Embajadas/tegucigalpa/es/ServiciosConsulares/Paginas/index.aspx?scco=Honduras&scd=274&scca=Visados&scs=Condiciones+de+entrada+en+Espa%C3%B1a>

D. The stay visa and authorisation for study purposes

This is a stay authorisation to remain in Spain for a period of more than ninety days to carry out or extend studies in an authorised educational center in Spain, under a full-time programme, leading to the award of a degree or certificate of studies.

The stay duration shall match the duration of the course the student has been admitted to or of the research work to be carried out, with a maximum limit of one year or two years, when the study programme takes place in an approved higher education institution and leads to the award of a recognised higher education degree, which may include a preparatory course for such higher education or a compulsory training placement.

In the event a visa application based on the provisions of Section B. is required, it is important to take into account the following basic information in relation to the submission of the application:

Person to submit the application: the student prior an appointment as per consular instructions.

Place of filing: Relevant consulate as per the legal place of residence.

On the website of the Spanish Ministry of Foreign Affairs, there is a list of the corresponding where the application shall be submitted at, as well as the list of documents and the applicable fees depending on the applicants' nationality.

Deadline for a consular decision: 7 working days. After this period, the application is understood to have been granted.

Given the large number of applications lodged at the consulates, it is possible that these deadlines may not be met. Therefore, it is recommended to avoid delaying the visa application and check the deadlines of each consulate at: <https://www.exteriores.gob.es/es/EmbajadasConsulados/Paginas/index.aspx>

Through this link, the processing status of the visa application can be checked:

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

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

Required documentation - See Annex I.

Deadline to collect the visa: two months from the notification of the approval

Characteristics of the visa:

a. Visas for one semester students (stay up to 6 months):

If it is intended to be at UC3M for one semester, the student should make sure that the visa covers the stay period with us. Thus, the student should be granted a visa for a duration of about 180 days (depending on the consulate, it can be of some few days less than 180 days).

The student will be granted a "D" type visa with multiple entries, in case they intend to travel during their stay in Spain.

Under no circumstances should the student be granted a visa for 90 days.

The study visa for up to 180 days is valid to stay in Spain and allows the student to travel freely within the Schengen area*.

Authorised length of stay in Spain: At student's arrival to the airport in Madrid, their passport will be stamped with the official date of entry into Spain. From this date, the student must calculate the authorised length of stay in Spain (180 calendar days from the official date of entry).

If the passport is not stamped at the Spanish border, it is required to go within 3 working days to seek a statement of entry at the competent police station https://extranjeros.inclusion.gob.es/ficheros/Modelos_solicitudes/mod_comunicacion/DECLARACION-DE-ENTRADA.pdf

These visas can be extended in Spain through the procedure to extend a stay for study purposes described in section C, page 13 of this guide.

Nonetheless, the student must take into account that in order to apply for this extension, the foreigners' office will request to provide the criminal record certificates of the countries they have lived at during the last five years. These documents must be legalised and translated officially into Spanish.

To obtain these documents can be complicated and time-consuming. Thus, if the student is considering to extend their stay with us, we recommend them to check with the relevant authorities in their home country about the process of obtaining a criminal record certificate before their travel.

On the other hand, the student may be subject to travel limitations outside of Spain, as the visa they travelled on to Spain will have expired and the resolution of the foreigners' office authorising the extension is not a document to be used to travel in Europe.

Sample of a one-semester student's visa:



b. Full-year students (stays longer than 6 months):

In case of a full-year student at UC3M, the Spanish Consulate must grant a visa with a maximum length of stay of 90 days (in some cases, it may appear 30 days).

Upon arrival to Spain, the student will have one month to make an appointment to apply for the Foreigner's Identification Card [Tarjeta de identificación del extranjero (TIE)] (see section "Arrival to Spain"), a document proving the student's identification during their stay for studies.

Please note that the student will be granted a "D" type visa with multiple entries. Thus, they will be able to travel within the Schengen area* and enter Spain several times during their stay.

If this is not the case, please go newly to the Consulate for review. It will not be possible to proceed with its amendment once in Spain.



Entry into Spain: during the visa validity

AUTHORISATION OF STAY/VISA FOR STUDENTS' FAMILY DEPENDENTS

The student must provide the **financial means to cover the expenses** of their family dependents, according to the following amounts: 75% of the IPREM for the first family dependent, and 50% of the IPREM for the second family dependents onwards and for each of the remaining family members. The monthly 2021 IPREM is amounted to 564,90 euros.

The application must be submitted in person by the family dependent at the Spanish Consulate having jurisdiction over the foreigner's residence place, simultaneously with the application for the student's study visa, **or at any later time** within the period of validity of the student's authorisation to stay for studies.

DOCUMENTATION REQUIRED (original and copy) - See Annex II.

2 ARRIVAL TO SPAIN:

A) Students from the European Union, Norway, Iceland, Liechtenstein or Switzerland: Central Register of Foreigners

If the student intends to stay in Spain more than 3 months, they should register in the "Registro Central de Ciudadanos Extranjeros".

If they are living in Madrid city, they must book an appointment through <https://sede.administracionespublicas.gob.es/icpplus/>

Documentation to be submitted along with the application - See Annex III.

The day of the appointment, they will be issued a certificate bearing their personal data and the foreigner's identity number (N.I.E.) which will be useful for the procedures they have to carry out in Spain.

This document is not valid for identification purposes in Spain. Thus, they shall use it along with their National Identity Card or passport. We recommend the student to always carry at least a copy of both documents.

B) Students who are not from the European Union, Norway, Iceland, Liechtenstein or Switzerland:

Their entry into Spain must be achieved within the period of the visa validity. After this period, the student will not be able to enter with this visa and will have to apply for a new one.

a. Students holding a visa who are not from the European Union, Norway, Iceland, Liechtenstein or Switzerland.

Stays up to 6 months:

It is not necessary to apply for a Foreigner's Identity Card.

Stays longer than 6 months:

Since the official entry date into Spain (an official entry stamp must appear in the student's Passport) and within a maximum period of 30 days, the student will have to book an appointment at the police station for fingerprinting and issuance of the Foreigner's Identity Card (TIE).

The appointment shall be booked through this link:

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

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

Commissaries available for this procedure - See Annex IV

On the day of the appointment, you must bring the following documents - See Annex V.

Once fingerprinted, the student will be given a receipt they will have to provide in approximately 20/30 days to collect their foreigner's identity card. To collect this identity card, they must also bring their passport in addition to the receipt issued during the fingerprinting.

The collection of the TIE will require an appointment. The appointment must be booked through this link:

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

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

With this TIE in force, the student will be able to leave and enter Spain freely during its validity.

b. Students who do not come from the European Union, Norway, Iceland, Liechtenstein or Switzerland do NOT hold a student visa.

The foreign students, either in person or through a representative, can apply electronically for the stay authorisation for studies, provided they are in Spain under a legal status and their application is submitted at least one month before the expiration date of this application.

The deadline for resolution will be a maximum of one month. More information:

<https://extranjeros.inclusion.gob.es/es/informacioninteres/informacionprocedimiento/Ciudadanosnocomunitarios/hoja003/index.html>

c) Students who are not from the European Union, Norway, Iceland, Liechtenstein or Switzerland in a student mobility programme within the European Union.

If the student is studying in a country of the European Union, Norway, Iceland, Liechtenstein or Switzerland, they hold a valid authorisation to stay for higher education programmes, issued in accordance with Directive (EU) 2016/801 and you are participating in an EU or multilateral mobility programme or covered by an agreement between two or more higher education institutions, they may stay in Spain for a period up to 360 days. The move shall be notified at any time prior to the entry into the Spanish territory and at the latest within one month after the entry is made by the Spanish higher education institution, indicating the planned duration and dates of the mobility.

The notification shall include the valid travel document and the valid authorisation issued by the first Member State covering the entire mobility period. In addition, the notification shall include proof that the student is undertaking part of their studies

within the framework of a Union or multilateral programme which includes mobility measures or of an agreement between two or more higher education institutions and proof that the student has been accepted by a Spanish higher education institution.

The corresponding regional/ provincial government office may object the student's mobility, within a period of 30 days from the date of receipt of the complete notification, when:

- a) The conditions set out in this paragraph are not met.
- b) The documents submitted have been fraudulently acquired or have been falsified or tampered or in case any of the grounds for refusal of an application for authorisation does apply.
- c) The maximum length of stay referred to in this paragraph has elapsed.

In the event of opposition to mobility, the student will not be allowed to carry out part of their studies at the Spanish higher education institution and the first State will allow the re-entry without further formalities of the displaced foreigner. If the student has not yet moved to Spain, the refusal will prevent them from doing so.

3. Foreign students who have been admitted to carry out or extend their studies in another Member State of the European Union, but who are not covered by a Union or multilateral programme that includes mobility measures or by an agreement between two or more higher education institutions, may submit an application for authorisation to enter and stay in Spain in order to study or complete part of their studies in a Spanish higher education institution, without having to obtain a visa.

The application may be submitted at any time prior to entry into Spanish territory and, at the latest, within one month of entry.

It will be submitted and addressed to the Immigration Office corresponding to the province where the school is located or to the Spanish consular office corresponding to the place of residence in the EU Member State or to the Immigration Office itself.

The following documentation shall be attached to the application.

- a) Documentation accrediting the status as a student in another Member State of the European Union.
- b) Documentation accrediting compliance with the requirements established in article 38, sections 1 and 2.a).

The Immigration Office will process the application and notify the decision within a maximum period of one month.

Once the authorisation has been granted, if applicable, the foreigner must enter Spain within a maximum period of three months from the date of notification of the decision, if they are not already in Spanish territory.

In the case of authorisations to stay for more than six months, the foreigner must apply in person for the Foreigner's Identity Card, at the corresponding Immigration Office or Police Station, within one month of notification of the decision or, if applicable, of entry into Spain.

This communication will be made by the Carlos III University itself, although it will be necessary for the student to provide the following documentation:

1. Application to be filled in by the student for the Government Delegation of Madrid (to be sent by UC3M).
2. Copy of the student's complete passport or valid travel document.
3. Copy of the authorisation issued by the first Member State, which must cover the entire period of mobility.

The Carlos III University will provide the following documentation to the file:

4. Proof that the student is undertaking part of their studies in the framework of a mobility programme or an agreement between two or more higher education institutions.
5. Proof of admission by a Spanish higher education institution.

On the other hand, if the students are studying in a country of the European Union, Norway, Iceland, Liechtenstein or Switzerland, but they are not covered by an EU or multilateral programme, they can submit an application for authorisation to enter and stay in Spain to study without need to apply for a visa.

This application must be submitted before they start their studies or within a maximum of one month after their arrival in Spain.

The foreigners' office in Madrid will issue a resolution within a maximum period of one month.

Once they have received a positive response, students will have three months to enter Spain, if they were not already here, and to process their foreigner's identity card if they are going to be in Spain for more than 6 months.

3 DURING YOUR STAY:

A) Extension of authorization to stay for study purposes

The authorisation of stay for studies is granted for the time that the student is going to study in Spain. If it is necessary to extend it to continue the studies in Spain, the

extension application must be submitted within 60 days prior to the expiration of the TIE or visa in the case of stays up to 180 days.

Exceptionally, the extension application may be submitted within 90 days after expiration, although the applicant may be sanctioned. In case of failure of the compliance with the deadline, applicant's situation in Spain may be considered irregular from a legal-migration point of view.

Extensions can be submitted telematically, with a digital certificate, at the Electronic platform of the State of Public Administrations, at the following link:

<https://sede.administracionespublicas.gob.es/mercurio/modoAcceso.html>

Or in the General Electronic Registry of the AGE at the following link, <https://rec.redsara.es/registro/action/are/acceso.do>, addressed to the foreigners' office in Madrid, as well as in the general registry of the Government Delegation in Madrid located at Calle García de Paredes, nº 65 or in any other of the general administration of the State addressed to the office of foreigners in Madrid.

Documents to be submitted along with the application - See Annex VI.

The processing timeframe to be resolved is 3 months from the submission of the application. The applicant will have to check the status of the procedure through the following link: <https://sede.administracionespublicas.gob.es/infoext2/>

Once the application is granted RESUELTO-FAVORABLE, the applicant must print this information and book an appointment for fingerprinting through the following link <https://sede.administracionespublicas.gob.es/icpplus/index.html>

Select in the "provincia" field Madrid and in the "procedures available for the requested province" field "Policía – Toma de Huellas (expedición de tarjeta) y renovación de tarjeta de residencia de larga duración."

Documents to be submitted for fingerprinting - See Annex VII.

Once fingerprints procedure has been concluded, the applicant will be provided with a receipt which will be necessary in order to pick up the foreigner's identity card in approximately 20/30 days. To collect the identity card, this would be necessary to also bring applicant's original passport (together with fingerprints receipt).

The collection of the TIE will require an appointment. The appointment must be booked through the following link:

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

Select in the "province" field Madrid and in the "procedures available for the requested province" field "Policía – Recogida de TIE."

B) EXTENSION OF AUTHORISATION OF STAY OF FAMILY MEMBERS:

The authorisation of stay for family members of students is granted for the time the student will be studying in Spain. If it is necessary to extend it to continue accompanying the student, the application must be submitted within 60 days prior to the expiration of the student card or visa in the case of stays up to 180 days.

More information:

<https://extranjeros.inclusion.gob.es/es/InformacionInteres/InformacionProcedimientos/Ciudadanosnocomunitarios/hoja008/index.html>

C) STUDENTS' WORK

Holders of a study stay authorisation may, without the need to request authorisation, carry out non-working internships in public or private entities that are part of the study plan for which the study stay authorisation was granted, to be undertaken within the framework of the corresponding collaboration agreements between said entities and the educational or scientific center.

The holders of an authorisation of stay for studies may apply for an authorisation to carry out work activities. To proceed, the following requirements must be met:

- The work activities must be compatible with the completion of the studies.
- The income earned shall not be considered as a necessary resource for their sustenance or stay, nor shall it be considered in the extension of stay procedure.

The type of contract shall be part-time. If it is full-time, the duration of the work may not exceed three months and may not match the teaching or internship periods.

The work authorisation granted will have the same duration as the authorisation of stay of which the student is the holder, having the possibility of extending it once the extension of the stay for studies has been authorised.

In order to obtain this work authorisation, the employer who will hire the student must make a prior appointment which must be booked through the following link: <https://icp.administracionelectronica.gob.es/icpplustiem/> selecting the province of Madrid and the option "Autorización de trabajo para estudiantes", and attach copies of the work contract and the study card.

The maximum period for notification of the granting or denial of the authorisation is 3 months from the date the application is submitted.

D) RETURN AUTHORIZATION

Students who have applied for a TIE and are awaiting its collection (either initial or renewed) may apply for a re-entry permit that will allow them to return to Spain after

their trip. This authorisation is valid for 90 days and is valid only to enter Spain and not to visit, reside or transit through any other country.

This re-entry permit can only be processed by students who have already submitted their fingerprints and are waiting to receive their study card or who have submitted an application to extend their study permit in Spain and wish to travel until they have their new card issued.

This procedure can be arranged by appointment at the following address:

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

In the field of available provinces, this will be necessary to select “Madrid” and, in the field of available procedures for the selected province, this will be necessary to select “Autorización de Regreso”.

Place of application: Provincial Brigade of Immigration and Documentation located at Avenida de Los Poblados s/n (Metro Aluche, line 5) Hours: Monday to Friday from 9:00 am to 14:00 pm.

Required documents (original and copy) - See Annex VIII.

E) WHAT TO DO IN CASE OF LOST, STOLEN OR MISPLACED OF PASSPORT OR STUDENT CARD

In case of lost or stolen of the student’s Passport and/or student card, it will be necessary to attend the nearest national police station to make a complaint.

Please see the following link in order to locate the corresponding police stations:
<http://www.policia.es/>

At the police station, the student will be provided with several copies of the report as proof that the passport or student card has been lost.

If the document that has been lost or stolen is the passport, the steps to take are as follows:

First. – Attend the country-of-origin Consulate/Embassy in order to apply for a new one.

Second.- In case of stay in Spain no longer than 6 months, the applicant is not entitled to apply for a student card, thus, it will be necessary to contact the Ministry of Foreign Affairs, Consular Affairs Section. (www.maec.es) located at 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 e-mail address: consular@maec.es in order to request the issuance of a certificate indicating the authorised length of stay in Spain. This document will be sent to the address indicated in the document.

It is not necessary to make an appointment to apply for it. It is only necessary to personally attend this address from Monday to Friday from 9.00 to 14.00. Together with

this letter, this will be necessary to submit the following documents: copy of the passport data sheet, visa (if applicable), student card (if applicable) and the police report of loss.

Important: competent authorities will not stamp a new visa on the applicant's passport, since this procedure can only be done at the Spanish Consulate where applicant initially requested the visa.

In the case that the student card has been lost, once the report has been obtained, this will be necessary to request an appointment through the following link <https://sede.administracionespublicas.gob.es/icpplus/index.html> and select the option "duplicado de tarjeta de identidad de extranjero".

To request the duplicate of the residence card, this will be necessary to bring the following documents - see Annex IX.

Once fingerprints procedure has been concluded, it will be required to collect the new study card within approximately 40 days. It will be valid for the time remaining to complete the studies in Spain. The collection of the card requires booking an appointment through the following link <https://sede.administracionespublicas.gob.es/icpplus/index.html> and select the option "recogida de la tarjeta de residencia (TIE)".

ANNEXES

Annex I

In general terms, the following documents are usually requested by the Consulates to process the visa (original and copy):

- ✓ National visa application form, which can be downloaded through the following link: <https://www.exteriores.gob.es/en/EmbajadasConsulados/Documents/Consular/20210611-Formulario%20nacional%20espa%C3%B1ol-ingl%C3%A9s.pdf>
- ✓ Valid passport for the entire period of the stay.
- ✓ Document accrediting admission to any of the UC3M programs or research projects, stating the content of the study, training or research plan.
- ✓ Medical insurance that covers, during the entire period of stay, medical expenses and repatriation in case of accident or sudden illness. Some Consulates require the policies to have a mandatory minimum coverage.
- ✓ Document certifying that the applicant has financial means of subsistence and accommodation for the period requested and to ensure the return to the country of origin.
The economic means required are an amount that represents monthly 100% of the IPREM, which for the year 2021 is set at € 564.90 per month. For stays of less than one year, it will be the amount resulting from multiplying €564.90 by the number of months the stay in Spain will last.
- ✓ Accommodation in Spain (not required in all cases).
- ✓ Color photographs, white background, passport size (32x26 millimeters). The number of photographs depends on each Consulate and can range from 2 to 4.
- ✓ Payment of the corresponding fees. *Please check in each case the corresponding amount.*

If the duration of the studies or research exceeds 6 months:

- ✓ Medical certificate, certifying that applicant does not suffer from diseases susceptible to quarantine according to the International Regulations 2005 issued within the last 90 days.
- ✓ Criminal record certificate issued within the last ninety days by the authorities of the country of origin or where applicant has resided for the last five years.
- ✓ The criminal record certificate must be legalised through diplomatic channels or with the Hague Apostille. The legalisation will be done with the Hague Apostille when the issuing country has signed the Hague Apostille Convention.
The Consulate may summon applicant for a personal interview.

Annex II

- ✓ Valid passport for the entire period of the stay.
- ✓ National visa application form, which can be downloaded through the following link: <https://www.exteriores.gob.es/en/EmbajadasConsulados/Documents/Consular/20210611-Formulario%20nacional%20espa%C3%B1ol-ingl%C3%A9s.pdf>
- ✓ Document certifying the family relationship (marriage or domestic partnership certificate, as appropriate for spouse or domestic partner, valid for no more than three months at the time of presentation; birth certificate in the case of descendants or ascendants or documents certifying disability in the case of adults).
- ✓ Health insurance policy.

If the duration of the stay exceeds 6 months:

- ✓ Medical certificate.
- ✓ For applicants of legal age: Criminal record certificate issued within the last ninety days by the authorities of the country of origin or where applicant has resided for the last five years.
- ✓ In case the application is formulated after the student has obtained his or her foreigner's identity card in Spain, a copy of this document.
The authorization of the family members will be linked to that of the student, and they will be able to stay in Spanish territory for the same period and in the same situation as the student. If the stay of the family members is longer than six months, they must obtain a foreigner's identity card, following the same procedures as those indicated above for the student.

Annex III

- ✓ Appointment receipt.
- ✓ Valid passport or ID card (only copy of the data sheet where the photo appears).
- ✓ EX 18 application form: https://extranjeros.inclusion.gob.es/ficheros/Modelos_solicitudes/mod_solicitud_s2/18-Certificado_residencia_comunitaria.pdf
- ✓ Fees payment: form 790, code 012, for an amount of 12€ that can be downloaded through the following link https://sede.policia.gob.es/Tasa790_012/ImpresoRellenar
- ✓ Private health insurance covering all medical contingencies during the stay in Spain.
- ✓ Economic means in order to prove that applicant has available resources in order to maintain them during the stay as a student, being able to provide as proof: scholarship, bank certificate, among others. In the case of providing a bank certificate, this will be necessary to prove €6, 948,24, an amount that represents 100% of the IPREM deposit and/or responsible statement that student has sufficient economic resources to be in Spain.
- ✓ Acceptance letter from UC3M.

Annex IV

- ✓ CNP AVDA POBLADOS, Avenida Poblados S/N

- ✓ CNP Comisaría de Alcorcón, Alfredo Nobel 10
- ✓ CNP Comisaría de Aranjuez, Avda. Príncipe 40
- ✓ CNP Comisaría de Collado Villalba, San Fernando 27
- ✓ CNP Comisaría de Coslada, Guadalquivir 16
- ✓ CNP Comisaría de Fuenlabrada, Avda. de los Ángeles 9
- ✓ CNP Comisaría de Leganés, Avda. de la Universidad 27
- ✓ CNP Comisaría de Parla, Avda. Juan Carlos I, 2
- ✓ CNP Comisaría de Pozuelo de Alarcón, Camino de las Huertas 30

Annex V

- ✓ Appointment receipt.
- ✓ EX – 17 form € that can be downloaded through the following link https://extranjeros.inclusion.gob.es/ficheros/Modelos_solicitudes/mod_solicitudes2/18-Certificado_residencia_comunitaria.pdf
- ✓ Fees payment: form 790, code 012, for an amount of 16,08€ that can be downloaded through the following link https://extranjeros.inclusion.gob.es/ficheros/Modelos_solicitudes/mod_solicitud_s2/17-Formulario_TIE.pdf
- ✓ 1 color photograph, recent, passport size and with white background.
- ✓ Original passport and copy of the data sheet and visa with entry stamp. In case of entering Europe through another country of the European Union, it will be necessary to provide the boarding pass or airline ticket.
- ✓ Acceptance letter from UC3M.
- ✓ Town Hall certificate of registration (not required for the initial TIE). However, we recommend to attend the appointment with the document or, failing that, with the housing lease contract in Madrid.

Annex VI

- ✓ EX00 form (two copies), that can be downloaded through the following link: https://extranjeros.inclusion.gob.es/ficheros/Modelos_solicitudes/mod_solicitud_s2/00-Formulario_estancia.pdf
Needs to be completed with personal data and check the option "*Extension of the authorization of stay for studies, student mobility, non-working practices or volunteer services (main holder and his/her family members)*"
- ✓ Copy of passport (all pages, including covers and blank pages)
- ✓ Certificate of academic performance (document showing the grades obtained during the stay. This document can be obtained at the secretary's office of UC3M study program centre.
- ✓ Document that certifies the continuity of the studies, research or training. This document can be obtained at the secretary's office of UC3M study program centre.
- ✓ Proof of sufficient means of support for the requested stay and for the return to the country of origin. The economic means required are an amount that represents monthly 100% of the IPREM, which for the year 2022 is fixed at 579,02€ per month.

For stays of less than one year, it will be the amount resulting from multiplying 579,02€ by the number of months the stay in Spain will last. This document can be requested from applicant's bank (bank statement).

- ✓ Copy of the medical insurance contracted (including repatriation clause) during the stay in Spain.
- ✓ Copy of the foreigner's identity card (TIE).
- ✓ Town hall certificate of registration, in case of change of residence address.
- ✓ Fees payment: form 790, code 052, for an amount of 17,32€ that can be downloaded through the following link <https://sede.administracionespublicas.gob.es/tasasPDF/prepareTasa?idTasa=052&idModelo=790#>

Only in the case of requesting an extension of authorisation of stay for studies lasting 6 months or less: criminal records certificate of the country or countries in which the student has resided in the last 5 years and medical certificate issued under the terms established in the International Health Regulations 2005.

These documents are valid for 3 months from the date they are issued and in the case of foreign documents they must be apostilled or legalised through diplomatic channels.

Annex VII

- ✓ Original and copy of passport.
- ✓ 1 photograph with white background.
- ✓ Original and copy of town hall certificate of registration (only in the case of change of residence address from the one that appears in the expired card)
- ✓ Fees payment: form 790, code 012, for an amount of 19,30 € that can be downloaded through the following link https://sede.policia.gob.es/Tasa790_012/ImpresoRellenar
- ✓ EX 00 form.
- ✓ Original and copy of expired card.
- ✓ Appointment receipt.

Annex VIII

- ✓ Appointment receipt
- ✓ Valid passport, with entry stamp and visa. If it is processed during the extension process, it will be sufficient to bring the copy of the passport data sheet.
- ✓ Expired Identity Card and renewal documents.
- ✓ Fees payment: form 790, code 012, for an amount of 10,72€ that can be downloaded through the following link https://sede.policia.gob.es/Tasa790_012/ImpresoRellenar
- ✓ EX13 form, that can be downloaded through the following link: https://extranjeros.inclusion.gob.es/ficheros/Modelos_solicitudes/mod_solicitud_s2/13-Formulario_autoriz_de_regreso.pdf

Annex IX

- ✓ Original passport.
- ✓ Copy of the previous student card (if applicable).
- ✓ Fees payment: form 790, code 012, for an amount of 16,08 € if the authorisation of stay is initial and in the amount of 19,30 € if it is an extension, that can be downloaded through the following link:
https://sede.policia.gob.es/Tasa790_012/ImpresoRellenar
- ✓ In case of change of residence address, updated town hall certificate of registration.
- ✓ Report filed at the police station, original and copy.

USEFUL INFORMATION

<https://extranjeros.inclusion.gob.es/>