

Dear student,

To stay in Madrid for more than 90 consecutive days, family members (spouse and children) and students must go through 2 mandatory steps. Family members are usually not assigned a NIE number on their Visa. Therefore, the following are the steps your family members must follow:

1<sup>st</sup> Step (only for family members): Immigration Office – NIE number Assignment

1<sup>st</sup> Step: All family members must be assigned a NIE. To get the NIE for your children and or partner, you must **send an email with all the documentation attached in a unique pdf.**

Send a PDF with all the following documents to this email address – send the documentation for each family member separately [familiarestudiante.madrid@correo.gob.es](mailto:familiarestudiante.madrid@correo.gob.es) including the following message:

*“A quien pueda corresponder:*

*Por medio de la presente, solicito la asignación del número NIE y registro del permiso de estancia del siguiente familiar de estudiante”*

List of documents to attach in the email (in a unique PDF):

- **One EX00** form ([FORM](#) and [INSTRUCTIONS](#)) duly filled in and signed
- **Enrollment Certificate** of the student in Spanish (attached)
- **Passport of the student:** copy of the main page, visa and entry stamp
- **Passport of each family member:** copy of the main page, visa and entry stamp
- **NIE card of the student (if you get it first)**
- Copy of the **birth certificates** of the children: the one submitted before the Consulate (if applicable)
- Copy of the **marriage certificate** submitted before the consulate. (if applicable)

They will evaluate your situation, check that you have all the documents and send you the NIE number by email.

Once you get this sorted out, your family members will be able continue with the second step of the process: booking and attending a NIE fingerprinting appointment (also known as NIE card appointment).

Please note that every family member should have his or her own appointment for the NIE card and the student always must complete the process first.

Kind regards,

**The Student Services Department**