**Tarjeta de estudiante - Renewal**

**Step 1**

You will need to gather the following original documents along with a photocopy of each to take with you to the address provided on “STEP 2”¹:

- Application form [EX-00](http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/Documents/ListadoTIJ.pdf). Be sure to fill out the form online before printing it out. You need 2 copies. For assistance in filling out this form, please click [here](http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/Documents/ListadoTIJ.pdf).
- Passport. Original and copy - Note: DO NOT turn in your original passport, only a photocopy.
- Sanitas Card. Original and copy - Note: DO NOT turn in your original Sanitas Card, only a photocopy.
- Expired tarjeta de estudiante. Original and copy - Note: DO NOT turn in your original tarjeta de estudiante, only a photocopy.
- Certificate from the Registrar Office (registrar-madrid@slu.edu). Be sure to let the Registrar know you need the letter for the card renewal.
- Proof of Sanitas coverage through the University along with your valid Sanitas card. You may obtain this letter through the Registrar.
- Documentation from the last 6-12 months which shows that you have the financial means to cover your stay and purchase a ticket to your country of origin. This amounts must to be at least 550, 00 € per month. Financial statements from non-Spanish entities must be translated into Spanish. This is the link where you can find an Official Spanish Translator, on page 971, English to Spanish: [http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/Documents/ListadoTIJ.pdf](http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/Documents/ListadoTIJ.pdf)
- Form 790 modelo 052 that shows that you have paid the corresponding fee. The application fee is APROX 20,00 €. You may also fill out this form electronically and print it out by clicking [here](http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/Documents/ListadoTIJ.pdf). Your selection is 1.3.

¹ Information current as of July, 2014

`http://spain.slu.edu`
Step 2

If you are within 60 days of your card’s expiration, please deliver all documents along with a photocopy of each to the Registro located on García de Paredes, 65 (Metro: Gregorio Marañón; L7 and 10). Inform them that you would like your documentation to be delivered to the Oficina de Extranjería on Calle San Faustino, 23. Note: Be sure to keep a stamped copy of EX-00 for your records. This is the only proof of renewal available.

Step 3

You will receive a letter which will give you instructions for your follow-up appointment. For this appointment you will need:

- Original and copy letter from the government.
- Appointment letter. Student Life Office can help you to make your appointment online.
- Expired Student Residency Card. Original and copy.
- Passport and visa. Original and copy.
- 3 carnet photographs
- Empadronamiento certificate UPDATED (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 card processing fee is APROX 20,00€. You may pick this form up in the Office of Student Life.

To obtain proof of your appointment:

Once you deliver your documents to García de Paredes, 65, keep the stamped copy of form EX-00 that the civil servant will return to you.