

## Student Residency Instructions - To Do on Arrival to Europe

Note that the Government has habilitated an email address to respond to questions related to issuing or extending visas [infoex.valencia@correo.gob.es](mailto:infoex.valencia@correo.gob.es)

### **NON-EUROPEAN RESIDENTS**

If you are not a citizen or legal resident of the European Union, Norway, Liechtenstein, Iceland, or Switzerland, you are required to obtain a Residency Card/permit (Tarjeta de Residencia or TIE) for your year in Spain.

Please note that the first step could be to get your student visa, which you must acquire in your home country prior to your departure, if you do not have this visa you should apply for the permit within the 60 days as from the date you arrive to Spain (please be sure that Immigration Authorities include the stamp of your arrival date in your passport) Once you arrive in any country in the Schengen territory, you then must apply for your Residency Card (TIE) **within the first 30 days**. Follow these instructions to obtain your Residency Card.

ALL NON-EUROPEAN STUDENTS SHOULD HAVE THE PASSPORT STAMPED ON ENTRY, OR CERTIFY THEIR ENTRY TO SPANISH TERRITORY IN "COMISARIAS" OR "OFICINAS DE EXTRANJERO", OR KEEP THEIR ENTRY TICKET INTO SPAIN.

**To make an appointment for your student residency card go to <https://sede.administracionespublicas.gob.es/icpplus/index.html> and follow these steps:**

- In "Provincias Disponibles" select: Valencia and click "Aceptar"
- In "Trámites Disponibles para la Provincia Seleccionada" select: "Policia Toma de Huellas (Expedición de Tarjeta) y Renovación de Tarjeta de Larga Duración" and click "Aceptar"
- Click "Entrar" to push through the following page and select "Pasaporte" where it says "Tipo de Documento" stating your passport number, your first and last name(s), country of citizenship - note that EEUU stands for U.S in Spanish - and expiration date for your passport. Check the box that says "No soy un robot" and then click "Aceptar".
- In the following screen, click on "Solicitar Cita" and click "Siguiente." You'll be prompted to state your phone number and email so that they can send you a confirmation of your appointment. Note you cannot use a [hotmail.com](mailto:hotmail.com) email, there will be an error. Click "Siguiente"
- Select a date from the ones available in the screen ("Ocupado" means Busy and "Libre" means Available). Watch out for the Spanish date format, in Spain day comes first, so DD/MM/YYYY. Submit "Siguiente" and then "OK"

- You would receive a code in you mobile phone that you should include in the box at the bottom of the screen
- Confirm all of the details you have entered and click on the two white boxes at the bottom of the screen.
- The next screen is the confirmation of your appointment with a reference number (Justificante de Cita)
- Click “Imprimir” to print this confirmation as you’ll need to take it with you and click on “Salir”

*In general, when you go to your appointment, you will have to turn in the following documents:*

- One recent Spanish passport-sized photograph (these are called “foto carnet” and can be purchased at most photo shops in Spain).
- Original and valid passport
- Photocopies of all pages of your passport (including the blank ones), especially of the page where the personal data is disclosed and the page where the visa stamp is included.
- Verification of Enrolment letter from Berklee
- [EX17](#) form (2 copies) filled out and signed.

- Choose *Tarjeta Inicial* on 4.1
- Printed confirmation of appointment.
- [TASA 790. Modelo 012 Payment form](#) for the expedition of the card, which amounts to 16.08 €. Follow these instructions to complete the payment and form. You need to pay this at the bank *prior to your appointment*.
- Click on “Rellenar Formulario y Descargar” and complete as follows:
  - Identificación:
    - NIF / NIE (this number will appear in the passport page that shows your visa stamp)
    - Apellidos y Nombre o Razón Social (enter your last name(s) and first name, in this order)
    - Your home address information in Valencia:

- Tipo de via (only put “Calle, Avenida, or Plaza”... ie: **Calle** de Jacinto Benavente, **Avenida** Peris i Valero, **Plaza** del Ayuntamiento...)
  - Nombre de la Vía Pública (enter name of the street: ie: Calle de **Jacinto Benavente**, Avenida **Peris i Valero**, Plaza **del Ayuntamiento**..)
  - Num (number of the street)
  - Municipio (put Valencia)
  - Provincia (put Valencia)
  - Código Postal (enter your postal code)
- Autoliquidación:
  - Leave as the default “Principal”
  - Scroll down to “Tarjetas de identidad de extranjeros (TIE) y certificados de registro de residentes comunitarios” and choose: **“TIE que documenta la primera concesión de la autorización de residencia temporal, de estancia o para trabajadores transfronterizos”**
- Declarante:
  - Localidad (put Valencia)
  - Fecha (enter date)
- Ingreso:
  - Leave the default 16.08 euros and choose “En Efectivo” (in cash)
- Scroll down to “Descargar impreso relleno” and print.
- Once complete and printed, submit the required 15.92 euro payment (in cash) in an official bank or bank ATMs (BBVA, Santander, CaixaBank, Bankia etc.) between 8.00am and 10.00am, and keep the original document as no photocopies will be accepted.

You will turn in all this documentation on your appointment date at CNP Comisaría de Policía de Patraix, Extranjeria ([Calle dels Gremis nº 6 - Polígono Vara de Quart - 46014, Valencia](#)) and collect your “resguardo”, a document that shows that you have successfully submitted your documentation and are waiting to collect your TIE.

*Once you have turned in all your required documentation, you will need to call this number - 963703256 - to keep checking if your lote number has arrived at the following police station for pickup: Calle Hospital 32, Open from 8 a.m to 2:30 p.m.*

### 3. EUROPEAN UNION CITIZENS

If you are a citizen of the European Union/European Economic Community, Norway, Liechtenstein, Iceland, or Switzerland, you do not need a visa to study in Spain BUT in order to reside in Spain for a period of more than 3 months, you must register with the police in Spain (Certificado de registro). Registering with the police creates a Número de Identidad de Extranjero (NIE). All European students need to obtain a NIE.

Follow the instructions below to get your “Certificado de registro” **within the first three months of your arrival to Spain:**

**Register with the police:** you will need to register with the National Police at [C/ Bailen, 9](#) (located next to the train tracks about a 5-minute walk from City Hall).

**To make an appointment, go to:** <https://sede.administracionespublicas.gob.es/icpplus/index.html> and follow these steps:

- In “Provincias Disponibles” select: Valencia and click “Aceptar”.
- In “Trámites Disponibles para la Provincia Seleccionada” select:  
“POLICIA-CERTIFICADO DE REGISTRO DE CIUDADANO DE LA U.E.” and click “Aceptar”.
- Click “Entrar” to push through the following page and select “Pasaporte” where it says “Tipo de documento” stating your first and last name(s), year of birth, and country of citizenship. Check the box that says “No soy un robot” and then click “Aceptar”.
- In the following screen, click on “Solicitar Cita” and click “Siguiete”. You’ll be prompted to state your phone number and email so that they can send you a confirmation of your appointment. Do not use a [hotmail.com](#) email, there will be an error. Submit “Siguiete”.
- Select a date from the ones available in the screen (“Ocupado” means Busy and “Libre” means Available. Watch out for the Spanish date format, in Spain day comes first, so DD/MM/YYYY. Submit “Siguiete” and then “OK”.
- You would receive a code in you mobile phone that you should include in the box at the bottom of
- the screen
- Confirm all of the details you have entered and click on the two white boxes at the bottom of the screen.
- The next screen is the confirmation of your appointment with a reference number (Justificante de Cita)
- Click “Imprimir” to print this confirmation as you’ll need to take it with you and click on “Salir”

***In general, you will have to turn in the following documents at your appointment:***

- Complete, sign and print the [modelo oficial \(EX-18\)](#)
  - You'll need to turn in two copies of the completed form. Follow these instructions to complete the form:
  - Complete section 1 and 3 only (instructions can be found at the end of the form)
  - In section 4 state the period of time of your stay in Spain and your arrival date.
    - In "Residencia Temporal" select: "Estudiante con recursos suficientes y seguro de enfermedad"
  - Click the following two white boxes at the bottom of the form:
    - Las personas abajo firmantes declaran responsablemente que cuentan con un seguro de enfermedad que proporciona una cobertura en España durante su período de residencia equivalente a la proporcionada por el Sistema Nacional de Salud.
    - Las personas abajo firmantes se hacen responsables de la veracidad de los datos consignados y de la documentación que se acompaña. Asimismo, autoriza a comprobar los datos consignados y a tal efecto, solicitar información a las Administraciones competentes.
  - Sign in the space for "Firma del Solicitante (o representante legal, en su caso)"
- Valid passport or National ID (and copy of all pages, including blank!)
- Certificate of registration with Valencia's City Hall (this is called "Certificado de Empadronamiento") You have to register with the city hall and they will issue a certificate. In order to do this, you need a previous appointment which you can obtain in the following [link](#). On the day of the appointment you will need to bring your apartment rental agreement (original and copy) and your valid passport. You will obtain your Certificado de Empadronamiento on that same appointment.
- "Declaración responsable" - Bank statement in a Spanish Bank with sufficient funds to prove that you can take care of yourself
  - (no exact amount has been given, so we recommend you show at least 6,000 euros)
- Health insurance certificate (you may request it from the SA office or have it when you pick up your Mapfre packs)
- Verification of Enrollment letter (you may request this from the SA office)
- [Payment form](#) for the expedition of the card, which amounts to 12 €. Follow these instructions to complete the form.
  - Click on "Rellenar Formulario y Descargar" and complete as follows:
  - Identificación:
    - NIF / NIE (enter your passport number)
    - Apellidos y Nombre o Razón Social (enter your last name and first name, in this order)
    - Your home address information in Valencia:

- Tipo de vía (only put “Calle, Avenida, or Plaza”... i.e Calle de Jacinto Benavente, **Avenida** Peris i Valero, **Plaza** del Ayuntamiento...)
  - Nombre de la Vía Pública (enter name of the street: ie: Calle de **Jacinto Benavente**, Avenida **Peris i Valero**, Plaza **del Ayuntamiento**..)
  - Num (number of the street)
  - Municipio (put Valencia)
  - Provincia (put Valencia)
  - Código Postal (enter your postal code)
- Autoliquidación:
  - Leave defaulted “Principal”
  - Scroll down to Certificado de registro de residente comunitario o Tarjeta de residencia de familiar de un ciudadano de la Unión
  - Localidad (put Valencia)
  - Fecha (enter date)
- Ingreso:
  - Leave as the default 12 euros and choose “En Efectivo” (in cash)
- Scroll down to “Descargar impreso relleno” and print.
- Once completed and printed, submit the required 12 euro payment (in cash) in [an official bank](#) between 8.00am and 10.00am, and keep the original document as no photocopies will be accepted.

You will turn in all this documentation on your appointment date at Comisaria de Policia de Bailén ([C/ Bailen, 9 – Valencia](#)) and collect your “resguardo”, a document that shows that you have successfully submitted your documentation and are waiting to collect your TIE.

*Once you have turned in all your required documentation, you will need to book a final appointment to pick up your TIE from the same place* CNP Comisaría de Policía de Bailén. You will need to take with you your “resguardo” and your valid passport. You should opt for a date that leaves a minimum of 40 days since your initial appointment.