



HR EXCELLENCE IN RESEARCH



UNIVERSIDAD
POLITÉCNICA
DE MADRID



How to apply for your student visa, residence permit, foreigner identity card and more

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UPM Central Unit for the Reception of Foreign Research Staff (CURF)

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1. About this guide

Before joining Universidad Politécnica de Madrid (UPM) as a student, you must regularize your residence status in Spain according to the duration of your stay. This guide outlines the steps that you need to take to get a student visa and what to do after your arrival.

Depending on your situation, you may need a visa, a residence permit, a foreigner identification number (NIE), a foreigner identity card (TIE) or an intra-EU mobility notification. This guide provides links to information on related websites, required forms, applicable fees and the respective registration offices.

For short stays (up to 90 days), you may, depending on your nationality, need a Schengen visa. With this visa, you will be able to travel and stay in Spain and other Schengen area countries for tourism, business, or study-related activities. For longer stays (more than 90 days), you must apply for a student visa or other long-term visa in accordance with EU regulations and Spanish immigration law.

We highly recommend that you procure an official digital certificate issued by the Spanish Royal Mint or Spanish government, which facilitates all transactions with the Spanish public administration.

The Central Unit for the Reception of Foreign Research Staff (CURF) has designed this guide to support international students studying or researching at UPM. It provides all the information and advice that you will need on the legal procedures required to regularize your situation in Spain. Please note that the Spanish Immigration Offices or Spanish Embassies and Consulates abroad will provide you all the information you may need.

We hope you find this guide helpful.

2. Definitions: Visa, NIE, TIE, EU Citizen Registration Certificate

- **Visa (*Visado*)** is an official permit issued by a country for a foreign national to enter, stay, or transit through its territory for a specified period and purpose (such as tourism, work, study, or residency).
It is typically stamped or attached to a passport and granted by embassies or consulates of the destination country.
Visa requirements vary depending on the traveller's nationality and the regulations of the country that they intend to visit.
- **NIE (*Número de identificación de extranjero*)** is the identification number assigned to all foreigners who are engaged in activities related to Spain that

require identification, including obtaining a university degree or conducting research. Your NIE is a **permanent number** that does not require renewal.

- **TIE (*Tarjeta de identidad de extranjero*)** is only issued to non-EU nationals residing in Spain for more than six months. The TIE is a card bearing your photo and specifies your type of residence or work permit. Your NIE number will be printed on this card. You will have to renew this card whenever your residence or work permit is extended. To extend your stay in Spain, you must apply first for a residence permit extension, gain approval or authorization for this extension and then [apply for a renewed TIE](#).
- **EU Citizen Registration Certificate** is for EU nationals residing in Spain. This card includes your NIE but does not bear a photo. Therefore, it cannot be used to verify your identity unless accompanied by your national identity document. Family members or dependents of EU passport holders receive a TIE instead.

3. Intra-EU mobility

If you are a **non-European student** holding a residence permit from a Schengen area country and you will be studying or researching at UPM **up to 360 days** under a **mobility agreement** (Erasmus+) or an agreement between universities or research institutions, you will be considered an intra-EU mobility student.

According to Article 31 of Directive (EU) 2016/801, Article 44 RD 557/2011 and Article 59 RD 1155/2024, **you do not need a student visa**. You are entitled to enter and stay in Spain to complete part of your studies at UPM and work in Spain, provided that you meet the following requirements:

- Your stay does not exceed **360 days**.
- You hold a valid residence permit issued by the member state in which you are currently studying.
- You are covered by a EU or multilateral programme that includes mobility measures or by an agreement between two or more higher education institutions.
- **IMPORTANT:**
 - If the Spanish consulate informs you that you cannot apply for a student visa because you are an intra-EU mobility student, please notify [CURF](#) as soon as possible.
 - CURF will send a notification of your stay to the Immigration Office in Madrid on behalf of UPM.
 - This notification will be submitted before or **within one month** of your arrival.

Documents required for the notification

To complete the notification process, you must send the following documents to your International Office at your UPM School:

- Copy of your valid passport (all pages scanned)
- Copy of your valid residence permit/visa issued by the EU member state of origin
- Copy of your mobility agreement (EU or multilateral programme)
- Copy of your letter of admission from UPM (indicating the duration of your studies)
- Your address in Spain and any other required information.

Once the notification is submitted through a Registry Office, you will receive a **receipt**. Please keep this receipt as proof of your intra-EU mobility.

Additionally, you may need to apply for:

- ✓ NIE (foreigner identity number)
- ✓ NAF (Social Security number) - if required for a curricular internship.

4. Types of visa

There are three types of visas:

- Airport transit visa
- Schengen visa (short-term visa)
- Long-term visa.

This guide focuses on Schengen and long-term visas, which are the visas that you are likely to need as a student at UPM.

4.1. Schengen visa

Citizens of non-Schengen area countries will require a Schengen visa.

The **Schengen area** comprises **29 European countries** with no border controls among them, which are 25 EU countries (Germany, Austria, Belgium, Bulgaria, Croatia, Czech Republic, Denmark, Slovenia, Slovakia, Spain, Estonia, Finland, France, Greece, Hungary, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Sweden) and all members of the European Free Trade Association (Iceland, Liechtenstein, Norway and Switzerland). It doesn't include Cyprus and Ireland.

A Schengen visa allows you to travel and transit through any of the Schengen States, however it does not grant an automatic right of entry. Border authorities

may deny entry if you fail to provide proof of the purpose and conditions of your travel or do not meet other entry requirements.

The applicable legislation is [Regulation \(EU\) 2018/1806](#), [Regulation \(EU\) 810/2009](#) (Visa Code), [Royal Decree 557/2011](#) (valid until May 20, 2025) and [Royal Decree 1155/2024](#) (effective from May 21, 2025).

Depending on your nationality you may need a Schengen visa to enter any of the Schengen area countries, including Spain. [Regulation \(EU\) 2018/1806](#) lists the countries that do or do not require a visa to cross EU borders.

The Schengen visa is a **short-term visa** that allows you to travel and stay within the Schengen area for a **maximum of 90 days** within a 180-day period. It is commonly used for tourism, business trips, or family visits within the member countries. A Schengen visa can only be extended for humanitarian reasons, force majeure or duly justified personal emergencies. If you intend to stay longer than 90 days, you will need a long-term visa, such as a student visa, researcher visa or job-seeker visa.

To get a short-term visa, you must schedule an appointment on the website of the Spanish consulate in the country where you currently reside. You will be required to submit an application form, along with the necessary documentation.

How to apply for a Schengen visa

The steps that you need to take are as follows:

1. Visit the Spanish consulate's website

- Select the option *Servicios consulares*, then choose *Visado* and select the type of visa: *Visado de estancia: Visado Schengen*.
- In English, you can also access *Citizen services* at <https://www.exteriores.gob.es/en/Paginas/index.aspx>.

2. Gather the necessary documentation

- ✓ Valid passport or other valid travel document (according to specifications)
- ✓ Visa application form
- ✓ Visa fee payment form
- ✓ Passport-sized photographs (according to specifications)
- ✓ Travel medical insurance (€30,000 minimum coverage)
- ✓ Documents proving the purpose of your stay (e.g., UPM admission letter)
- ✓ Proof of sufficient financial means (e.g., bank statements, scholarship letters)

- ✓ Proof of return or onward travel (e.g., round-trip plane ticket), if required
- ✓ Proof of residence in the consular district (if required)

3. Schedule an appointment

- Check the consulate's website for available dates.

4. Pay the visa fee

- The visa application fee is around €90. **Before making payment, check whether you are eligible for any fee waiver or reduction.**
- The fee may vary depending on the applicant's nationality and the visa type. In some cases (e.g., countries with specific agreements or programs like Erasmus+), you may be exempt from paying the visa fee. Additionally, fees may be waived for minors or individuals with special residency conditions.

5. Submit your visa application

- You must apply in person or through a legal representative, submitting the completed visa application form along with all required documents, as specified by the consulate.
- The application must be submitted **between 6 months and 15 days** before your planned travel date. Apply for your visa as soon as you know your plans. It may take longer to get your visa processed in some countries than in others.

6. Visa decision

The standard processing time is **15 days**, although it may be taken up to **45 days** if additional documents or an interview are required.

If your visa is approved, you must collect your passport with the attached visa in person. If your visa is refused, you will receive an explanation and details on how to appeal against the decision.

Short stay in Spain without a Schengen visa

Third-country nationals requiring a Schengen visa are listed in Annex I of [Regulation \(EU\) 2018/1806](#).

Requirements for entry into Spain if you do not need a visa

You must:

- Not be subject to any entry bans.
- Provide proof of the purpose of your stay and sufficient financial means.
- Provide proof of identity.
- Enter through an official EU border-crossing point.
- **IMPORTANT:** Check the Spanish consulate's website for any new requirements. The European Travel Information and Authorisation System

(**ETIAS**) is expected to be implemented in late 2025 or 2026. Keep an eye on official announcements for updates.

Required documents

- ✓ Passport or valid travel document, which:
 - Must be valid for at least 3 months after the planned departure from the Schengen area.
 - Must have been issued within the last 10 years before entry.
- ✓ Valid residence permit or a long-term visa issued by a Schengen country (if applicable).
- ✓ Round trip or return ticket, in all cases.
- ✓ For lecturers/professors:
 - Invitation letter from UPM to attend meetings/conferences.
 - Documents proving a relationship associated with professional activity.
- ✓ For tourism or private trips:
 - Confirmation of an organized tour reservation.
 - Proof of accommodation (hotel booking, ...).
 - Invitation letter from a host (if staying with a private individual).
 - Proof of accommodation, which may indicate whether it includes all or part of the traveller's living expenses.
- ✓ For study trips, training, non-professional internships, or volunteer work (up to 3 months):
 - Proof of enrolment or admission to an educational institution.
 - Internship agreement (if applicable).
 - Proof of admission to a volunteer program.

4.2. Student visa

If you plan to stay longer than 90 days, you must apply for a **long-term visa** (e.g., student visa or work visa) at a Spanish consulate.

A long-term student visa is required for non-EU students who plan to study in Spain for more than 90 days. It is issued for individuals enrolled in full-time educational programs such as:

- University degrees
- Postgraduate courses
- Professional certificates or vocational education and training (VET)
- Language programs
- PhD research stays (with a UPM invitation letter)

A **type D** student visa allows you to reside legally in Spain for the duration of your studies.

Special case: intra-EU mobility students

If:

- You are a non-European student with a residence permit in another Schengen country.
- Your stay is up to 360 days.
- You are under a mobility agreement (Erasmus+ program) or an agreement between universities or research institutions,

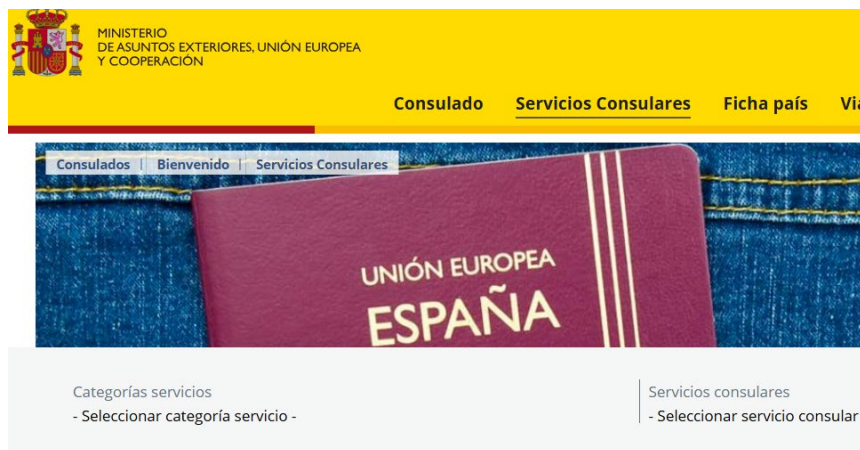
you may be considered an intra-mobility EU student and you do not need a visa. Instead, you must follow the [intra-EU mobility](#) procedure.

How to apply for a student visa

Follow the steps below to apply for a student visa:

1. Visit the Spanish consulate's website

- Go to the official website of the Spanish consulate in your country.
- Select *Servicios consulares* (Consular services), then *Visado* (Visa) and finally *Visados nacionales: Visado de estudios* (National visas: student visa).
- In English, you can also access *Citizen services* at <https://www.exteriores.gob.es/en/Paginas/index.aspx>.



2. Gather the required documents

Depending on the duration of your studies, you may need:

- ✓ Valid passport or another valid travel document
- ✓ Acceptance letter from UPM
- ✓ Visa application form
- ✓ Visa fee payment receipt

- ✓ Proof of sufficient financial means (bank statements, scholarship letters, etc.)
- ✓ Health insurance taken out with a company authorized to operate in Spain. The insurance policy must provide the same health coverage as the Spanish national healthcare system, that is, it should have no copayments, no waiting periods and be valid throughout the whole country.
- ✓ Proof of accommodation in Spain (hotel, university residence, rental agreement, etc.)
- ✓ Medical certificate stating that you are fit for travel and study
- ✓ Criminal record certificate (if required by the consulate)
- ✓ Passport-sized photographs (according to specifications)
- ✓ Parental authorization (if you are a minor)
- ✓ Proof of residence in the consular district (e.g., residence certificate), if applicable.

3. Schedule an appointment

- Book an appointment with the Spanish consulate in your country of residence.
- Check the consulate's website for available dates.

4. Pay the visa fee

- The standard visa fee is around €80, but it may vary depending on your nationality and visa type.
- Visa fees may be waived for some applicants (e.g., Erasmus+ students, minors or nationals of specific countries)..

IMPORTANT: Check the consulate's website for updated fees and exemptions, before making any payment.

5. Submit the visa application

- Apply at least 2 months before your travel date.
- Submit your application with all the required documents.
- You may need to apply in person or through a legal representative.

6. Visa decision

- If everything is in order, the visa should be approved within one month.
- Delays may occur if additional documents or an interview are required.
- If you do experience a long delay, please contact [CURF](#).
- Once approved, you must collect your visa **within 2 months** of notification.

Student family visa

- The Spanish consulate can process visa applications for your **spouse, common-law partner** and **minor** or **dependent children**.
- The duration of their visa will be the same as yours.
- Holders of a family visa are not permitted to work.

Required documents for family members

- ✓ Completed and signed visa application form
- ✓ Visa fee payment receipt
- ✓ Valid passport or another valid travel document
- ✓ Birth certificate
- ✓ Marriage certificate
- ✓ Proof of sufficient financial means to cover the family members' living expenses in Spain:
 - The minimum income requirement is 100% of the **IPREM** (Official Multipurpose Income Indicator).
 - You must add 75% of the IPREM for the first family member and 50% of the IPREM for each additional family member.
 - This amount may be lower, if your accommodation is fully paid for in advance.

What is IPREM?

The **Official Multipurpose Income Indicator (IPREM)** is used in Spain as a reference to determine the amount of grants, subsidies and social benefits, as well as for granting visas and residence permits.

2025 IPREM Values

IPREM: €600/month (€ 7,200/year).

Minimum wage (SMI): €1,184/month (€16,576/year).

Legalization

- Unless specifically exempt by law, all foreign public documents must be legalized or apostilled to be valid in Spain.
- You must apply for the legalization of a public document in the country where the document was issued.
- The Spanish consulate will only accept original documents (or authentic copies issued by the same authority that issued the original document) that have been legalized or apostilled.

- No legalization or apostille expires, but if the document has a limited validity, the legalization or apostille will also be subject to that limitation.
- The legalization process varies depending on whether or not the country is a member of the Hague Convention.

Exemptions

Documents issued in EU member states, Switzerland or EEA signatory countries do not require legalization, or the Hague apostille.

Types of document legalization

1. The Hague Apostille

For countries that are members of the [Hague Convention](#) :

- Apply for the apostille from the designated authority in the country that issued the document (e.g., Ministry of Foreign Affairs).
- The Hague Apostille certifies the **authenticity of the document** and is valid in all signatory countries.

2. Diplomatic legalization

For countries that are not signatories of the Hague Convention, there is a more complex procedure, requiring:

- ✓ Validation by the Ministry of Education of the country that issued the document to be legalized (for academic degrees)
- ✓ Authentication by the Ministry of Foreign Affairs of the issuing country
- ✓ Legalization by the respective Spanish consulate.

Official translation of documents

Foreign public documents must be accompanied by an official Spanish translation.

Exceptions: Some authorities may accept documents issued in English or in an official **EU language** without translation.

IMPORTANT: Always check translation requirements with the university, immigration office or official agency beforehand.

Who can provide an official translation?

- Sworn translators duly authorized or registered in Spain
- Spanish diplomatic or consular offices abroad
- Consular offices of the issuing country in Spain

- Official translators abroad (with legalized signature).

Do you need a sworn translator-interpreter?

- Use the Ministry of Foreign Affairs, EU and Cooperation [search tool](#).

Authentic copies of public documents

Certified copies are issued by public administrations and hold the same legal validity as the original document.

The copy must be made **after the original has been legalized**.

5. NIE

Your NIE is automatically issued when applying for a long-term visa or a student residence permit.

A NIE is not automatically issued to [intra EU-mobility students](#), to Schengen Visa applicants or EU citizens who come to reside/work in Spain.

Intra EU-mobility students who need a NIE in order to open a bank account, apply for an internship or for any other purpose must submit an application, check the following link: [Asignación de NIE a instancia de interesado](#).

PROCESS

To book an appointment, visit the [Spanish National Police Force Electronic Office](#), select your province under *PROVINCIA SELECCIONADA* and *Asignación de NIE* under *TRÁMITES POLICÍA NACIONAL*:

POLICIA-RECOGIDA DE TARJETA DE IDENTIDAD DE EXTRANJERO (NIE)
POLICIA-ASIGNACIÓN DE N.I.E.

Click on *Aceptar* and then on *Entrar* and enter your personal details on the form.

Once you have an appointment, you must submit the following documents in person at the designated police station:

1. [Form EX15](#) duly completed and signed.
2. Proof of payment of the fee: complete the [790-012](#) fee form and pay the respective fee for *Asignación de Número de Identidad de Extranjero (NIE) a instancia del interesado*

.Asignación de Número de Identidad de Extranjero (NIE) a instancia del interesado.

3. Passport (original and copy)
4. Valid residence permit from another EU member state.
5. UPM admission document (if applicable).
6. Notification of intra EU-mobility with proof of registration (if applicable).

If you need further information about filling out the forms and how to pay the fee, please contact [CURE](#).

6. EU Citizen Registration Certificate

EU citizens studying in Spain for **more than 90 days** must register their residence at the **Central Registry of Foreigners and European Citizens**.

Please first read this [Information](#) on the web.

After registration, you will receive a EU Citizen Registration Certificate (*Certificado de registro de ciudadano europeo*).

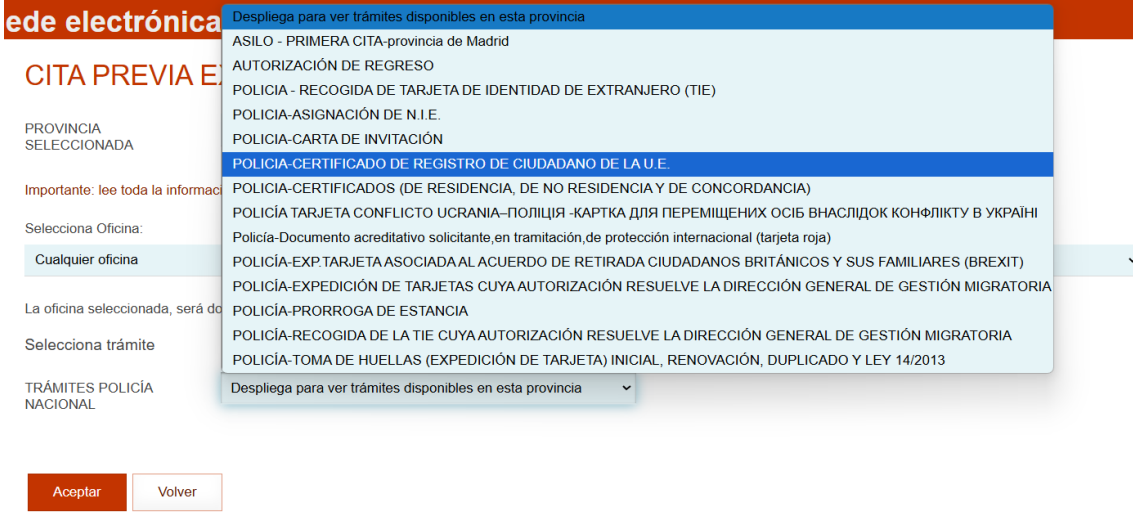
The EU Citizen Registration certificate includes your full name, nationality, address, NIE, and registration date, but does not bear a photo. Therefore, it cannot be used to verify your identity unless accompanied by your national identity document.

IMPORTANT: Registration must be completed **within three months** of your date of entry into Spain. If you do not yet have a NIE, you will be assigned one upon submitting your application.

PROCESS of REGISTRATION

- **Schedule an appointment at the [Spanish National Police Force Electronic Office](#).**

Select *Madrid* and choose the option: *POLICÍA: Certificado de registro de ciudadano europeo*.



The screenshot shows the 'ede electrónica' website interface. A dropdown menu is open, listing various services available in the province of Madrid. The selected option is 'POLICIA-CERTIFICADO DE REGISTRO DE CIUDADANO DE LA U.E.'. Other visible options include 'ASILO - PRIMERA CITA-provincia de Madrid', 'AUTORIZACIÓN DE REGRESO', 'POLICIA - RECOGIDA DE TARJETA DE IDENTIDAD DE EXTRANJERO (TIE)', 'POLICIA-ASIGNACIÓN DE N.I.E.', 'POLICIA-CARTA DE INVITACIÓN', 'POLICIA-CERTIFICADOS (DE RESIDENCIA, DE NO RESIDENCIA Y DE CONCORDANCIA)', 'POLICIA-TARJETA CONFLICTO UCRANIA-ПОЛІЦІЯ -КАРТКА ДЛЯ ПЕРЕМІЩЕНИХ ОСІБ ВНАСЛІДОК КОНФЛІКТУ В УКРАЇНІ', 'Policía-Documento acreditativo solicitante, en tramitación, de protección internacional (tarjeta roja)', 'POLICIA-EXP.TARJETA ASOCIADA AL ACUERDO DE RETIRADA CIUDADANOS BRITÁNICOS Y SUS FAMILIARES (BREXIT)', 'POLICIA-EXPEDICIÓN DE TARJETAS CUYA AUTORIZACIÓN RESUELVE LA DIRECCIÓN GENERAL DE GESTIÓN MIGRATORIA', 'POLICIA-PRORROGA DE ESTANCIA', 'POLICIA-RECOGIDA DE LA TIE CUYA AUTORIZACIÓN RESUELVE LA DIRECCIÓN GENERAL DE GESTIÓN MIGRATORIA', and 'POLICIA-TOMA DE HUELLAS (EXPEDICIÓN DE TARJETA) INICIAL, RENOVACIÓN, DUPLICADO Y LEY 14/2013'. At the bottom of the dropdown, there is a link to 'Despliega para ver trámites disponibles en esta provincia'.

- **Gather the required documents.**
On the day of your appointment, go to the selected **police station** with the following documents:

-Proof of appointment

-Completed, printed and signed **EX18** application form

4) SITUACIÓN EN ESPAÑA⁽⁷⁾PERÍODO PREVISTO DE RESIDENCIA EN ESPAÑA FECHA DE INICIO DE LA RESIDENCIA EN ESPAÑA⁽²⁾ / /

Nº DE FAMILIARES QUE ACOMPAÑAN O SE REÚNEN CON EL SOLICITANTE EN ESPAÑA

 RESIDENCIA TEMPORAL

- Trabajador por cuenta ajena
- Trabajador por cuenta propia
- No activo con recursos suficientes y seguro de enfermedad
- Estudiante con recursos suficientes y seguro de enfermedad
- Nacional UE/EEE/Suiza, familiar de otro nacional incluido en los apartados anteriores
 - DNI/NIE/PAS del ciudadano UE/EEE/Suiza que da derecho
 - Vínculo con el ciudadano UE/EEE/Suiza que da derecho

 RESIDENCIA PERMANENTE

- Residencia continuada en España durante 5 años
- Trabajador en edad de jubilación y derecho a pensión con actividad en España durante 12 meses y residencia de 3 años
- Trabajador en edad de jubilación y derecho a pensión con actividad en España durante 12 meses y cónyuge/pareja español
- Trabajador en edad de jubilación y derecho a pensión con actividad en España durante 12 meses y cuyo cónyuge/pareja perdió la nacionalidad española por su matrimonio/inscripción
- Trabajador en jubilación anticipada con actividad en España durante 12 meses y residencia de 3 años
- Trabajador en jubilación anticipada con actividad en España durante 12 meses y cuyo cónyuge/pareja es español
- Trabajador en jubilación anticipada con actividad en España durante 12 meses y cuyo cónyuge/pareja perdió la nacionalidad española por su matrimonio/inscripción
- Trabajador en incapacidad permanente habiendo residido en España durante más de 2 años continuados
- Trabajador en incapacidad permanente consecuencia de accidente de trabajo o enfermedad profesional
- Trabajador en incapacidad permanente con cónyuge/pareja español
- Trabajador en incapacidad permanente y cuyo cónyuge/pareja perdió la nacionalidad española por su matrimonio/inscripción
- Trabajador que después de 3 años consecutivos de actividad y residencia en España desempeña su actividad en otro EM manteniendo la residencia en España
- Otros.....(especificar)

 MODIFICACIÓN

- De datos personales
- Por cambio de domicilio
- Por cambio de Documento de Identidad/Pasaporte
- Otros.....(especificar)

 BAJA POR CESE

- Especificar la causa

-Proof of payment of **790-012** fee, choosing the option:

.Certificado de registro de residente comunitario o Tarjeta de residencia de familiar de un ciudadano de la Unión. ○

-Your national ID card or passport.

-Plane/bus/train ticket (if your passport does not have an entry stamp).

-Proof of studies/employment.

- **Pick up your Green Card.**

You will receive your green card. It does not include a photo.

- **Inform the authorities when you leave Spain.**

If you are a European Union citizen and you have registered as a resident in Spain and obtained your EU Registration Certificate, you are supposed to notify the authorities when you leave Spain permanently. This process is

known as “**deregistration**” or “**requesting removal from the Central Register of Foreign Nationals**” (*Baja en el Registro Central de Extranjeros*).

You are formally notifying the Spanish authorities that you are no longer residing in Spain, and your registration certificate will no longer be valid.

PROCESS of DEREGISTRATION

1. **Request an appointment** at the Police Station where you originally registered.
2. Submit a **written request** asking to be removed from the Register (you can simply state that you are leaving Spain and no longer reside in the country).
3. In some cases, they might ask you to return your green registration certificate.
4. You need to submit a completed the EX-18 form (used for both registration and deregistration) with your valid passport or national identity card and proof that you are leaving Spain (sometimes requested, like a flight ticket, rental contract termination, etc., though it’s not always necessary).

The process of deregistration is mandatory. If you are leaving Spain permanently, you should notify the authorities. This helps keep your situation clear for future residency applications in Spain or elsewhere in the EU.

7. Student residence permit

Students who do not need a Schengen visa can enter Spain with their passport or another valid travel document and stay for up to three months while studying at UPM. If you decide to continue studying at UPM or you are admitted to another higher education programme at UPM, you should apply for a student residence permit (*autorización de estancia por estudios*) **two months** before the expiration of your stay.

You will need to be enrolled at an authorized academic institution to complete a full-time degree programme.

The authorization or resolution will allow you to **work up to 30 hours per week**, provided it is compatible with your studies.

Who needs to apply for a student residence permit at the Immigration Office?

1. **If you entered Spain with a student visa** and your stay will be longer than six months, you will need to apply for your TIE card. To obtain your TIE card, please follow the steps outlined under [How to apply for your TIE](#). Before the expiration date of your card, if you continue studying, you will need to apply for an extension of your student residence permit at the

Immigration Office. If your stay is longer than six months, you will need to renew your TIE card when you get the decision or authorization.

2. If you did not enter Spain with a visa:

Example 1: If the Spanish consulate informed you that you are an intra EU-mobility student and you decide to continue your studies at UPM after your mobility has finished.

Example 2: If you entered Spain as a tourist (if you are a national of a country that does not require a visa to cross EU borders) and later received admission to UPM.

You will need to apply for a residence permit at the Spanish [Immigration Office in Madrid \(OEX\)](#). If your stay is longer than six months, you will need to renew your TIE card once you get your student residence permit. To do so, please refer to [How to apply for your TIE](#).

PROCESS

The steps that you need to take are as follows:

1. Complete and sign form EX00

1) *Datos Del Extranjero* : fill in your personal details.

1) DATOS DEL EXTRANJERO/A	
PASAPORTE	N.I.E.
1er Apellido	2º Apellido
Nombre	Sexo ⁽¹⁾ X* <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/>
Fecha de nacimiento ⁽²⁾ / /	Lugar Pais
Nacionalidad	Estado civil ⁽³⁾ S <input type="checkbox"/> C <input type="checkbox"/> V <input type="checkbox"/> D <input type="checkbox"/> Sp <input type="checkbox"/>
Nombre del padre	Nombre de la madre
Domicilio en España	Nº Piso
Localidad	C.P. Provincia
Teléfono móvil	E-mail
Representante legal, en su caso	DNI/NIE/PAS Título ⁽⁴⁾

2) *Datos del representante a efectos de presentación de la solicitud*: only complete the details of this section if someone is submitting the form and required documentation on your behalf.

2) DATOS DEL REPRESENTANTE A EFECTOS DE PRESENTACIÓN DE LA SOLICITUD ⁽⁵⁾	
Nombre/Razón Social	DNI/NIE/PAS
Domicilio en España	Nº Piso
Localidad	C.P. Provincia
Teléfono móvil	E-mail
Representante legal, en su caso	DNI/NIE/PAS Título ⁽⁴⁾

- 3) *Domicilio a efectos de notificaciones*: fill in your address in Spain, email and a Spanish phone number (+34). If you move later, you can update your new address.

3) DOMICILIO A EFECTOS DE NOTIFICACIONES			
Nombre/Razón Social			DNI/NIE/PAS
Domicilio en España			Nº Piso
Localidad	C.P.	Provincia	
Teléfono móvil	E-mail		

lo cual será

- 4) *Consiento*: mark this box to consent to receiving notifications from the Spanish Immigration Office. This will only happen if you have a valid electronic signature (FNMT) or [Permanent Cl@ve](#).
- 5) *Nombre y apellidos*: fill in your full name.
- 6) *Tipo de autorización solicitada*: select the type of residence permit that you are applying for:

Nombre y apellidos del titular.....

- 6.1) **Initial permit**: mark the *Autorización de estancia por estudios superiores* (art. 37.1a) option.

4) TIPO DE AUTORIZACIÓN SOLICITADA ⁽⁷⁾
<input type="checkbox"/> INICIAL <ul style="list-style-type: none"> <input type="checkbox"/> Estancia por movilidad de alumnos (art. 44.3) <input type="checkbox"/> Autorización de estancia por estudios superiores (art. 37. 1a) <input type="checkbox"/> Autorización de estancia por estudios no superiores (art. 37. 1a) <input type="checkbox"/> Formación reglada para el empleo, certificado de profesionalidad, o certificación de aptitud técnica o habilitación profesional (42.1) <input type="checkbox"/> Estudiante (convenio Andorra) <input type="checkbox"/> Familiar de titular autorización de estancia para estudios (convenio Andorra) <input type="checkbox"/> Estancia en base a instrucciones dictadas por Consejo de Ministros (DA 1ª.4) <input type="checkbox"/> Otros..... (especificar)
<input type="checkbox"/> PRÓRROGA

- 6.2) **Permit extension**: mark the *Titular de autorización de estancia por estudios,....(art. 40)* option

<input type="checkbox"/> PRÓRROGA <ul style="list-style-type: none"> <input type="checkbox"/> Titular de autorización de estancia ordinaria sin visado (art. 32) <input type="checkbox"/> Titular de visado de estancia (art. 34) <input type="checkbox"/> Titular de autorización estancia por estudios, movilidad de alumnos, investigación/formación, prácticas no laborales o voluntariado (art. 40) <input type="checkbox"/> Familiar de titular de autorización de estancia por estudios, movilidad de alumnos, investigación/formación, prácticas no laborales o voluntariado (art. 41)

You will need to extend your residence permit if your TIE is about to expire.

- 7) **Signature**: complete this section and **sign** the form.

Dirigido a: OFICINA DE EXTRANJERÍA
 Código DIR3: **EA0040721**
 Provincia: Madrid

....., a de de



FIRMA DEL SOLICITANTE (o representante legal, en su caso)

DIRIGIDA A Código DIR3 PROVINCIA EX - 00

2. Gather all the required documentation

- a) **Form EX00: Autorización_estancia_estudios_inicial**
Complete form EX00 on your laptop, print and sign.
- b) **Valid Passport**
Scan and print a full copy of your valid passport (all pages, in order).
- c) **Proof of legal status in Spain**
Confirmation that you are submitting your application at least two months before the expiration of your current legal status (e.g. a copy of your current TIE).
- d) **Enrolment certificate or admission letter from UPM**
You should include a letter from the university specifying the **start and end dates** of your programme of study, as your permit will align with these dates.
- e) **Health insurance**
Either public or private insurance from an company authorized to operate in Spain that provides full healthcare coverage throughout the entire period of your studies at UPM.
- f) **Proof of sufficient financial means**
Proof that you can support yourself during your stay and have sufficient funds to return to your home country. This can be a sworn declaration, bank certificate, bank statements, grants, scholarships, etc.
- g) **For stays longer than six months: a criminal record certificate**
Certificates issued by the authorities of the countries where you have lived in the last five years before entering Spain.
- h) **For stays longer than six months: an official medical certificate**

A certificate stating that you do not suffer from any diseases that could pose a serious public health risk under the 2005 International Health Regulations.

3. Submission

- a) **If you have a digital certificate** (FNMT or [Permanent Cl@ve](#)), you should submit the application and documents via the [Mercurio Platform](#) (OEX Electronic Office) .
Use your digital certificate to log into the [Mercurio Platform](#) and click on *Acceder a Solicitudes Telemáticas de Autorizaciones de Extranjería* to submit your application and attached documents. You will then receive confirmation of your submission.
- b) **If you do not have a digital certificate**, take your application form and all the original documents and copies to a public registry office (such as UPM Registry Office, at C/ Ramiro de Maeztu, 7, 28040 Madrid).
The Registry Office will verify your identity and send your documents to the Immigration Office Electronic Registry (**code EA0040721**). You will receive confirmation of the submission along with a registration receipt.

4. Timeframe for processing

You must submit the application at least 60 days before your current legal status expires and the decision will be sent no later than two months after submission.

However, there are some possible scenarios:

- 1) **Reception of the decision on your residence permit within three months**, which is the official processing period for the application.
- 2) **The Immigration Office is unable to process your application on time** due to high demand.
In this case, applicants will be informed on the [Madrid OEX website](#) about delays.
You may not receive the decision for up to a further three months. In this case, you must wait for the notification.
- 3) **The Immigration Office asks you to submit additional documents**. You may be asked to submit additional documents or explain your status. If you do not respond, your application will be dismissed or refused (**IMPORTANT**: you will need a digital certificate to receive electronic notifications).
- 4) **Dismissed application**. If your application is dismissed, you will have the right to apply again as long as your status in Spain remains legal.
- 5) **Refused application**. If your application is refused, you can file an appeal before an administrative court.

5. Check the application status

Steps:

- 1) Check the status of your application at [Información sobre el estado de expediente/solicitud extranjería](#). You should receive the decision no later than **3 months** (for applications submitted before 20May 2025) and 2 months for applications submitted after 21 May 2025.
- 2) Regularly check your email for any requests for additional documents, approval notifications, or refusal decisions (which may require appeals).
- 3) If you do not have access your status due to technical issues, please [send an inquiry](#) to the Immigration Office, explaining the issue and asking about the status of your application.
- 4) Review the decision dates for applications processed by the Madrid Immigration Office on the [Madrid OEX website](#).

6. How will you receive the decision?

The decision on your residence permit is a legal document issued by the Spanish Immigration Office that authorizes you to legally reside in Spain as student. Its validity will match the duration of your study period.

You will be notified of the decision either:

- ✓ **By post:** The notification will be delivered by post. If you have moved and did not inform the Immigration Office, you will not receive the notification.
- ✓ **Electronically:** If you have a digital certificate, you will receive the notification automatically via email.

If you have a residence permit valid for more than 6 months, you are eligible to apply for a TIE (foreigner identity card). Your TIE must be renewed. To renew your TIE, apply for an extension of your residence permit two months before its expiration. When you are notified of the decision on your permit extension, you will also be able to apply for the renewal of your TIE card.

You must apply for your TIE **no later than one month** after receiving the decision on your student residence permit.

8. TIE

- The TIE is the foreigner identity card that bears your photograph, your NIE (foreigner registration number), the type of residence permit that you hold, your address, whether or not you are authorized to work and its expiry date.

- The TIE must be renewed before the expiry date. This can be done if you first apply for a residence permit (student stay, long-term residence, ...) and obtain the resolution authorizing the residence permit. You can only hold a TIE if you plan to reside in Spain for more than 6 months.
- The TIE can only be issued in the province in which you are registered as residing.
- Before scheduling your appointment, ensure that your application status is marked as **"Approved"** and that, according to your residence/ authorization of stay, you are eligible to apply for a TIE. **A TIE will not be issued if your authorized stay is for six months or less or if the TIE card validity is 30 days or less.**
- Each applicant must schedule a personal appointment (one appointment cannot cover multiple family members).

How to apply for a TIE

1. Schedule an appointment

Click on the link provided under NOTICE 2 (AVISO 2) of your residence permit notification (if you have one). If you are a visa holder, simply click the Spanish National Police Force Electronic Office [appointment link](#).



There are specific police stations specializing in immigration procedures.

Select the province where you live. Go to NATIONAL POLICE PROCEDURES (TRÁMITES POLICÍA NACIONAL) and select the option:


POLICÍA-TOMA DE HUELLAS (EXPEDICIÓN DE TARJETA) INICIAL, RENOVACIÓN, DUPLICADO Y LEY 14/2013

A message will appear informing you about the documents that you need to submit. Click *Entrar* to accept.

You can apply for the appointment in two ways:

- a) Without a digital certificate.
- b) With a [digital certificate](#) (electronic certificate that verifies your identity).

Fill in your NIE, first name and surname.



After accepting, you will be able to book an appointment.

2. Gather the required documents

Check the official website for the latest documentation requirements.

The following documents are required:

- ✓ **Proof of appointment** (you will receive an email with a code).
- ✓ **Residence permit / authorization of stay** issued by the Immigration Office
- ✓ **Valid identity document** (Passport, travel document, or foreigner registration certificate)
- ✓ Form **EX17**. Complete and sign two copies of the form, one for submission at the police station and the other to be stamped and kept as a proof of submission.
- ✓ Proof of **790-012 fee** payment.
[Pay the 790-012 fee at the fee payment link](#). You can pay using your digital certificate, in cash at a bank or by direct debit.

Tarjetas de identidad de extranjeros (TIE) y certificados de registro de residentes comunitarios.	
.TIE que documenta la primera concesión de la autorización de residencia temporal, de estancia o para trabajadores transfronterizos.	<input checked="" type="radio"/>
.TIE que documenta la renovación de la autorización de residencia temporal o la prórroga de la estancia o de la autorización para trabajadores transfronterizos.	<input type="radio"/>

If you are applying for your first TIE, select *Primera concesión*.

If you are renewing your TIE, select *Renovación de la autorización...*

Procedimiento / Trámite	Tasa
TIE que documenta la primera concesión de la autorización de residencia temporal, de estancia o para trabajadores transfronterizos en España por un periodo superior a seis meses	16,08 €

The amount, depending on the option you select, will be displayed on the screen.

Print the version of the 790-012 form stating *Ejemplar para la Administración* and submit the original. Photocopies are not accepted.

IMPORTANT: The fee (Administration copy - *ejemplar Administración*) must be included along with the proof of payment in a PDF. Both pages should be combined into the same document. Please rename the document to “pago tasa” so it can be easily recognized when you submit it online via the Mercurio Platform.

- ✓ **Recent passport-sized colour photo** (32x26mm). A photo of you on a white background, taken from the front, with no accessories obstructing your face.
- ✓ **Transport ticket.** If you did not get a stamp on your passport, you must provide proof of the means that you used to travel to Spain (e.g., bus ticket). Print a copy of your bus/train ticket or similar.
- ✓ **Previous TIE card.** ONLY if you are renewing your card. If it was lost or stolen, a police report is required.
- ✓ **Proof of residence (*volante de empadronamiento*).** ONLY if you have changed your address within the last three months.

3. Complete the TIE application form

To complete the **EX17** form:

- Fill in your personal details (Section 1):

1) DATOS DEL EXTRANJERO/A	
PASAPORTE	N.I.E. - -
1er Apellido	2º Apellido
Nombre	Sexo ⁽¹⁾ X* <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/>
Fecha de nacimiento ⁽²⁾ / /	Lugar País
Nacionalidad	Estado civil ⁽³⁾ S <input type="checkbox"/> C <input type="checkbox"/> V <input type="checkbox"/> D <input type="checkbox"/> Sp <input type="checkbox"/>
Nombre del padre	Nombre de la madre
Domicilio en España	Nº Piso
Localidad	C.P. Provincia
Teléfono móvil	E-mail
Representante legal, en su caso	DNI/NIE/PAS Título ⁽⁴⁾

- Leave Section 2 blank, unless a representative is submitting the forms on your behalf.
- Enter your address in Section 3.
- Fill in Section 4 depending to your situation:
 - **INICIAL** for your first TIE.
 - **RENOVACIÓN DE TARJETA** if you are renewing your TIE.
 - **DUPLICADO POR ROBO, EXTRAVÍO, DESTRUCCIÓN O INUTILIZACIÓN** if your card has been stolen, lost, destroyed or is unusable.
- Print, sign and date the document.

2) DATOS DEL REPRESENTANTE A EFECTOS DE PRESENTACIÓN DE LA SOLICITUD⁽⁵⁾			
Nombre/Razón Social	DNI/NIE/PAS		
Domicilio en España	Nº	Piso	
Localidad	C.P.	Provincia	
Teléfono móvil	E-mail		
Representante legal, en su caso	DNI/NIE/PAS	Título ⁽⁴⁾	

3) DOMICILIO A EFECTOS DE NOTIFICACIONES			
Nombre/Razón Social	DNI/NIE/PAS		
Domicilio en España	Nº	Piso	
Localidad	C.P.	Provincia	
Teléfono móvil	E-mail		

4) DATOS RELATIVOS A LA SOLICITUD⁽⁷⁾	
<p>4.1. TIPO DE DOCUMENTO (art. 210)</p> <p> <input type="checkbox"/> TARJETA INICIAL <input type="checkbox"/> RENOVACIÓN DE TARJETA <input type="checkbox"/> DUPLICADO POR ROBO, EXTRAVÍO, DESTRUCCIÓN O INUTILIZACIÓN </p>	
<p>....., a de de</p> <p>FIRMA DEL SOLICITANTE</p>	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> Sello de registro </div>

Fdo.

DIRIGIDO A: COMISARÍA GENERAL DE EXTRANJERÍA Y FRONTERAS / OFICINA DE EXTRANJERÍA / BRIGADA DE EXTRANJERÍA⁽⁶⁾ DE⁽⁷⁾

MI-TIE

4. Pay the 790-012 fee

1. Click on the [fee payment link](#) and fill in your personal data:

IDENTIFICACIÓN						
N.I.F./N.I.E. (*) <input type="text"/>			Apellidos y nombre o razón social (*) <input type="text"/>			
Domicilio						
Tipo de vía (*) <input type="text"/>	Nombre de la vía pública(*) <input type="text"/>	Núm. (*) <input type="text"/>	Escalera <input type="text"/>	Piso <input type="text"/>	Puerta <input type="text"/>	Teléfono <input type="text"/>
Municipio (*) <input type="text"/>		Provincia (*) <input type="text"/>		Código Postal (*) <input type="text"/>		

2. Leave the *Autoliquidación: Principal* field blank and select the applicable option:

- For your first TIE:

.TIE que documenta la primera concesión de la autorización de residencia temporal, de estancia o para trabajadores transfronterizos.

- For TIE renewal when you have obtained an extension of your temporary residence permit or your stay as a student has been extended:

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

- For TIE renewal when you have obtained a long-term residence permit after 5 years residing in Spain:

.TIE que documenta la autorización de residencia de larga duración o de residencia de larga duración-UE.

3. The amount due will appear on screen (it depends on the selection):

Importe euros <input type="text" value="16.08"/> €	Forma de pago (*) <input type="radio"/> En efectivo <input type="radio"/> E.C. Adeudo en cuenta
Código IBAN de la cuenta <input type="text"/>	

4. Select your method of payment: cash or direct debit to a Spanish bank account (IBAN). If you do not have a Spanish bank account yet, visit a mobile bank or go to a traditional bank branch.

DECLARANTE

Localidad (*) localidad	Fecha (*) 21/11/2024
----------------------------	-------------------------

INGRESO

Importe euros 19.30 €	Forma de pago (*) <input type="radio"/> En efectivo <input type="radio"/> E.C. Adeudo en cuenta
Código IBAN de la cuenta Código IBAN de la cuenta	

5. Enter your location in *Localidad*.
6. If you are going to pay at the bank in cash, download, print and sign the PDF before making the payment.
7. If you have charged the payment to a bank account, download the PDF and print the proof of payment. You can open a Spanish bank account with your NIE.

5. TIE application submission and fingerprinting process

On the day of your appointment, you must go to the respective police station with the originals and copies of all the required documents. You will be fingerprinted.

After passing the security check, you may need enter your NIE into a machine to get a printed code which will appear on a display when it is your turn. When your code appears on the screen, go to the specified desk and submit all the required documents. Your fingerprints will be taken (please note that the police officers in attendance may only speak Spanish). You will then be given instructions on how to schedule a new appointment to collect your TIE at the same police station.

6. TIE collection

The TIE card will be ready for collection in **one month**. The card cannot be delivered to your address, and you need to go to the police station in person to collect the document.

To book an appointment, go to the [Spanish National Police Force Electronic Office](#), select Madrid and choose the option:

POLICIA - RECOGIDA DE TARJETA DE IDENTIDAD DE EXTRANJERO (TIE)

TIE renewal

Once you have your TIE, make sure to keep track of its expiration date. You must renew your card within 60 days before the expiration date. It can also be renewed no later than 90 days after the expiration date.

You need to renew your card before the expiration date of the current card or when you change your legal status from student to worker, from student to researcher, from temporary permit to long residence permit (after 5 years).

PROCESS

1. Apply for the extension of your student residence permit

You must use a digital certificate. To apply for the extension of your residence permit, please go to [How to apply for a residence permit](#). Your residence permit can either be extended or renewed depending on your circumstances.

2. After obtaining the new resolution of your student residence permit, **apply for the new TIE** following the previous process, but instead of it being an initial card, it will be a renewed card.

3. **If you start working as a researcher with a contract of more than 30 hours per week**, after obtaining the work permit as a **researcher**, you will need to renounce your current student TIE to apply for the new TIE as a researcher. Subject to Law 14/2013, the TIE form for researchers is not the same as for students.



MINISTERIO
DEL INTERIOR

DIRECCIÓN GENERAL DE LA POLICIA

Código DIR3: E04931201

MOVILIDAD INTERNACIONAL
(LEY 14/2013)
TARJETA

SOLICITUD DE TARJETA DE IDENTIDAD DE EXTRANJERO

INICIAL

RENOVACIÓN

PRÓRROGA

MODIFICACIÓN DE SITUACIÓN

DUPLICADO POR ROBO, EXTRAVÍO, DESTRUCCIÓN O INUTILIZACIÓN

SITUACIÓN EN ESPAÑA

INVERSOR / REPRESENTANTE

EMPRENDEDOR

PROFESIONAL ALTAMENTE CUALIFICADO

INVESTIGADOR UE

INVESTIGADOR NACIONAL

INTRAEMPRESARIAL ICT-UE INTRAEMPRESARIAL NACIONAL

FAMILIAR DE INVERSOR / REPRESENTANTE

FAMILIAR DE EMPRENDEDOR

FAMILIAR DE PROFESIONAL ALTAMENTE CUALIFICADO

FAMILIAR INVESTIGADOR

UE

NACIONAL

FAMILIAR TRASLADADO INTRAEMPRESARIAL UE NACIONAL

4. **After 5 years** with a temporary residence permit in Spain, you can apply for a **long-term residence permit**. Once you receive the decision, you must apply for a new TIE.

9. Return authorization

If you need to travel outside Spain while your TIE renewal or residence permit extension is being processed and you have not yet received a decision, you must apply for a return authorization (**Autorización de regreso**) at the police station.

When do you need a return authorization?

There are two possible options applicable to a return authorization:

Option 1: Your new residence permit has been approved, your current TIE has expired and you are applying for, but have not yet received, your renewed TIE card.

Option 2: You are applying for an extension of your residence permit and you have not yet been notified of the decision that you require to renew your TIE, which has expired.

4.1. SITUACIONES AMPARADAS

- Titular de autorización de residencia en período de renovación o prórroga (art. 5)
- Titular de autorización de estancia en período de prórroga (art. 5)
- Titular de tarjeta de identidad de extranjero en vigor que ha solicitado duplicado por robo, extravío, destrucción o inutilización (art. 5)
- Titular de autorización de residencia inicial en trámite de expedición de Tarjeta de Identidad de Extranjero, concurriendo razones excepcionales (art. 5)
- Titular de autorización de estancia inicial en trámite de expedición de Tarjeta de Identidad de Extranjero, concurriendo razones excepcionales (art. 5)
- Otros.....(especificar)

4.2. MOTIVOS QUE JUSTIFICAN LA SOLICITUD Y PERMANENCIA PREVISTA FUERA DE ESPAÑA

PROCESS:

- Schedule an appointment at the [Spanish National Police Force Electronic Office](#). Select: *Autorización de regreso*.

CITA PREVIA EXTRANJERÍA

PROVINCIA
SELECCIONADA

Madrid

Importante: lee toda la información de esta página, incluida la que se encuentra al final, antes de continuar.

Selecciona Oficina:

Cualquier oficina

La oficina seleccionada, será donde deberás acudir el día de presentación de la cita previa concedida.

Selecciona trámite

TRÁMITES POLICÍA
NACIONAL

AUTORIZACIÓN DE REGRESO

- Complete and sign the **EX13** form.

- Pay the **790-012** fee.
- Submit the documents in person. After submission, you will receive an official authorization allowing you to return to Spain **within 90 days**.

10. Digital certificate

There are two types of digital certificates that you can use to **renew your TIE** or carry out other administrative procedures.

- As mentioned, once you have **your NIE, you can apply for a digital certificate**. Using this certificate, you can interact with the public administration online and you do not have to visit an office in person to submit printed documents .
Apply for a CL@VE PIN: [CL@VE PIN application](#)
Apply for an private individual electronic certificate: [Electronic certificate application](#)

FNMT digital certificate

- A description of this certificate, holder eligibility and instructions on how to apply are available at the [Royal Mint Electronic Office](#).
- You need to download the software and apply from your laptop, tablet or phone.
- To complete the process, you must visit a designated Registry Office ([listed on the website](#)) to accredit your identity. This service is free at the office. Alternatively, you can pay €2.99 + VAT to obtain it online without an in-person visit.
- The UPM's Registry office (C/ Ramiro de Maeztu 7, 28040 Madrid) is not an authorized identity accreditation office for FNMT digital certificate.
- After accrediting your identity, you can download and use your digital certificate to **electronically sign official documents**, apply for legal procedures and access your personal data stored by the Spanish Public Administration.
- The certificate is portable and can be used on other devices.

Permanent Cl@ve

- This is another type of digital certificate that operates with the [Cl@ve application](#).
- You will need a **PIN code** every time you verify your identity and sign official applications.
- A description of this application, how to register and how it works is available on the [official Cl@ve website](#).

- In this case, you can verify your identity at a public registry office such as the **UPM's Registry Office** (C/ Ramiro de Maeztu, 7, 28040 Madrid) that is an authorized identity accreditation office for Permanent Cl@ve system.

Mi Carpeta Ciudadana

- The Spanish Public Administration aims to be more transparent and facilitate access to official procedures.
- The *Mi Carpeta Ciudadana* is a web portal that allows citizens to receive notifications and consult transactions with different national public administrations in a single point (**Mi Carpeta Ciudadana**). Similar portals are operated by the Madrid Regional Government (**Carpeta Ciudadana de la Comunidad de Madrid**) and **Madrid City Council (Mi Carpeta)**.
- From your *Mi Carpeta Ciudadana*, you can:
 - access your electronic notifications
 - check the status of applications
 - view registered documents
 - consult your health folder
 - review personal data inquiries
 - track financial transactions
 - set up alert services.

11. Right to work

European students, non-European students with a Spanish visa and intra EU-mobility students are allowed to work part-time (maximum of 30 hours per week) in a job that is fully compatible with continuing their studies.

Before you get a part-time job, you must first apply for a **NAF (Número de Afiliación a la Seguridad Social)**, which is your personal Social Security number.

As a university student in Spain, you can work legally as long as you have a valid residency status and hold a NAF.

PROCESS

Either you, as an applicant, or the company hiring you can apply for your NAF.

To apply for your NAF, it is necessary to complete and sign the **TA1** form, which must be submitted to the respective Social Security Treasury. For more information on how to apply for your NAF, visit the [Social Security website](#).

For more information on how to find a job, visit the State Public Employment Service (**SEPE**) website. [SEPE](#) is the Spanish public employment service and also

publishes statistics, such as the minimum wage, multipurpose income indicator (IPREM), as well as other important information like the legal interest of money and the amounts of unemployment benefits.

More job opportunities can be found at [EURAXESS jobs and opportunities](#).

12. Accommodation

Register your residence

- You are not obliged to register your residence in Spain, unless you are here for a long-term stay (more than 90 days or 3 months).
- The **Padrón** is the official registry of residents in a town or city. When you register for the first time, you will be required to go to the town hall in person.
- A certificate of residence (**certificado de empadronamiento**) is an official document that certifies a person's place of residence or address in a municipality. It is issued by the local town hall and is required for some administrative procedures such as applying for a driver's license or renewing your TIE, updating a change of address at public or private institutions, school enrolment, access to healthcare services, applying for grants and subsidies, etc.
- The registration of your residence will be a proof to apply for your **tax residency**.

PROCESS

- Go to your local [Citizen Services Office](#) in person with all the required documents, such as the application form and proof of residence (a certificate from a university residence, a lease agreement or a room rental agreement). If you are applying in Madrid, you will need to book an [appointment at your local Citizen Services Office](#). Under *Categoría*, select *Padrón y censo* and under *Trámite*, select *Altas, bajas y cambio de domicilio en Padrón* and under *Seleccione la oficina*, select the most convenient Citizen Services Office (by proximity or appointment date (see calendar application)).

Cita Previa por trámite

Categoría

Padrón y censo

Trámite

Altas, bajas y cambio de domicilio en Padrón

Consulte la [apertura de agendas](#) en [Oficinas de Atención a la Ciudadanía](#).

Solo se necesita una cita para realizar todas las gestiones del mismo domicilio.

⚠ En altas y cambios de domicilio, presente solicitud firmada por todos los solicitantes mayores de edad, documentos de identidad en vigor, documentación acreditativa del uso de la vivienda y autorizaciones necesarias. En bajas por fallecimiento, aporte certificado de defunción del registro civil.

Consulte la documentación necesaria en [Trámites de Padrón y censo electoral](#), así como otra vía para realizar el trámite si se trata de [Modificación y actualización de datos personales excepto domicilio](#).

Seleccione la oficina o puede [consultar la oficina con cita más temprana](#) 🗓️

-- Seleccione --

Siguiente

- Then under *Tipo de documento*, select NIE or *pasaporte* and under *Nº de documento*, enter your NIE or passport number. Finally, select the date and time. Go to the selected Citizen Services Offices on the date and at the time of your appointment, taking with you all the documents that you will need, including the form that you will download from your **local Citizen Services Office**.

Padrón y censo **Altas, bajas y cambio de domicilio en Padrón**
OAC Hortaleza

Seleccione el tipo de atención:

Presencial

Seleccione una fecha disponible para la Cita Previa:

MAR 2025

L	M	X	J	V	S	D
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Siguiente

- If you are living in an apartment without a contract, the property owner must accompany you to authorize your registration.
- Once you are registered, apply for a certificate of residence (*certificado* or *volante de empadronamiento*), if you need one.
-

Accommodation options

University residences

Accommodation for university students, professors and educational institution staff only. You need to book your room in advance.

- [YUGO](#)
- [ABAY](#)
- [RESA](#)
- [NODIS](#)
- [Micampus residencias](#) (€ 150 discount on reservation for UPM members)
- Colegio mayor [África](#)
- Residencia [Fundación Gómez Pardo](#)
- University residence search website: [UNIRESI](#)

Student rental intermediaries

i. Rooms in shared flats (a one-month deposit will generally be required)

- [ALUNI.NET](#)
- [UNIPLACES](#) (Promotional code UPM40 not on rent)
- [ROOMLESSRENT](#) (Promotional code UPM20 not on rent)
- [Heaven-Hub](#)

ii. Homestay

- [INNFAMILY](#): Accommodation with a host family (UPM members get a **15% discount** on the total fee (e.g., 4 months x €500 x 15%))

Online rental platforms

Room or apartment rental from a landlord. In most cases, you will need to be in Spain for an interview or to meet the landlord in person. You will either live with the landlord or share an apartment with other students.

- [Compideal](#) : Find your ideal housemate



- [Erasmusplay](#) 
- [Idealista](#)
- [Homelike](#)
- [Erasmusu](#)

Short-term rental platforms

- [Airbnb](#)
- [Spotahome](#)
- [Booking,...](#)