

RENEWAL STUDY VISIT AUTHORISATION CARD // NIE

Important:

The renewal application must be submitted between 60 and 15 calendar days prior to the date of expiry of the card.

Even if all the documentation is not available, the application must be registered on time.

The pending documentation can be submitted subsequently.

If there is a work permit linked to the NIE, it is recommended to apply for the renewal of the NIE as soon as possible (the deadline is two months).

How to renew the card?

The Welcome Service offers the possibility of beginning the formalities in the university itself (service available from 15 September to 15 July).

The formalities can also be undertaken, with a prior appointment, directly in the Subdelegación del Gobierno (Oficina de Extranjeros, C/ Múrcia, 42; 08027 - Barcelona):

Steps to follow to request a prior appointment:

1. Access the following website www.mpt.gob.es.
2. Select the tab “Servicios” (Services).
3. Choose the option “Extranjería” (Foreigners).
4. “Cita Previa Extranjería” (Prior Appointment Foreigners).
5. Access the “Cita previa de extranjería” (Prior Appointment Foreigners) procedure.
6. Select the province “Barcelona” on the menu.
7. Fill in the data which are then requested to obtain the appointment.
8. Print the appointment and attend in the appropriate location, with the rest of the documentation necessary, as indicated on the following page.

Documentation necessary

1. **Application form [EX00](#)** (original and 2 copies).
2. **Original and photocopy of passport.**
3. **Original and photocopy of visa.**
4. **Certificate of registration** (with a planned duration of **no less than three months**) => request by e-mail from the Academic Management Service: g.academica@idec.upf.edu
5. **Certification of completion of studies** carried out in the previous period => request by e-mail from the Academic Secretariat: g.academica@idec.upf.edu
6. **Justification of having guaranteed the financial means** necessary to cover the expenses for the studies, the stay and the return to the country of origin:
 - **Financial means in Spain:**
 - Option 1: Statement from Spanish Bank or Savings Bank **stamped** by the institution where the name appears as account-holder with a **minimum balance of €3,000**
 - Option 2: Statement from Spanish Bank or Savings Bank with the movements of the last 6 months stamped by the institution. It must include the name of the student as account-holder and the balance must amount to a minimum of €1,500 (with average monthly income equal to or greater than the Minimum Wage (SMI), approximately €650).
 - Option 3: Official scholarship recognised in the European Union, specifying the monthly amount to be received in Euros.
 - **Financial means abroad:**

certificate of scholarship or bank certificate with the same quantity, translated and stamped by a Sworn Translator and with the stamp of the Spanish consulate of the country of origin or of the consulate of your country in Barcelona. If the account-holder is a relative, a letter from them should be attached in which they undertake to pay for the expenses of the student during their stay in Barcelona. The letter should include the stamp of the Spanish consulate in your country or of the consulate of your country in Barcelona.

7. **In the event of having changed address** in relation to the one that appears on your previous card, you should bring the updated census registration slip issued by the town hall of the location of the province of Barcelona where you reside.
8. **Medical insurance** which covers the medical costs, if applicable, associated with an accident or an illness.

To determine that the insurance is valid it must be in force throughout the period of stay in Spain.

The new law on foreigners, of June 2011, accepts registration with the Spanish Social Security as medical insurance. When it is private medical insurance and this document is from outside the EU it must be in Spanish and legalised with the stamp of the Spanish Consular Office in the country of origin and with the amounts in euros.

With the new law on foreigners **repatriation** insurance is NO longer necessary to apply for renewal of the NIE, although it is recommended to have this kind of insurance, as it is not included in the Social Security.

The following company offers medical insurance for the foreign students of the UPF:

GRUP BATLLE CORREDURIA DE SEGUROS

C/ Roger de Llúria 44,5º

08009 - Barcelona

Tel: +34 – 93 488 34 87

grupbatlle@grupbatlle.com

Ask for the special accident and repatriation insurance for foreign students.

9. **Receipt of payment of the fee 052 (€16.32)**

Steps to follow to obtain the fee form concerning renewal of the study visit permit (NIE):

9.1 Access the website:

<https://sede.mpt.gob.es/tasasPDF/prepareTasa?idModelo=790&idTasa=052&idProvincia=08>

9.2 Fill in the details (those with * are compulsory).

9.3 Click on the authorisation in section 1 “Prórrogas de estancia” (Stay renewals) 1.3 “Prórroga de la autorización de estancia por estudios, movilidad de alumnos, prácticas no laborales o servicios de voluntariado (titular principal y sus familiares)” (Renewal of the authorisation of visit for study, mobility of students,

non-work internships or voluntary services (main permit-holder and their relatives)
in order to obtain the quantity to pay of €16.32.

Note: do not fill in the detail 'Número de expediente' (Dossier number).

- 9.4 Write the safety code.
- 9.5 Obtain document.
- 9.6 Print it, pay the fees in the Bank or Savings Bank and enclose the receipt for payment of fees with the NIE renewal application.