HOW TO OBTAIN YOUR NIE CARD

NON EU CITIZENS | SEGOVIA CAMPUS

Your Student Visa is valid for 3 months; therefore, upon arrival in Segovia, you need to register your fingerprints with the Spanish authorities to obtain your NIE card.

FOLLOW THESE STEPS TO GET YOUR NIE CARD

1. **Book an appointment at the Immigration Office:**

   BEWARE: To secure an appointment, you must have a Spanish phone number.

   Book the appointment **HERE**, and you can review the instructions by opening this **PDF**.

2. **Gather the documents required:**

   Appointment confirmation: ensure your personal information is correct.

   EX17 form: Access **HERE**. Complete section 1, sign the document. Refer to the "How to Fill in the EX17 Form" **PDF**.

   Passport: original and copy of the main page, visa page, and entry stamp. If you had layover in another Schenguen area country and don't have an entry stamp from a Spanish Airport, prove your entry date with the boarding pass from your flight to Spain.

   Recent ID sized photos: In color with a white background. It's recommended to take them once in Segovia due to variations in photo formats across countries. You can find a photobooth in La Plaza Mayor.

   Housing contract in spanish. Please make sure that the contract shows the correct address.

   Fee of 16,08€ paid (cash): Fill in the online form **HERE**. Refer to the "How to Fill This Fee Form" **PDF**.

3. **Attend your appointment:**

   Where? **Subdelegación del Gobierno de Segovia** Plaza Seminario/Adolfo Suárez, 1, 40001.

   During the appointment, submit all required documents, and have your fingerprints taken. Upon submission, receive a certificate (RESGUARDO) indicating your file number (LOTE 2022/XXX nºXXX) at the Immigration Office. Keep this resguardo; it's necessary when collecting your NIE card.

4. **Pick up the NIE**

   About one month after your fingerprinting appointment, your NIE card should be ready. Schedule an appointment (**HERE**) to collect your NIE Card. Choose the "RECOGIDA DE TARJETA DE IDENTIDAD DE EXTRANJERO (TIE)" option.

   Do not forget to upload a scanned copy of your NIE card to the **Onboarding Platform Visa Section**.

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