

INITIAL FINGERPRINTING APPOINTMENT

TO OBTAIN YOUR NIE CARD

1. PREPARE THE REQUIRED DOCUMENTATION

The **physical copies** of the documents in **Spanish** that you need to bring to the appointment are:

1 Appointment confirmation: make sure that your personal information is correct

2 EX17 form: original and copy Click **HERE** for the EX17 form
Click **HERE** for the guide on how to fill in the form

3 Passport: original and copy of the **main page, visa page and entry stamp**

If you had a layover in another Schengen area country, and therefore do not have an entry stamp from an airport in Spain, you will need to prove your entry date. To do so, you should present the boarding pass from your flight to Spain

4 Enrollment certificate:

- If your program has not started, we can issue this certificate for you
- If your program has started, please download this from the **Student Portal**
- If you are an exchange student, please let us know

5 Recent ID photo: (32x26mm) in color with white background

The easiest way is to go to a photo booth at one of many metro stations, such as Avenida de América (choose the DNI/Carnet size)

6 Tax of 16,08€: stamped tax forms or tax forms and receipt of payment

Click **HERE** to fill in the tax form online

Click **HERE** for the guide on how to fill in the form

Once you have filled in the form, save it to a PDF file and print it. It must be paid at any bank or ATM prior to your appointment. It must be paid during the same calendar year as your appointment date (if your appointment is in 2022, you cannot have paid the tax in 2021)

7 City Hall Registration Certificate: original and copy

This certificate must be issued within 90 days prior to your appointment. If your certificate has already expired, you must request a duplicate.

FAMILY MEMBERS need the same set of documents (1 to 7) plus:

- 8** Copy of the certificate given at the fingerprinting appointment or copy of the NIE card
- 9** Copy of the student's visa

2. BOOK YOUR FINGERPRINTING APPOINTMENT

Please enter in the following official link **HERE**

You can find the guide with the Instructions on how to book the appointment **HERE**

3. ATTEND YOUR FINGERPRINTING APPOINTMENT

On the day of your appointment, you will need to go to the police station indicated on the appointment confirmation. The office tends to be quite crowded, so we recommend getting there on time or a bit early. Please make sure that you have your original passport and the required documents before going.

In the appointment, they will go through your documentation, take your digital fingerprints, and give you a stamped certificate verifying your attendance at the appointment. Do not lose this certificate - it serves as proof that you are processing your NIE card. In fact, we recommend leaving the original at home and carrying a copy with you.

AUTHORIZATION TO RETURN: The stamped certificate given at the appointment is not a valid travel document. If you plan to travel outside of Spain while waiting for your NIE card to be issued, you will have to apply for an 'Authorization to Return'. For more information on this document, please contact us before planning any trip.

4. PICK UP NIE CARD AT THE SAME POLICE STATION

Kindly notify our office to confirm that you have successfully registered your fingerprints at your appointment. Keep in mind that you will not receive any notification when your card is ready for pick up; you must return to the same police station after 30-50 calendar days after to pick up your NIE card.

The NIE card pick-up information varies depending on the police station so please follow the instructions given to you by the officer.

If you need to book an appointment, please access to the official link: **HERE**

You can find the guide with the instructions on how to book the appointment: **HERE**

You will need to take the following documents to this appointment:

- Original passport
- The certificate given to you at the fingerprinting appointment
- Appointment confirmation for your NIE card pick-up (if applicable)
- Expired NIE card (if applicable)

Please keep in mind that you must pick up this card in person - you cannot authorize someone else to pick up the card on your behalf.

Once you have your card, please send a copy of both sides to Student Services:
student.services@ie.edu

IMPORTANT NOTES ABOUT YOUR NIE CARD

As the NIE card confirms your student status, it is an official ID document. Thus, we recommend that you carry a copy with you and leave the original in a safe place (unless you will need to use the original that day).

Your NIE card allows you to reenter Spain multiple times as a student during its validity. Please remember that it must be used together with your valid passport in order to travel internationally.

Your NIE card allows you to travel around the Schengen zone for a maximum of 90 days in a total period of 180 days. You should never exceed this time, as the card does not give you any right to reside in other Schengen countries. We always recommend that you check with each country's consulate in order to know what documentation will be required of you to travel to their country.

Your NIE card accredits your NIE number for paperwork and services that you may need.

NIE CARD RENEWAL PROCESS: Please keep your card's expiration date in mind, as it marks the end of your student status here in Spain. If your program will continue or you are planning on doing an internship through the PDP, you are eligible to renew this card within a window of 60 days before and 90 days after its expiration date, assuming you are in Spain since before it expires.

If you are not planning on staying in Spain after your program ends, we recommend that students leave before the NIE card expires (as you would no longer have a valid document making your stay legal). However, should your card's expiration date fall on your day of graduation, this does not mean that you need to leave the country on the same day as graduation. National authorities have an unspoken exception which allows foreign students to stay in Spain for a maximum of 15 days after their card's expiration in order to tie up loose ends (i.e. close bank accounts, pack bags, etc.)

As you would no longer have a valid permit to travel through the Schengen zone, we always recommend booking a direct flight to your country. If this is not possible, we at least recommend having a layover in a non-Schengen country. In any case, it is your responsibility to check with each country through which you will be transiting to know what documents are required of you.

CONTACT US

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STUDENT SERVICES

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