Step 1

If you are in the process of renewing your residency card and must travel outside of the Schengen area, you are responsible for obtaining a re-entry permit (autorización de regreso).

- Appointments for the re-entry permit may be made online by clicking [here](http://spain.slu.edu). For help in making this appointment, please click [here](http://spain.slu.edu);
- Be sure to print out your appointment confirmation as you will need to present this form on the day of your appointment.

Step 2

You will need to take the following original documents plus photocopies of each on the date of your appointment:

- Application form EX-13. Be sure to fill out the form online before printing it out. For assistance in filling out this form, please click [here](http://spain.slu.edu);
- Passport;
- Tarjeta de estudiante. If your card is lost or has been stolen, you must take your police report (denuncia);
- Proof that you have initiated the process to renew your tarjeta de estudiante. This is either printed proof of your appointment or your copy of form EX-00 stamped by the relevant authorities;
- Print-out of your appointment to obtain your autorización de regreso;
- Documentation that shows that the trip is necessary (this includes a copy of your flight itinerary);
- Form 790 modelo 012 that shows that you have paid the corresponding fee. As of January 21, 2015 the card processing fee is 10.30 €.

You may pick this form up in the Office of Student Life.

Nota Bene: You must have been issued a NIE to apply for an autorización de regreso.

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1 Information current as of February 20, 2013