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**. 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.slu.edu/madrid/studentlife-madrid@slu.edu).

- 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 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.slu.edu/madrid/studentlife-madrid@slu.edu). **Your selection is 1.3.**

¹ Information current as of July, 2014

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](http://slu.edu/madrid). For assistance in making this appointment, click [here](http://slu.edu/madrid). For the application form, click [here](http://slu.edu/madrid). Click [here](http://slu.edu/madrid) 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](mailto: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.