

I want to travel outside of Spain while my card is being issued / renewed, can I travel? Yes, you can travel outside of Spain but you need to get an *Autorizacion de Regreso* before you leave Spain (look up the previous page).

My TIE got stolen what should I do? File a Police Report as soon as possible and come to the Office of Student Life to start the process of requesting a TIE.

I have more questions not answered on this brochure. Come to the Office of Office.

Padrón

What is the *padrón*? The *padrón* is an official document that certifies that you live where you say you live.

How do I get my *padrón*? You will need to set up an appointment at the Municipal Office and take with you documents to that prove that you live at the address in which you state that you living.

Come to the Office of Student Life in order to learn about which documents you may need.

These documents are (check list)

1. A *padrón* form that must be signed by your landlord or the administration of the student residence in which you are living.
2. A Leasing Contract.
3. A phone/water/electricity bill with your name and your address in Madrid
4. Your Residency Card (TIE)
5. Your Passport.

You will need to go to your appointment and get the *padrón* form stamped. Save that form . You will need the stamped *padrón* form for your TIE renewal process.

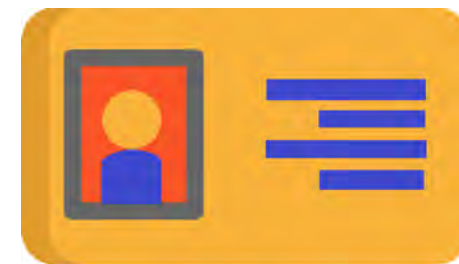


SAINT LOUIS UNIVERSITY
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*Information for
students who are going
to stay in Spain longer
than six months*



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First Residency Card (TIE)

The purpose of this guide is to help you with the process of obtaining a Spanish Residency Card (TIE) before your Spanish Visa expires, a requirement to be legal in Spain. While the process may seem a bit complex, do not be concerned as the Office of Student Life is available to assist you.

Upon entry to Spain (or any of the Schengen countries), you have 30 days to apply for your Spanish Residency Card (TIE). Please visit Carlos Villar at the Office of Student Life within these 30 days in order to get started. He will assist you during the TIE application process with:

- Setting up an appointment with the government authority that issues the TIE to present application documents and get your fingerprints taken
- Filling the necessary forms (Ex-17 and 790 012) required for the application (you will be responsible for making payment of the fees associated with these forms at a bank close to the university)

Please keep the following documents safe and at hand:

- Your Passport (that should have been stamped by authorities upon entrance to Spain or another Schengen country)
- Your Visa
- Your Boarding Pass or travel document with which you entered Spain or any other Schengen country

Come to the Student Life Office to see Carlos Villar as soon as possible. Carlos will set up the appointment with the local authorities and he will mentor you through the TIE application process.

This process includes:

- a. Setting up an appointment with the Police Station located in Aluche (Madrid)
- b. Filling out the form Ex-17.
- c. Filling out the Bank form Mod. 790 012.

You will need to pay the fee set on the Bank form Mod. 790 012 at a bank close to the university.

With all these documents you will go on the date of the appointment to the Police Station at *Aluche* where you will have your fingerprints taken.

Wait 30 days; you must return to *Aluche* with the documents they gave to collect your Residency Card. **Please check the expiration date. You must renew your card every year.**

The TIE Renewal Process

The validity of the TIE is usually one year, and you need to renew it yearly before the expiration date printed on the card. Please note however, that this year begins at the date of presentation and not when you actually receive the physical card.

The renewal process can be initiated between 60 days prior and 90 days after the expiration date. Currently, this process must be completed at the Foreign Office on Calle García de Paredes no. 65.

You will need to take the following documents with you (check list):

1. Bank Note Mod. 790 052
2. Form Ex-00
3. Your Passport and a photocopy of your passport
4. Current TIE and a photocopy of your TIE
5. Health Insurance card and a certificate of coverage
6. Certificate of attendance from the Office of the Registrar at SLU-Madrid
7. Certificate of *Empadronamiento* or *Padrón* (if your current address is different than that on your TIE)
8. Bank statement showing that you have sufficient financial resources to live in Spain (At least 550 € per month or 6,500 € per year)

Autorización de Regreso

It is important to note that in order to leave Spain while your TIE is under renewal, you will need an *Autorización de Regreso*. You may obtain this document by application at:

You will need these documents (check list):

1. - Bank note Mod 790 012
2. - Form Ex 13
3. - Appointment for the Police Station at *Aluche*
4. - Your Passport and a photocopy of your passport
5. - TIE and a photocopy of your TIE
6. - Photocopy of your plane tickets (departure and return).

FAQs

What is a TIE? *Tarjeta de Identificación de Extranjero*; Spanish Residency Card that provides legal status to foreign nationals while they are living in Spain.

What is a health insurance certificate? A document that certifies that you are covered by health insurance during your stay in Spain. You can ask for it at the Office of Finance at SLU-Madrid Finance.

What is a certificate from Office of the Registrar? It is a document that certifies that you are enrolled in SLU-Madrid for the next academic year.

What is the padrón? It is an official document that certifies that you live at the address in which you say you live. It has to be signed by your landlord, or residence student administration, etc.

What is a bank statement? It is a document from your bank that shows the annual transactions of your bank account. Your bank account must have at least 550€/month or 6,600€/year. It can be a statement for the bank account of your parents in case that your own bank account does not meet these criteria.

I did not enter Spain through the airport Do not be concerned, this is why they ask for your boarding pass or for the stamp on your passport from any Schengen country.

No one put a stamp on my passport when I went through the security check at the airport. Do not be concerned, this is why they also ask for your boarding pass.

My passport got stolen/lost as soon as I arrived in Spain. Come to the Office of Student Life to file a police report and to start the process of getting a new passport while we help you applying for your TIE.

I entered Spain and forgot to contact visit the Office of Student Life within the first 30 days, can I still apply? Yes, you can apply for a TIE although there is no guarantee that you will be able to get it.

I missed my appointment. Come to the Office of Student Life and we will set up another appointment for you.

They will not take my fingerprints. Make sure you have all the documents required. Check with the Office of Student Life to see what you may be missing.