

TARJETA DE ESTUDIANTE - NEW

Step 1

To make a first-time *tarjeta de estudiante* appointment, please stop by Student Life with your passport by the end of the first week of class. Student Life will need to photocopy your passport photo page, visa page, and entry stamp page.

If you arrive late or if you otherwise cannot see Student Life by the end of the first week of class, you must go directly to the **Brigada Provincial de Extranjería y Documentación** Avenida de los Poblados s/n [Metro: Aluche (Line 5)] with your passport. This office is open for newly arrived students from Monday through Friday, 9:00 am-1:00 pm. At this visit you will be given a follow-up appointment. Note that you must go within 30 days of entering Spain.

Step 2

You will need to bring the following documents on the date of your follow-up appointment:

- Appointment letter
- Passport (original and copy)
- Certificate from the Registrar (registrar-madrid@slu.edu). Be sure to let the Registrar know you need the certificate to have a *tarjeta de estudiante* issued for the first time.
- Boarding pass (if you don't have a stamp from Madrid-Barajas on your passport)
- 2 *Carnet* photographs
- *Empadronamiento* certificate (To make an appointment, click [here](#). For assistance in making this appointment, click [here](#). For the application form, click [here](#). Click [here](#) for assistance in filling out the application form.) **If you live with a University- approved host family, please make an appointment with our Housing Office (housing-madrid@slu.edu)**
- Form 790 *modelo* 012 that shows that you have paid the corresponding fee. The application fee is APROX 20,00 €. You may pick this form up in the Office of Student Life.

Your residency card will probably be ready 25-30 days after your appointment. You will be able to pick it up after on any day Monday-Friday, 9:00 AM- 2:00 PM, 3:00 PM-6:00 PM at the same police station (Avenida de los Poblados, s/n).