

STUDENT NIE RENEWAL

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1. IMPORTANT POINTS

- All of this information was taken from the official website of the Spanish Ministry of Labour, Migration and Social Security on 15th September 2021. However, as this information may be subject to changes, we highly recommend that you **VERIFY IT WITH THE LOCAL AUTHORITIES AT THE SPANISH MINISTRY BEFOREHAND.**
- You may renew your TIE up to 60 days before and 90 days after the expiry date.
- While it usually takes around 2 weeks to find out whether or not your application has been accepted, the authorities may take as long as three months to respond to your request.
- You must have a permanent address at the time of application. If you have not changed your address since you obtain your first TIE you don't need to show again the Civil Registration Certificate ("empadronamiento"). However it is important that you know that foreign people have to renew their certificate at least once every two years at the City hall, that means you need to communicate you still live in the same place to the City hall.
- Foreign language documents must be translated into Spanish by an official sworn translator. Click [here](#) for the 2023 list of Ministry-approved translators.
- Once the decision regarding your application has been made, you must make an appointment at your local police station to get your physical card (TIE). That is called "Cita de Huellas", and it is explained on page 6.
- Student residence permit allows students to work up to 30 hours per week. There is no need to apply for a work permit but the TIE card (physical card) must be valid.
- Please feel free to contact our legal advisor, Ms [Ida Quintián](#), if you have any questions regarding the renewal process. Please note that information and guidance is provided free of charge by the University. However, you will be charged if you would like her to submit the application on your behalf.

2. APPLICATION PROCESS

There are two ways to submit your application: By digital certificate

- By digital certificate through the [MERCURIO](#) application. You can apply for a digital certificate at the Barcelona [City Council](#).
- In person at a public registry, such as the one located at C/ Bergara no. 6. This option is the least advisable, as it will take a month to find out whether or not your application has been accepted. Now you will need to make an appointment, which you can find by contacting them at: REGISTROEXTRANJERIAOAMR-dg.cat@correo.gob.es

Ms Ida Quintián has an authorized digital certificate if you would like her to submit the renewal application for you.

3. REQUIRED DOCUMENTS

All foreign documents must be legalised; if the document is in a language other than Spanish, it must be translated by a sworn translator.

A) EX-00 APPLICATION FORM

The application form must be duly completed and signed. Click [here](#) to download.

If you do not use a digital certificate, all notifications will be sent by letter to your home address. Please note that it is very important that there is someone in the house during the process, as you must respond to the letter within ten days of receipt.

When filling out the form, please check the following box only when you have a digital certificate:

CONSIENTO que las comunicaciones y notificaciones se realicen por medios electrónicos ⁽⁶⁾

B) FEES – FORM NO. 790 (code 052)

The cost of the fees is €17,49. You may download the form [here](#) any ATM.

C) TIE CARD

The student residence card you currently hold.

D) COPY OF A VALID PASSPORT

Copy of the picture page, Spanish visa page and entry stamp page.

E) CIVIL REGISTRATION CERTIFICATE

The “empadronamiento” is an official document that the city or town council issues when you register your home address. If you have not yet registered, you must provide an address for notification purposes.

F) TRANSCRIPT

An updated copy of the transcript from your academic programme. If some marks are still not final or have not been published, please ask the University for a provisional certificate.

The Immigration Office requires you to have successfully passed the academic year. To do so, you must pass at least half the subjects in which you are enrolled.

G) LETTER OF ACCEPTANCE FOR THE NEXT ACADEMIC YEAR

This document provides proof that you have been accepted onto the second year of your programme. If you change your course of study, your renewal application will only be accepted if the two programmes are connected and the new programme is on a higher educational level.

H) HEALTH INSURANCE

The policy must be purchased from an authorised company in Spain, must clearly show that it is valid for the duration of your period of residence in Spain and must cover at least:

- o medical expenses
- o hospitalization
- o repatriation in the event of an accident, sudden illness or death

Please note that International insurance won't work, it is different than when you applied for the visa. If you need information on health insurance, please contact our legal advisor, Ms [Ida Quinián](#). She is agent for the insurance company SANITAS, which provides health insurance that meets Immigration Office requirements.

I) PROOF OF ECONOMIC RESOURCES

You must provide proof that you have sufficient economic resources for your period of residence in Spain..

- **A Spanish bank account with a balance of at least €600 x number of months of your stay**, at the time of application.

You can also show evidence of your payslips, if the salary is higher than 600€/month and you can prove you will during the whole year.

A balance of 3.600€ will also be accepted, if you provide a list of all account movements from the last six months and that the average monthly income from that period is greater than 600€.

- **Grants**, in which case you must provide proof of the amount and duration of the grant. If it is an international grant, the documents must be legalised and translated.
 - a. If the grant states the total amount, this amount must be at least €7.200 for 12 months.
 - b. If it states a monthly amount, the amount must be at least €600 per month.

- **An official declaration of financial support from parents/guardian:**

For this statement to be valid, it must be issued and signed by a public notary or given at a Spanish consulate in the parents' country of residence. The document must be translated into Spanish.

The document must show the amount in Euros you will receive in Spain and the way in which you will receive the money. Credit cards are not an acceptable form of payment.

- **Aid from a relative living in Spain**

A public deed stating that a close relative will support you financially. The person supporting you must provide proof of his or her economic means.

NOTE: If you plan on entering and residing in Spain with another member of your family, the minimum required amount will be: $€600 \times (12 \times (1+0.75^*)) = €12.600$

*(*0.75 represents your family member).*

If you come with two or more family members, this coefficient is 0.!

Please be aware that if you are planning on entering Spain with your you will also need to present documents which prove your relationship marriage certificate, birth certificate (for children), etc.

4. TRAVELLING DURING THE RENEWAL PROCESS

If you need to travel but still have not received your TIE (student card), or you are waiting to see whether or not your application has been accepted, you may apply at a police station for an “autorización de regreso”. That is a travel permit that will allow you to travel during the renewal process (annex 2).

This authorization will allow you to travel up to 90 days without your NIE card.

To get this permit, you must make an appointment at the police station, following these steps: <https://sede.administracionespublicas.gob.es/pagina/index/directorio/icpplus> > Extranjeria > Cita previa de extranjeria > Acceder al procedimiento > Provincias disponibles: Barcelona > Cualquier Oficina > Autorización de regreso

For additional help, follow the pictures from Annex 3.

The documents you need to bring to the appointment are:

- Form [EX-13](#), with the option: Titular de autorización de residencia en período de renovación o prórroga
- Pay [fees](#) of €10.61. Download the form and pay the fees at any ATM
- Proof of renewal, a document showing your application is being renewed
- NIE and passport (original and copy)
- Flight tickets

5. CITA DE HUELLAS

Once your renewal application has been approved, you need to make an appointment at your local police station. This is called a “cita de huellas”. There they will give you a temporary NIE that will be exchanged in 40 days for your NIE card (picture annex 1).

To make the appointment, go to the immigration Office website and follow these steps: <https://sede.administracionespublicas.gob.es/pagina/index/directorio/icpplus> > Extranjería > Cita previa de extranjería > Acceder al procedimiento > Provincias

disponibles: Barcelona > Cualquier Oficina > Expedición de tarjeta de extranjero > Policía – Toma de Huellas



For additional help, follow the pictures from Annex 4

To get your NIE card, you must bring the following documents:

- Renewal acceptance letter
- Form [EX- 17](#)
- Passport and expired TIE (original and copy)
- 1 passport picture (do not use the same picture as from your last TIE)
- Appointment at police station
- Civil Registration Certificate (if your address is different)
- Fees [790-012](#), you can download the form and pay the fees at any ATM.

After 30 days you will be able to collect your TIE card. Some police stations might request you a second appointment to collect it (such as the Barcelona police station of Rambla Guipúzcoa).

6. ANNEXED PICTURES

1. PICTURE OF TIE CARD:



2. PICTURE OF "AUTORIZACIÓN DE REGRESO" LETTER



3. "AUTORIZACIÓN DE REGRESO" APPOINTMENT IN PICTURI

The image shows two screenshots of the UIC Barcelona website. The top screenshot displays the main navigation menu with options: INICIO, PROCEDIMIENTOS, MIS EXPEDIENTES, MIS NOTIFICACIONES, and AYUDA. Below the menu, there is a warning icon and a message: "Aviso: Para visualizar las notificaciones en el ámbito de Extranjería deberá acceder a través de la opción 'Mis Expedientes'". The breadcrumb trail shows "Inicio / Extranjería". The main heading is "Extranjería". Underneath, it says "Procedimientos de la categoría Extranjería" with a sub-count of "8 procedimientos". There are two expandable sections: "Información sobre el estado de tramitación de los expedientes de extranjería" and "Cita Previa de Extranjería".

The bottom screenshot shows the "Cita previa de extranjería" page. The breadcrumb trail is "Inicio / Cita previa de extranjería". The heading is "Cita previa de extranjería" with the subtitle "Cita previa de extranjería". The page contains the following sections:

- TÍTULO DEL PROCEDIMIENTO:** Cita previa de extranjería
- SUMARIO:** Cita previa para la presentación de autorizaciones en las oficinas de extranjeros.
- ÓRGANO RESPONSABLE:** Delegaciones y Subdelegaciones del Gobierno
- CORREO ELECTRONICO DE CONTACTO DE LOS RESPONSABLES DEL CONTENIDO DE LA PAGINA:** Oficina de extranjeros de la provincia correspondiente
- INSTRUCCIONES DEL PROCEDIMIENTO:** Cita previa para la presentación de solicitudes en las oficinas de extranjería.
 - **Autorizaciones de trabajo y residencia por cuenta ajena inicial:** La solicitud debe ser realizada por el empleador o su representante autorizado.
 - **Autorizaciones de reagrupación familiar:** La solicitud de cita debe ser realizada por el reagrupante o su representante autorizado.
 - **Autorizaciones de residencia de menores o incapacitados:** La solicitud debe ser realizada por el padre o la madre o el representante legal (no es necesaria la presencia del menor).
 - **Resto de autorizaciones:** La solicitud de cita debe ser realizada por el ciudadano extranjero o su representante autorizado.
- REQUISITOS TÉCNICOS DEL PROCEDIMIENTO:** Navegador de Internet Microsoft Internet Explorer 7 o superior, Mozilla Firefox 3.

A redacted box contains the following text: "En cumplimiento del artículo 13 del Reglamento (UE) 2016/679 general de protección de datos, de 27 de abril de 2016 (RGPD) se informa de que los datos personales facilitados corresponden al tratamiento de datos de la Actividad Cita previa, incluida en el Registro público de Actividades de Tratamiento (RAT) puesto a disposición a través de la web del Ministerio de Política Territorial y Función Pública, en el siguiente enlace web: <http://www.mptfp.gob.es/portal/ministerio/proteccion-datos/rat.html> para el ejercicio de potestades públicas. Puede ejercitar sus derechos de acceso, rectificación, supresión y portabilidad de sus datos, de limitación y oposición a su tratamiento, así como a no ser objeto de decisiones basadas únicamente en el tratamiento automatizado de sus datos, cuando procedan, a través del siguiente enlace web: <http://www.mptfp.gob.es/portal/ministerio/proteccion-datos/ejercicio-derechos.html>. El derecho a presentar una reclamación podrá ejercerlo ante la Agencia Española de Protección de Datos."

At the bottom of the page, there is a red button labeled "Acceder al Procedimiento".

INTERNET CITA PREVIA

Por favor, seleccione la provincia donde desea solicitar la cita previa.

PROVINCIAS
DISPONIBLES

Barcelona ▼

Select this box to display the list of cities, and select: Barcelona

Aceptar

Volver

Puede descargar el Modelo Oficial de solicitud desde la siguiente página: Modelos Oficiales de Solicitudes de Extranjería

Puede obtener más información sobre las Oficinas de Extranjería accediendo a este enlace: Información Oficinas Extranjería

Then click "Aceptar" to go to the next step.

INTERNET CITA PREVIA

PROVINCIA
SELECCIONADA

Barcelona

Por favor, seleccione el trámite para el que desea solicitar la cita previa

TRÁMITES OFICINAS DE
EXTRANJERÍA

Despliegue para ver trámites disponibles en esta provincia ▼

TRÁMITES CUERPO
NACIONAL DE POLICÍA

POLICIA-AUTORIZACIONES DE REGRESO ▼

Aceptar

Volver

Puede descargar el Modelo Oficial de solicitud desde la siguiente página: Modelos Oficiales de Solicitudes de Extranjería

Puede obtener más información sobre las Oficinas de Extranjería accediendo a este enlace: Información Oficinas Extranjería

Select this box to display the list of procedures and select: Policia-Autorizaciones de regreso

Then, click "Aceptar" to go to the next step.

LEA ATENTAMENTE De conformidad con lo dispuesto en la disposición adicional tercera y
La autorización de regreso es un documento personal que permite una salida de España de su validez.

La entrega de la autorización de regreso se hará siempre al ciudadano extranjero que sea destinatario de la autorización podrá ser recogida por su representante legal.

La validez de este documento no superará los 90 días contados:

- Si la autorización de residencia o estancia no está en periodo de renovación, desde la fecha de concesión.
- Si la autorización de residencia o estancia está en periodo de renovación, desde la fecha de caducidad de la autorización fecha de concesión, si se solicita después de la caducidad de la autorización.

Entrar

Volver

If you do not have a NIE number, select this option: PASAPORTE, to request an appointment with your passport number

INTERNET CITA PREVIA

POLICIA-AUTORIZACIONES DE REGRESO

A continuación, rellene los siguientes datos para entrar en el sistema de Cita Previa.

INTRODUZCA LOS DATOS DEL SOLICITANTE DE LA CITA

Tipo de documento

N.I.E.

PASAPORTE

*N.I.E.

Campo obligatorio

Write your NIE or passport number here

*Nombre y apellidos

Campo obligatorio

Write your name and surname here

*Año de nacimiento

Campo obligatorio

 (aaaa)

Write your year of birth here.

Fecha de Caducidad de su tarjeta actual

 (dd/mm/aaaa)

*Por favor, valide el Captcha para poder continuar

Campo obligatorio

No soy un robot



reCAPTCHA
Privacidad - Condiciones

You must select the captcha to verify that you are not a robot

Aceptar

Volver

Then click "Aceptar" to go to the next step.

INTERNET CITA PREVIA

POLICIA-AUTORIZACIONES DE REGRESO

Identidad del usuario de cita

[Redacted] Z

A continuación puede seleccionar cualquiera de las siguientes opciones

Solicitar Cita

Consultar Citas Confirmadas

Anular Cita

Salir

You must select: "Solicitar Cita". If there are appointments available, the day and time for your selection will appear.

INTERNET CITA PREVIA

POLICIA-AUTORIZACIONES DE REGRESO

Identidad del usuario de cita

INFORMACIÓN COMPLEMENTARIA

*Teléfono
Campo obligatorio

**Write your telephone
number here**

*e-Mail
Campo obligatorio

**Write your e-mail address
here**

*Repita e-Mail
Campo obligatorio

**Repeat your e-mail
address here**

Asegúrese de introducir una dirección correcta de e-Mail.
Se le enviará a esa dirección una copia del justificante de cita previa.

Por causas ajenas a la Secretaría de Estado, estamos encontrando incidencias en la recepción de correos en hotmail.

En muchos casos, los correos enviados por la Sede Electrónica no están llegando correctamente.

Siguiente

Salir

**You must select: "Siguiente" for the
next step.**

INTERNET CITA PREVIA

POLICIA-AUTORIZACIONES DE REGRESO

Identidad del usuario de cita

Seleccione una de las siguientes citas disponibles.

October 2019

Do	Lu	Ma	Mi	Ju	Vi	Sa
		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		

Valide el Captcha para poder cambiar de fecha.

No soy un robot

reCAPTCHA

[Privacidad](#) - [Condiciones](#)

You must select the captcha to verify that you are not a robot

If it indicates LIBRE, they are the days and hours available for the appointment that you must select.

11/10/2019	
09:00	OCUPADO
09:30	OCUPADO
10:00	OCUPADO
10:30	OCUPADO
11:00	OCUPADO
11:30	LIBRE
12:00	OCUPADO
12:30	OCUPADO
13:00	OCUPADO
13:30	OCUPADO

INTERNET CITA PREVIA

POLICIA-CERTIFICADOS UE

Identidad del usuario de cita

Información

- i** En este momento no hay citas disponibles.
En breve, la Oficina pondrá a su disposición nuevas citas.

Salir

If there are no appointments, the following message will appear.

4. CITA DE HUELLAS APPOINTMENT IN PICTURES

Same process as per Autorización de regreso appointment



INICIO PROCEDIMIENTOS MIS EXPEDIENTES MIS NOTIFICACIONES AYUDA

CITA PREVIA EXTRANJERÍA

PROVINCIA SELECCIONADA

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

Selecciona Oficina:

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

Selecciona trámite

TRÁMITES POLICÍA NACIONAL

Written by Ida Quintián, November 2024