

STEP 3

DOCUMENTATION AND NIE CARD (TIE)
APPOINTMENT

01

PREPARE THE REQUIRED DOCUMENTATION

Please be aware that all documents must be in Spanish and in Euros.

1 NIE card Appointment confirmation**2 Original and copy of the EX-18 form**

Click [HERE](#) to obtain the form.
(If you need help to fill in the form,
click [HERE](#).)

3 Original and copy of your Passport**4 Original Enrolment Certificate in Spanish**

(Please request it from your Degree's Academic Team.)

5 Tax form of 12 € paid

It must be printed and paid at any bank/ATM prior to your appointment. It must be paid during the same calendar year as your appointment date (if your appointment is in 2021, you cannot have paid the tax in 2020).

Click [HERE](#) to obtain the tax form.
(If you need help to fill in the form,
click [HERE](#).)

6 Original and copy of City Hall Registration Certificate

The certificate needs to have been issued within the 90 days prior to your appointment. If not, it will not be accepted. If your certificate has already expired, you can stop by any City Hall office to ask for a duplicate without an appointment.

7 Original and copy of Health Insurance with full coverage for the entire stay

It can be one of the following:

- European Health Card
- International Health Insurance
- Private Health Insurance (valid in Spain)

IMPORTANT: The validity dates must be shown on the policy. Please make sure it covers your full academic year. It must be in Spanish. It has to include **full medical coverage and repatriation**.

Please bring the card and a contract letter from the insurance to the appointment.

8 Documentation proving sufficient financial resources for yourself (6400 euros per year)

It can be one of the following:

- Bank statements of the last 6 months with at least 600 euros per month. (It can be from any bank. If it is in a currency other than Euro, it should be accompanied by a document showing the currency exchange rate)
- certified checks
- credit cards, along with a current bank certification
- scholarships (only if it includes living costs)

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02

ATTEND YOUR CERTIFICATE OF REGISTRATION / NIE CARD (TIE) APPOINTMENT

You will need to go to the Immigration Office on the day and time stated in your appointment confirmation. We recommend getting there on time or even a bit early. The office is located at Padre Piquer, 18, 28024 Madrid – **MAP**. The closest metro stop is Campamento (Line 5).

Although some of the employees at the office do not speak English, they are used to Certificate of Registration applications and will be able to guide you through the process. If you have all of the required documents, your Certificate of Registration will be given to you on the spot.

FREQUENTLY ASKED QUESTIONS

“DO I REALLY NEED TO APPLY FOR THE CERTIFICATE OF REGISTRATION?”

Yes – for a number of reasons. First of all, it is a legal requirement according to Spanish immigration law. EU/EEA/Swiss citizens living in Spain for more than three months without having started the Certificate of Registration application process would be in violation of this law.

Secondly, the Certificate of Registration provides some key practical benefits. If you ever have the opportunity to work, do an internship or carry out certain other activities in Spain, you will be asked for the NIE number, along with a valid Certificate of Registration. We would recommend applying as soon as possible to be ready for these potential situations.

“WHAT HAPPENS IF MY INITIAL APPLICATION IS REJECTED?”

If the authorities consider your documentation to be incomplete, they will either give you a deadline to come back with any missing documents or ask you to book a new appointment. To avoid having to make multiple trips to the immigration office, be sure to bring all of the documents listed above.

“HOW LONG WILL MY CERTIFICATE BE CONSIDERED VALID?”

Your Certificate of Registration will be valid for five years, starting on the date of your appointment. Remember that it will be issued at your initial appointment if all of the documentation is correct.

“DO MINORS HAVE TO GO TO THEIR APPOINTMENTS IN PERSON?”

Yes, all applicants have to go to their appointments in person, including minors. Please note that minors have to be accompanied by one of their parents or a legal guardian.

“I WANT TO CHANGE THE DATE OF MY APPOINTMENT. HOW DO I CANCEL MY FIRST APPOINTMENT?”

In order to change the date of your appointment, you must cancel your first appointment. Please follow the steps from the instructions until you get to this page.

Click the option
“Anular cita”.

INTERNET CITA PREVIA


POLICIA-CERTIFICADOS UE

Identidad del usuario de cita

A continuación puede seleccionar cualquiera de las siguientes opciones

Por favor, valide el Captcha para poder continuar:

☐ No soy un robot


reCAPTCHA
Privacidad • Condiciones

Solicitar Cita

Consultar Citas Confirmadas

Anular Cita

Salir

You will need your
appointment number to
cancel the appointment
and click “Consultar”.

INTERNET CITA PREVIA

POLICIA-CERTIFICADOS UE

A continuación debe indicarnos el justificante de cita para poder validar su identidad.
Es un dato obligatorio.

DATOS DEL CITADO

CIF/NIF/NIE/ PASAPORTE

JUSTIFICANTE DE CITA
PREVIA:

BDC21C7

Consultar

Volver

Proceed to book a new appointment following the same instructions as explained previously.

“WHAT DO I DO IF I LOSE MY CERTIFICATE?”

Unfortunately, it is not possible to ask for a simple duplicate. You will need to book another appointment and submit the same set of documents as the first time, along with a police report which states that you lost your original Certificate of Registration.

We recommend that you make a colored copy of your certificate of registration / NIE to keep with you at all times and leave the original at home.

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