

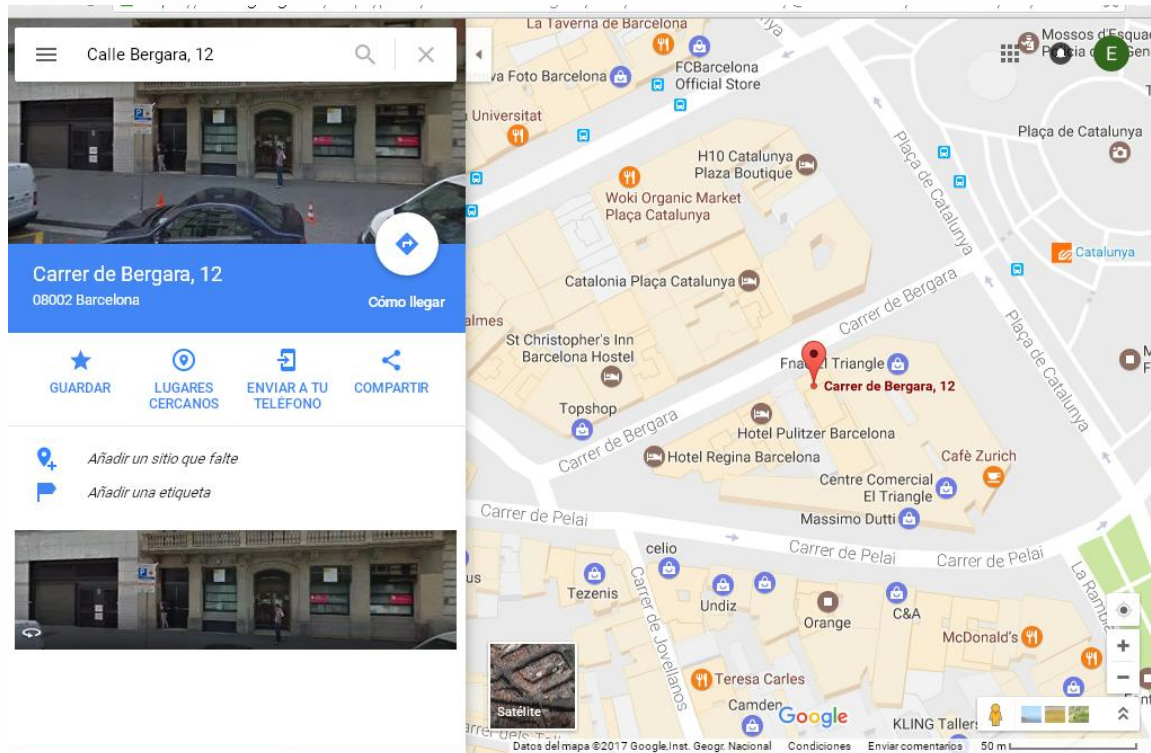
## HOW TO RENEW YOUR STUDENT RESIDENCE AUTHORIZATION CARD (TIE)

**Your Student Residence Authorization Card (TIE) must be renewed within the 60 days prior the NIE number (Foreign Persons Identification Number) expiration date.**

You can bring the documents for the renewal to the Registration office placed in **Barcelona, Calle Bergara, 12** . If you go by train, you must stop at Plaça Catalunya station.

**Timetable:** From 17<sup>th</sup> June to 15<sup>th</sup> September it is open Monday to Friday from 8 to 15h

The rest of the year, from 9 to 17:30h. Saturdays from 9 to 14h



## PAPERWORK TO BRING (Original and photocopies of all documents)

<p>APPLICATI ON FORM <a href="#">Ex00</a></p>	<p>You must fill in this application by hand with a black pen and capital letters.</p> <p>You must fill in the following details:</p> <ol style="list-style-type: none"> <li>1. Datos del extranjero. (Personal details).</li> <li>2. Datos del presentador de la solicitud. (Data of the person who submits the document). You can leave it empty.</li> <li>3. Domicilio a efectos de notificaciones. (Address in case of notification)</li> <li>4. Tipo de autorización solicitada. (Kind of requested authorization). You must tick the two boxes. <ul style="list-style-type: none"> <li><input type="checkbox"/> Prórroga (renewal)</li> <li><input type="checkbox"/> Titular de autorización de estancia por estudios, intercambio de alumnos, investigación/formación, prácticas no laborales o voluntariado (Holder of the authorization of stay for studies)</li> </ul> </li> </ol> <p>- In <b>Motivos que justifican la solicitud y tiempo de prórroga solicitada</b> (reasons to justify your application and period of renewal) You can write : estudiante EUHT StPOL</p>
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	<p>And the period for which you are asking for the renewal.</p> <p><input type="checkbox"/> <b>CONSIENTO</b> (consent of checking your data) You should tick this with X.</p> <ul style="list-style-type: none"> <li>- DIRIGIDO A (addressed to) you must write OFICINA DE EXTRANJERÍA</li> <li>- PROVÍNCIA (province) you must write BARCELONA</li> </ul> <p><b>DON'T FORGET TO SIGN THE APPLICATION FORM</b></p>
<b>VALID PASSPORT</b>	<p><b>IMPORTANT: The passport must not be expired.</b></p> <ul style="list-style-type: none"> <li>- Make a copy of your passport with: Personal data – Passport number – Passport expiring date – Place and date of issuance.</li> </ul>
<b>VALID STUDENT'S TIE CARD</b>	<ul style="list-style-type: none"> <li>- Copy of both sides.</li> </ul>
<b>Registration at EUHT StPOL</b>	<ul style="list-style-type: none"> <li>- Certificate of enrollment which you can ask for to M.Dolors <a href="mailto:mdolor.serra@santpol.edu.es">mdolor.serra@santpol.edu.es</a> . This document certifies that you are a student of EUHT StPOL and you are going to do an internship (start and finish dates of your internship will be in the certificate).</li> </ul>
<b>ECONOMIC MEANS</b>	<ul style="list-style-type: none"> <li>- <b>Certificate of economic means.</b> You can choose one of these options to justify that you have enough economic means for your stay in Spain. <ol style="list-style-type: none"> <li>1. Statement of your Spanish bank account showing deposits and withdrawals of the last 6 months with a stamp from the Bank. It must contain your name as a holder of the account and the final balance of the statement must be at least 3.192,72 € (and the average amount of the credits you receive must be equal or greater than 532,51€). The date of issuance of this statement cannot be older than 7 days before the presentation of the documents.</li> <li>2. Statement of your Spanish bank account showing a minimum current credit balance of 6.385,44€. This statement must show your name as the holder with the stamp from the bank.</li> <li>3. The evidence of being in possession of a scholarship, official and recognized by the European Union. It must specify the monthly amount to receive in Euros.</li> <li>4. Scholarship or financial assistance from your family in your Country of origin. The document must be duly legalized. It must specify the monthly amount to receive in Euros and the length period of assistance.</li> </ol> </li> </ul>
<b>HEALTH INSURANCE</b>	<ul style="list-style-type: none"> <li>- The document of your private health insurance must state Complete student's name Period of coverage Detailed coverage with complete medical care and hospitalization in case it would be necessary. If the health insurance is not issued in Spanish language, you will have to ask for an official translation (traductor jurado)</li> </ul>
<b>TAXES</b>	<ul style="list-style-type: none"> <li>- In order to pay the taxes, please follow these steps:</li> </ul>

	<ol style="list-style-type: none"> <li>1. Go to page&gt;: <a href="https://sede.administracionespublicas.gob.es/tasasPDF/prepareProvincia?idModelo=790&amp;idTasa=052">https://sede.administracionespublicas.gob.es/tasasPDF/prepareProvincia?idModelo=790&amp;idTasa=052</a></li> <li>2. In the map of Spain that appears, select province of Barcelona</li> <li>3. Fill the data(those that have a *are mandatory) and in "Autorizaciones y documentos para extranjeros", click option 1.3) Then the system will fill in the amount to pay, 16,81€</li> <li>4. Please disregard the field: "número de expediente" (leave it void)</li> <li>5. Write the código de seguridad (security hash code)</li> <li>6. Click in : "obtener documento"</li> <li>7. Now you can print the document to pay the taxes.</li> <li>8. You can pay it at any bank. The bank will keep one of the two copies and will return to you the other two.</li> <li>9. You must include the copy that states: "Ejemplar para la Administracion" with the rest of the documents to deliver. "Ejemplar para el interesado" is for you.</li> </ol>
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Please note that if you have changed your residence to another city and you are registered in the Town Hall of the new city, it is necessary to bring a new residence certificate of the Town Hall.

**ALL DOCUMENTS MUST BE ORIGINAL AND PHOTOCOPIES AND WRITTEN IN SPANISH.**

After bringing all documents, you will have a resolution in a few days. You can check the state of your file in <https://sede.administracionespublicas.gob.es/infoext2/jsp/indexnie.jsp>

**When you have the resolution ("resuelto/favorable"), print the web page and, according to the instructions in Internet, you must go to the police office in order to finish the TIE renewal procedure.**

**Documents to bring to the police station:**

- ✓ Print of the web page with the positive resolution
- ✓ 2 passport size photos
- ✓ Original passport
- ✓ Expired TIE card
- ✓ Census registration of the Town Hall if you have changed your residence

There, the police officers will indicate you to go back again some weeks after to pick up your definitive TIE card.