

MIGRATION LEGAL PROCEDURES: FOREIGN STUDENTS

This Guide, developed 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 documents on immigration law to ensure compliance with current legislation.

This Guide is for information purposes only and does not constitute legal advice, nor does it replace the procedure for applying for and obtaining visas, authorisations and documents required by the applicable legal-immigration regulations.

Universidad Carlos III de Madrid and Sagardoy Legal & Expat accept no responsibility for any inaccurate or out-of-date information it may contain.

This document is current as of 16 January 2023. In any case, before initiating any legal migration procedure, it is recommended that you check the applicable regulations.

Madrid, 04 de marzo de 2024

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1 BEFORE YOUR ARRIVAL IN SPAIN.

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

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 are going to stay for more than 3 months, please consult the section "On arrival in Spain".

B. Students from outside the European Union, Norway, Iceland, Liechtenstein and Switzerland.

Those who, due to their nationality, are required to obtain a visa to enter Spain, must go to the Spanish Consulate in the country of legal residence, request and collect the visa for study purposes prior to entering Spain.

Exchange students must apply for a student visa for their stay at UC3M. Visas for other reasons will not be considered valid.

Those who, due to their nationality, Spain does not require a visa to enter the country, may choose between going to the competent Spanish Consulate in the country of legal residence, requesting and collecting the student visa prior to entry into Spain or entering Spain as a student and applying in the country (at least 30 days before the expiry date of your stay in Spain) for the student visa.

During the time you are in Spain studying, it is possible for your family members (spouse, unmarried partner and children under eighteen years of age or who have a disability and are objectively unable to provide for their own needs due to their state of health) to travel with you, for whom the requirements of section D must be met.

C. Students from outside the European Union, Norway, Iceland, Liechtenstein or Switzerland in a student mobility programme within the European Union.

If you are already studying in another European Union country and you are coming to Carlos III University to complete your studies, you should know that if your nationality requires you to apply for a visa to enter Spain and at the time of application you are residing in a country that does not belong to the Schengen area (Bulgaria, Cyprus, Ireland and Romania), you should go to the Spanish consulate nearest to your place of residence and start the visa application process.

If you come from a country that does not require a visa to enter Spain, as long as you have a resident card from a European Union country, Norway, Iceland, Liechtenstein or Switzerland, you will not need to apply for a visa to enter Spain.

Students who hold 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 of up to 360 days, in order to carry out part of their studies in a Spanish higher education institution, after notifying the Government Delegation or Subdelegation in the province where the activity is to begin. Communication requirements section D.

If you are going to be in Spain for more than 6 months, consult the section "On arrival in Spain".

*Note: The constituent countries of the European Union are the following: Austria; Belgium; Bulgaria; Croatia; Cyprus; Czech Republic; Denmark; Estonia; Finland; France; Germany; Greece; Hungary; Ireland; Italy; Latvia; Lithuania; Luxembourg; Malta; the Netherlands; Poland; Portugal; Romania; Slovakia; Slovenia; Spain; Sweden and Sweden.

* Note: List of countries requiring a visa for 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 visa and the authorisation to stay for study purposes.

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

The duration of the stay shall be equal to the duration of the course for which he/she has been admitted or of the research work to be carried out, with a maximum limit of one year, when the study programme is carried out in an authorised 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 internship.

In case a visa application on the basis of Section B. above is appropriate, you should note the following basic information regarding the submission of the application:

Person submitting: Student by appointment in accordance with consular instructions.

Place of submission: Consulate responsible for the place of legal residence.

On the website of the Spanish Ministry of Foreign Affairs, you can find the Consulate where you have to submit your application, as well as the list of documents and the applicable fees depending on your nationality.

Resolution period: 7 working days. After which the application is understood to have been granted by positive silence.

Given the high volume of applications that arrive at the consulates, it is possible that these deadlines may not be met. Therefore, we recommend that you do not delay your

visa application and check the deadlines of each consulate at:
<https://www.exteriores.gob.es/es/EmbajadasConsulados/Paginas/index.aspx>

Through this link you can check the processing status of your visa.:
<https://sutramiteconsular.maec.es/Home.aspx>

Required documentation – See [Anexo I](#).

Time limit for collection: two months from the date of notification of grant.

Characteristics of the visa:

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

If you are only going to be at UC3M for one semester, you should make sure that your visa covers the time of your stay with us. To do this, you should be granted a visa for a duration of around 180 days (depending on the consulate, it may be a few days less).

Make sure that you are granted a type "D" visa with multiple entries, in case you want to travel during your stay in Spain.

If this is not the case, go again to the Consulate to review it. It will not be possible to modify it from Spain.

Under no circumstances should you be granted a 90-day visa.

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

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

If your passport is not stamped at the Spanish border, you must go to the competent police station within 3 working days to make an entry declaration:
https://extranjeros.inclusion.gob.es/ficheros/Modelos_solicitudes/mod_comunicacion/DECLARACION-DE-ENTRADA.pdf

These visas can be extended from within Spain through the procedure described in section C, page 13 of this guide, which describes the procedure for extending your stay for study purposes.

However, you must bear in mind that, in order to apply for this extension, the foreigners' office will ask you to provide the criminal record certificates of the countries in which you have lived during the last five years. These documents must be legalised and translated into Spanish in a sworn manner.

Obtaining these documents can be complicated and time-consuming, so if you are considering extending your stay with us, we recommend that you check with the relevant authorities in your home country about the process of obtaining a criminal record certificate before you travel.

On the other hand, it is possible that you may be limited in your ability to travel outside of Spain, as the visa with which you arrived in Spain will have expired and the resolution of the foreigners' office authorising the extension is not a document that you can use to travel in Europe.

Example of a one-semester student study visa:



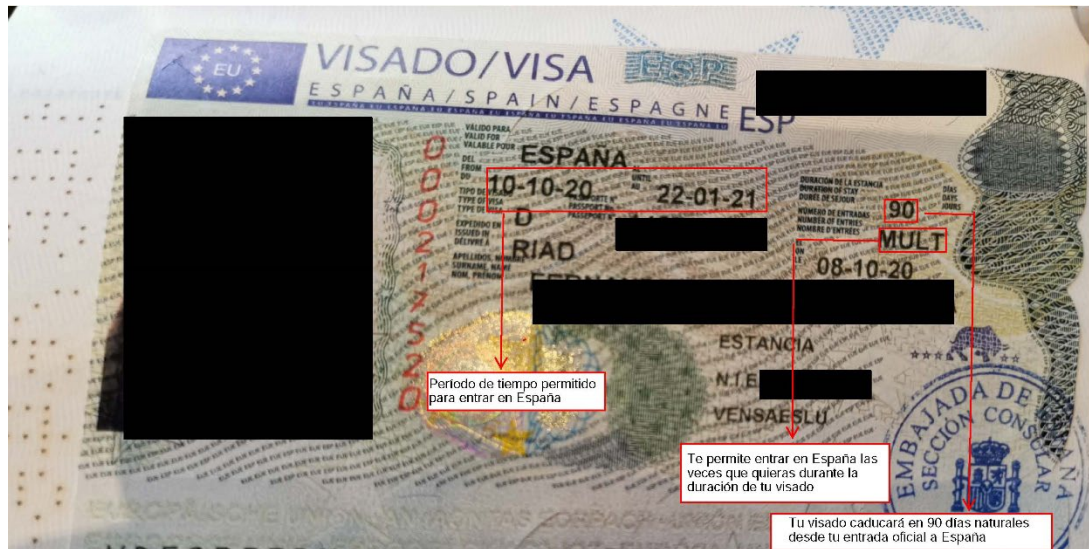
b. Full-year students (stays longer than 6 months):

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

Once you arrive in Spain, you will have one month to make an appointment to apply for the Tarjeta de estudiante extranjero (TIE) (see section "On arrival in Spain"), a document that will document you during your stay for studies.

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

If this is not the case, go again to the Consulate to review it. It will not be possible to change it from Spain.



Entry into Spain: during the period of validity of the visa

AUTHORISATION OF STAY/VISA FOR STUDENTS' RELATIVES

The student must have the **financial means** to cover the expenses of his/her family members, according to the following amounts: for the first family member 75% of the IPREM, which for 2023 would be 600€ per month, and 50% from the second family member onwards and for each of the remaining family members.

The application is submitted in person by the family member at the Spanish Consulate where the foreigner resides, simultaneously with the student's study visa application, or at any subsequent time within the period of validity of the study stay authorisation.

DOCUMENTATION REQUIRED (original and copy) – See [Anexo II](#).

2 ON ARRIVAL IN SPAIN:

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

If you are going to be in Spain for more than 3 months you should register in the "Registro Central de Ciudadanos Extranjeros" (Central Register of Foreign Citizens).

If you are living in Madrid city, you will have to make an appointment through: <https://icp.administracionelectronica.gob.es/icpplus/index.html>

Documentation to accompany the application – See [Anexo III](#).

On the day of your appointment, you will be given a certificate with your details and your foreigner's identity number (N.I.E.), which will be used for any formalities you need to carry out in Spain.

This document is not valid for identification in Spain, so you will have to use your National Identity Card or passport. We recommend that you carry at least a copy of both documents at all times.

B) Students from outside the European Union, Norway, Iceland, Liechtenstein and Switzerland:

You must enter Spain within the period of validity of your visa. Once this period has expired, you will not be able to enter with this visa and you will have to apply for a new one.

a. Students from outside the European Union, Norway, Iceland, Liechtenstein or Switzerland holding a visa.

Stays up to 6 months:

It is not necessary to apply for an Alien Identity Card.

Stays longer than 6 months:

From your official entry into Spain (an official entry stamp must appear in your passport) and within a maximum period of 30 days, you will have to request an appointment at the police station to have your fingerprints taken and the Foreigner's Identity Card (Tarjeta de Identidad de Extranjero - TIE) issued.

You have to apply for an appointment through this link:

<https://icp.administracionelectronica.gob.es/icpplus/index.html>

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

Police stations available for this procedure – [Ver anexo IV](#)

On the day of the appointment, you must bring the following documents with you – [Ver anexo V](#).

Once you have been fingerprinted, you will be given a receipt with which you will have to return in approximately 20/30 days to collect your foreigner's identity card. To collect this identity card, you must also bring your passport and the receipt that will be given to you on the day your fingerprints are taken.

The collection of the TIE will require an appointment. You have to request the appointment through this link:

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

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

With this TIE in force, you will be able to leave and enter Spain freely during the period of validity of the TIE. If you are waiting for the TIE to be delivered to you (once you have completed the fingerprint application process) you can leave Spain, but you will have to apply for a **Re-entry Permit**, making an appointment in advance at the national police offices (form EX13 and a fee of €10.72).

b. Students who are not from the European Union, Norway, Iceland, Liechtenstein or Switzerland NOT in possession of a visa for study purposes.

The foreign student him/herself, in person or through representation, or through the telematic means provided for this purpose, on the official form, at the Government Delegation or Subdelegation in the province in which the activity is to begin, provided that he/she is regularly in Spanish territory and submits the application at least one month prior to the expiry date of his/her stay. In these cases, the Government Delegation or Subdelegation will be responsible for assessing the documents accompanying the application and for reaching a decision and notifying the interested party of the decision within a maximum period of one month.

The application can be formalised through the following link:
<https://sede.administracionespublicas.gob.es/mercurio/modoAcceso.html>

The application submitted in due time and form will extend the applicant's status in Spain, while it is being studied by the competent authorities and until the application is resolved by them.

In case you start the application for the authorisation to stay for studies in Spain, it is important to bear in mind that the process is taking a long time and, although the migratory status of the applicant is considered extended once the application is submitted, **you cannot return to Spain, nor to Schengen territory** (once you exceed the 90/180 days allowed to stay in Schengen territory) until you receive the answer from the migratory authorities, **so from UC3M we strongly advise you not to come without a visa.**

Necessary documents to be submitted for the application for the authorisation to stay for study purposes from Spain – See [Anexo VI](#).

The deadline for processing the application is 30 days, by the competent Immigration Office. Once this period has elapsed without a response from the Administration, the application will be considered rejected due to administrative silence.

***Note:** if the 30 days are reached without a response from the competent authorities, it will only be necessary to wait for the authorities to notify the resolution of the application, as it is quite common for the resolution of the process to be delayed, due to the high workload of the immigration authorities in Spain. As mentioned above, the regular status of the applicant is extended while the application is being processed, until the application is resolved.

For more information you can access this link to the following sections *DOCUMENTACION EXIGIBLE y PROCEDIMIENTO INICIADO DESDE ESPAÑA*: <https://extranjeros.inclusion.gob.es/es/InformacionInteres/InformacionProcedimiento/Ciudadanosnocomunitarios/hoja003/index.html>

C) Students from outside the European Union, Norway, Iceland, Liechtenstein or Switzerland in a student mobility programme within the European Union.

If you are studying in a country of the European Union, Norway, Iceland, Liechtenstein or Switzerland, you 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, you may stay in Spain for up to 360 days; This must be communicated at any time prior to the entry into Spanish territory and at the latest within one month after the entry by the Spanish higher education institution, indicating the planned duration and dates of the mobility.

The communication shall include the valid travel document and the valid authorisation issued by the first Member State covering the entire mobility period. In addition, the communication shall include proof that the student is undertaking part of his/her studies in 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 relevant Government Delegation or Sub-delegation may object to the student's mobility, within 30 days from the date of receipt of the complete communication, 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 with or any of the grounds for refusal of an application for authorisation apply.
- c) the maximum duration of stay referred to in this paragraph has elapsed.

In case of refusal of mobility, the student will not be allowed to carry out part of his or her studies in the Spanish higher education institution and the first State will allow the

re-entry of the posted foreign national without further formalities. If the transfer to Spain has not yet taken place, the refusal will prevent the transfer.

3. Foreign students who have been admitted to undertake 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 undertake or complete part of their studies in a Spanish higher education institution, without being required 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 shall be submitted, addressed to the Immigration Office corresponding to the province in which the educational centre is located, to the Spanish consular office corresponding to the previous place of residence in the European Union or to the Immigration Office itself.

The application must be accompanied by the following documentation.

- a) Documentation proving that you have been admitted as a student in another Member State of the European Union.
- b) Documentation certifying compliance with the requirements set out in Article 38 (1 y 2.a) of the EC Treaty.

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 notification of the decision, if he/she is not already in Spanish territory.

In the case of authorisations for stays of 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 notification will be made by the Carlos III University itself, although it will be necessary for the student to provide the following documentation:

1. Application form 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 dossier:

4. Proof that the student is undertaking part of his or her 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 you are studying in a country of the European Union, Norway, Iceland, Liechtenstein or Switzerland, but you are not covered by an EU or multilateral programme, you can submit an application for authorisation to enter and stay in Spain to study without having to apply for a visa.

This application must be submitted before you start your studies or within one month of your arrival in Spain.

The Foreigners' Office in Madrid will issue a decision within a maximum period of one month.

Once you have received a favourable response, you will have three months to enter Spain, if you were not already here, and to apply for your foreigner's identity card if you are going to be in Spain for more than 6 months.

3 DURING YOUR STAY:

A) Extension of authorisation to stay for study purposes.

The authorisation to stay for study purposes is granted for the time you are going to study in Spain. If it is necessary to extend it to continue your studies in Spain, the application for extension must be submitted within 60 days before the expiry of your TIE or visa in the case of stays of up to 180 days.

Exceptionally, you can apply for an extension within 90 days of the expiry date, although you may be sanctioned. Important: The extension can be made within 90 calendar days after expiry NOT within 3 months after expiry. If you fail to comply with the deadline, your situation in Spain may be considered irregular from a legal-immigratory point of view.

Extensions can be submitted electronically, with a digital certificate, at the Electronic Headquarters of the State 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 at the general registry of the Government Delegation in Madrid located at Calle García de Paredes, nº 65 or at any other of the general State administration addressed to the foreigners' office in Madrid.

Documents that must accompany the application – [Ver anexo VII.](#)

The maximum time limit for a decision is 3 months from the date of application. You will have to check the status of the process through the following link:
<https://sede.administracionespublicas.gob.es/infoext2/>

When you see that it is RESOLVED-FAVORABLE, print out this information and request an appointment for fingerprinting through the following link:
<https://icp.administracionelectronica.gob.es/icpplus/index.html>

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

Documents to be submitted for fingerprinting – [Ver anexo VIII.](#)

Once you have printed your fingerprints, you will be given a receipt with which you will have to return in approximately 20/30 days to collect your foreigner's identity card. To collect this identity card, you must also bring your passport and the receipt that will be given to you on the day the fingerprints are taken.

The collection of the TIE will require an appointment. You have to request the appointment through this link:
<https://icp.administracionelectronica.gob.es/icpplus/index.html>

Select on the field "provincia" *Madrid* and on the field "trámites disponibles para la provincia solicitada", *Policía - Recogida de TIE.*

[B\)](#) EXTENSION OF AUTHORISATION TO STAY FOR FAMILY MEMBERS:

The authorisation to stay for family members of students is granted for the duration of the student's stay 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 expiry of your student card or visa in the case of stays of up to 180 days.

Further information:

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

C) WORK AUTHORISATION FOR STUDENTS.

The authorisation to stay for the completion or extension of studies in an authorised educational establishment in Spain, in a full-time programme, leading to the award of a degree or certificate of studies, will authorise self-employment and employment, provided that this work activity is compatible with the completion of these studies, and that it involves higher studies, regulated training for employment or aimed at obtaining a certificate of professionalism, or training leading to the award of a certificate of technical aptitude or professional qualification necessary for the exercise of a specific occupation.

The studies compatible with this work authorisation are:

1. Higher education.
2. Formal training for employment or for the purpose of obtaining a vocational certificate.
3. Training leading to the award of a certificate of technical aptitude or professional qualification required for the pursuit of a specific occupation.

As an indispensable requirement, it is necessary to emphasise that the work activity may not exceed 30 hours per week.

The income obtained may be considered as a necessary resource for sustenance and be taken into account for the extension of the authorisation to stay for study purposes.

The work permit shall have no geographical limitations, unless the gainful activity coincides with the periods in which the studies, research, non-work placements or voluntary service are carried out.

However, this geographical limitation shall not apply in the following cases:

- When it is proven that the way in which the work activity is organised will allow it to be compatible with the achievement of not requiring continuous travel.
- When the location of the place of work or the place where the self-employed activity is carried out does not entail continuous journeys that would break the requirement of compatibility with the main purpose for which the stay was granted.

The period of validity of the work permit shall coincide with the duration of the residence permit and may be extended if the circumstances that gave rise to the previous granting of the work permit continue to exist, provided that the extension of the residence permit has been obtained.

D) RE-ENTRY PERMIT.

Students who have applied for a TIE and are awaiting collection (either initial or renewed) can 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 only valid to enter Spain, not to visit, reside in or transit through any other country.

This Re-entry Permit can only be applied for by students who have already submitted their fingerprints and are waiting to receive their study card or who have applied for an extension of 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://icp.administracionelectronica.gob.es/icpplus/index.html>

In the field of available “provincias” you have to mark, *Madrid*, in the field of “tipos de trámites disponibles para la provincia seleccionada” you have to mark, *Autorización de Regreso*.

Place of application: Provincial Immigration and Documentation Brigade headquarters at Avenida de los Poblados s/n (Metro Aluche, line 5) Opening hours: Monday to Friday from 9am to 2pm.

Necessary documents (original and copy) – [Ver anexo IX.](#)

E) E) WHAT TO DO IF YOUR PASSPORT OR STUDENT CARD IS LOST, STOLEN OR MISPLACED.

If your documents have been lost or stolen, go to the nearest national police station to file a report. In this link you can see how to do it and locate the nearest police station to your home: <http://www.policia.es/>

At the police station you will be given several copies of the report so that you have it in your possession as proof that your passport or student card has been lost.

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

First. - Go to your Embassy or Consulate to request the issuance of a new one.

Second. - If your stay in Spain is no longer than 6 months, you are not entitled to a student card, so you will have to contact the Ministry of Foreign Affairs, Consular Affairs Section (MAEC) located at Calle Pechuán, 1, CP 28002 Madrid. Telephone numbers: 91 379 17 00, 91 379 16 55, 91 379 79 64 / 65, 91 394 88 54 and email 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 you indicate in the document.

You do not need to make an appointment to apply for it, you only have to go to this address from Monday to Friday from 9.00 to 14.00 and say that you are going to the registry to present this document. Together with this document you have to present: a copy of the passport data sheet, the visa (if you have one), the student card (if you have one) and the report of loss.

Important: they will not put a new visa in your passport, as this procedure can only be done at the Spanish Consulate where you initially applied for your visa.

In the event that the student card has been lost, once you have filed the report, you must request an appointment through the following link: <https://icp.administracionelectronica.gob.es/icpplus/index.html> and select the option "duplicado de tarjeta de identidad de extranjero".

To request a duplicate you need to bring the following documents with you – [Ver Anexo X](#).

Once you have put your fingerprints on the card, you will have to wait approximately 40 days to collect your new study card, which will be valid for the time remaining to complete your education in Spain. To collect your card, you will need to make an appointment through the following link: <https://icp.administracionelectronica.gob.es/icpplus/index.html> and select the option "recogida de tarjeta de identidad de extranjero (TIE)".

ANEXOS/ANNEXES –

Anexo I

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

- ✓ National Visa application form. You can download it from this 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 (if not, renew it).
- ✓ Document accrediting admission to any of UC3M's programmes or to the research project, stating the content of the study, training or research plan.
- ✓ Medical insurance covering medical expenses and repatriation in case of accident or sudden illness for the duration of the stay. There are Consulates that require policies to have a minimum compulsory coverage.
- ✓ Document certifying that you have financial means of subsistence and accommodation for the period requested and to ensure your return to your country of origin.

The financial means required are a monthly amount that represents 100% of the IPREM, which for the year 2023 is set at €600 per month. For stays of less than one

year, it will be the amount resulting from multiplying €600 by the number of months the stay in Spain will last.

Accommodation in Spain (not required in all cases).

- ✓ Colour photographs, white background, passport size (32x26 millimetres). The number of photographs depends on each Consulate and can range from 2 to 4.
- ✓ Payment of the corresponding fees. *Check in each case the corresponding amount.*

If the duration of your studies or research exceeds 6 months, you will also have to provide:

- ✓ Medical certificate attesting that you do not suffer from quarantine-susceptible diseases 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 the country in which he/she has resided for the last five years.

The criminal record certificate must be legalised through diplomatic channels or with the Hague Apostille. Legalisation will be carried out with the Hague Apostille when the issuing country has signed the Hague Apostille Convention.

The Consulate may summon you for a personal interview.

Anexo II

Valid passport, valid for at least the period for which the stay is requested.

- ✓ National Visa Application. You can download it from this 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 partnership certificate, as appropriate for spouse or partner, valid for no more than three months at the time of submission; birth certificate in the case of descendants or ascendants, or documents certifying incapacity in the case of adults).
- ✓ Health insurance.

If the duration of stay exceeds six months:

- ✓ Medical certificate.
- ✓ If over the age of criminal responsibility, a criminal record certificate issued by the authorities of the country of origin or the country where he/she has resided for the last five years.

If the application is made after the student has obtained his/her foreigner's identity card in Spain, a copy of this document.

The authorisation 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.

If the duration of your studies or research exceeds 6 months, you will also have to provide:

- ✓ Medical certificate attesting that you are not suffering from quarantinable diseases 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 the country in which he/she 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 carried out with the Hague Apostille when the issuing country has signed the Hague Apostille Convention.*

Anexo III

- ✓ Proof of appointment.
- ✓ Valid passport or ID card (only copy of the data sheet on which the photo appears).
- ✓ Application Form EX-18, which you can download from this link: https://extranjeros.inclusion.gob.es/ficheros/Modelos_solicitudes/mod_solicitud_s2/18-Certificado_residencia_comunitaria.pdf
- ✓ Tax Paid, form 790, code 012, for the amount of 12€ that you have to download from the following link: https://sede.policia.gob.es/Tasa790_012/ImpresoRellenar
- ✓ Private health insurance covering all medical contingencies during the stay in Spain.
- ✓ Financial means available to you during your stay as a student, which you can provide as proof: scholarship, bank certificate, among others. In the case of providing a bank certificate, you must provide proof of €7,200 (approximately), an amount that represents 100% of the IPREM deposit and/or a declaration that you have sufficient financial resources to stay in Spain.
- ✓ UC3M Admission Letter.

Anexo 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

Anexo V

- ✓ Proof of appointment.
- ✓ Application Form EX-17, which you can download from this link:
https://extranjeros.inclusion.gob.es/ficheros/Modelos_solicitudes/mod_solicitud_s2/18-Certificado_residencia_comunitaria.pdf
- ✓ Form 790, code 012 for an amount of 16.08€ that you have to download from the following link:
https://extranjeros.inclusion.gob.es/ficheros/Modelos_solicitudes/mod_solicitud_s2/17-Formulario_TIE.pdf
- ✓ 1 recent, passport-size, colour photograph with a white background.
- ✓ Original passport and copy of the data sheet and visa with entry stamp. If you have entered Europe via another EU country, you must bring your flight ticket.
- ✓ UC3M Admission Letter.
- ✓ Census registration receipt (not necessary for the initial TIE). However, we recommend that you come to the appointment with the document or, failing that, with the rental contract for housing in Madrid.

Anexo VI

- ✓ Valid passport for the entire period of the stay.
- ✓ Completed form EX00. It can be downloaded from this link:
https://extranjeros.inclusion.gob.es/ficheros/Modelos_solicitudes/mod_solicitud_s2/00-Formulario_estancia.pdf
- ✓ Document accrediting admission to any UC3M programme or research project, stating the content of the study, training or research plan.
- ✓ Medical insurance covering, during the entire period of stay, medical expenses and repatriation in case of accident or sudden illness; no co-payments or deductibles.
- ✓ The financial means required are a monthly amount representing 100% of the IPREM, which for the year 2023 is set at €600 per month. For stays of less than one year, it will be the amount resulting from multiplying €600 by the number of months the stay in Spain will last.
- ✓ Proof of accommodation in Spain (not required in all cases).
- ✓ For stays longer than 6 months: criminal record certificate, issued within the last 90 days, where you have resided for the last 5 years, duly apostilled/legalised and translated.
- ✓ In the case of under-age students, authorisation from parents or guardians stating the centre, organisation, entity and body responsible for the activity and the planned period of stay.

Anexo VII

- ✓ Form EX00 (in duplicate), which you can download from this link:
https://extranjeros.inclusion.gob.es/ficheros/Modelos_solicitudes/mod_solicitud_s2/00-Formulario_estancia.pdf

You have to complete it with your data and mark in the field Extensions, the option “Prórroga de la autorización de estancia por estudios, movilidad de alumnos, prácticas no laborales o servicios de voluntariado (titular principal y sus familiares)”.

- ✓ Copy of all passport pages.
- ✓ Certificate of academic performance (document showing the grades obtained during your stay. You can ask for it at the secretary's office of your UC3M study programme.
- ✓ Document accrediting the continuity of your studies, research or training You can request it from the secretary's office of your UC3M study programme.
- ✓ Prove that you have sufficient means to support yourself for the requested stay and for your return to your country of origin. The financial means required are a monthly amount that represents 100% of the IPREM, which for the year 2023 is set at €600 per month. For stays of less than one year, it will be the amount resulting from multiplying €600 by the number of months the stay in Spain will last. This document can be requested from your bank (bank account statement).
- ✓ Copy of the medical insurance taken out (including repatriation clause) during your stay in Spain.
- ✓ Copy of foreigner's identity card (TIE).
- ✓ Certificate of census registration if you have changed address.
- ✓ Tax 790, code 052, amounting to 17,49€ which you can download at: <https://sede.administracionespublicas.gob.es/tasasPDF/prepareTasa?idTasa=052&idModelo=790#>

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

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

Anexo VIII

- ✓ Original and copy of your passport (where the main information with your personal data is included).
- ✓ 1 small photograph with white background.
- ✓ Original and copy of the census certificate (only if you have changed your address from the one on the expired card, this is a document that certifies that the address you put on your application is the correct one).
- ✓ Form 790, code 012 for an amount of 19,30€ that you have to download from the following link: https://sede.policia.gob.es/Tasa790_012/ImpresoRellenar
- ✓ Original extension application EX 00.
- ✓ Original and copy of your expired card.
- ✓ Proof of the appointment for fingerprinting requested via the website.

Anexo IX

- ✓ Proof of appointment.
- ✓ Form EX13 (one copy only), which you can download from this link:
https://extranjeros.inclusion.gob.es/ficheros/Modelos_solicitudes/mod_solicitud_s2/13-Formulario_autoriz_de_regreso.pdf
- ✓ Valid passport with entry stamp and visa. If it is processed during the extension procedure, it is sufficient to bring a copy of the passport data sheet.
- ✓ Expired Foreigner's Identity Card and renewal documents.
- ✓ Form 790, code 012 for an amount of 10,72€ that you have to download from the following link: https://sede.policia.gob.es/Tasa790_012/ImpresoRellenar

Anexo X

- ✓ Original passport.
- ✓ Copy of previous school card if you have one.
- ✓ Fee 790, code 012 for the amount of 16,08€ if the authorisation of stay is initial and for the amount of 19,30€ if it is an extension, which you can download at the following link: https://sede.policia.gob.es/Tasa790_012/ImpresoRellenar
- ✓ If you have changed your address, updated census certificate.
- ✓ Complaint lodged at the police station, original and copy.

USEFUL INFORMATION

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