Legal procedures for foreigners

* **Non-EU students**
* **EU students**



Non-EU students

If you are not a citizen from the European Union (EU), the EEE (Iceland, Liechtenstein and Norway) or Switzerland you need to apply for a student residence permit (visa) in order to stay more than 90 days in Spain. This permit will allow you to stay in the country during your study period.

Procedures to be made for your studies residence visa:

1. **BEFORE YOUR ARRIVAL TO SPAIN: Student visa**
2. **DURING THE FIRST MONTH FROM YOUR ARRIVAL TO SPAIN: TIE (Student Resident Authorization Card)**
3. **TWO MONTHS BEFORE THE CARD EXPIRATION: Renewal**
4. **IF YOU HAVE TO TRAVEL AND YOUR CARD IS EXPIRED: Return authorization**
5. **FOR WORKING WHILE STUDYING: Work authorization**

1. **BEFORE YOUR ARRIVAL TO SPAIN: Student visa**

Before arriving to Spain you have to get the “student visa” in the Spanish Consulates in your country of origin or the country you live in. You can check your closest consulate in the web of the [Foreign Affairs Spanish Ministry](http://www.exteriores.gob.es/portal/es/serviciosalciudadano/paginas/embajadasconsulados.aspx)

In order to apply for the visa you will be required an acceptance letter in a study programme at the Universidad de Oviedo. You may apply for this document in the following offices:

* Office of International Relations in your area/campus/faculty (infopostgrado@uniovi.es)
* The International Postgraduate Centre if you are Master student (infopostgrado@uniovi.es) or you are enrolled in a PhD Programme (seccion.doctorado@uniovi.es ).

**The Student Visa (type D) is a mandatory to stay in the country for the study period.** Any other visa type does not allow entitle you to proceed with the TIE.

Important: please, take into account that the student visa is only valid for studying in the university asked to be admitted and for the period of time established in the acceptance letter. So, if after getting your visa, you decide studying in a different institution, you must notify it to the Spanish consulate in your country to ensure the steps to be followed before travelling to Spain.

1. **DURING THE FIRST MONTH FROM YOUR ARRIVAL TO SPAIN: TIE (Student Resident Authorization Card)**

If your authorized stay period is longer than 6 months, you must ask personally the TIE in the following month to your effective arrival to Spain.

In order to apply for the TIE you must visit a Police Station in your country of residence:

1. If you live in Oviedo, please visit the “Oficina de Extranjería” (Foreign Office), located in Plaza de España 3, **by asking an appointment** online <www.seap.minhap.gob.es> or phoning 984769333
2. If you live in other city, you can go to the offices located in Gijón, Avilés or Luarca.

Required documents:

* Original passport
* Acceptance letter
* Certificate of registration (information about the procedure of registration in [Ayuntamiento de Oviedo](http://www.oviedo.es/servicios-municipales/inmigracion/empadronamiento))
* ID size photography with white background
* [Download asking document](http://extranjeros.empleo.gob.es/es/ModelosSolicitudes/Mod_solicitudes2/17-Formulario_TIE.pdf)
* [More information](%E2%80%A2%09http%3A/extranjeros.mtin.es/es/InformacionInteres/InformacionProcedimientos/Ciudadanosnocomunitarios/estudiantes.html)

1. **TWO MONTHS BEFORE THE CARD EXPIRATION: Renewal**

The card is valid for 1 year and it is renewable if you continue studying at the University of Oviedo. You can renew your permit two months in advance (maximum) prior to the expiration date.

* [Documents and procedures](file:///C%3A%5CUsers%5Csusanamb%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CL3TETGAL%5CHOW%20TO%20RENEW%20YOUR%20STUDENT%20RESIDENCE%20AUTHORIZATION%20CARD.docx)
* [Download form](http://extranjeros.empleo.gob.es/es/ModelosSolicitudes/Mod_solicitudes2/imprimibles/00-Formulario_estancia_imprimible.pdf)
* [Tax form (16.81 euros)](https://sede.mpt.gob.es/tasasPDF/prepareTasa?idTasa=052&idModelo=790&idProvincia=08)
* [More information](http://extranjeros.mtin.es/es/InformacionInteres/InformacionProcedimientos/Ciudadanosnocomunitarios/estudiantes.html)
1. **IF YOU HAVE TO TRAVEL AND YOUR CARD IS EXPIRED: Return authorization**

If you have to leave Spain and your card is in process to be renewed, you can ask an authorization to be allowed to return to the country in the event **your card has already been expired**. This authorization allows you to leave and return to Spain in 90 days.

The return authorization is **only valid for the direct entrance in Spain.** If you travel through another Schengen area country (connection flight), you should **check in advance** if you need a **visa** and apply for it before flying.

This authorization must be directly requested in a Police Station, through appointment:

1. Residents in Oviedo: In the Cuerpo Nacional de Policía Office in Plaza España, 3. The appointment shall be asked through the [webpage](http://www.mpt.gob.es/servicios/extranjeria.html) or phoning 984769333
2. Residents in other city: You can also go to the Police Station in Gijon (985179283), Aviles (985129245) and Luarca (985640217)
* [Download form](http://extranjeros.empleo.gob.es/es/ModelosSolicitudes/Mod_solicitudes2/imprimibles/13-Formulario_autoriz_de_regreso_imprimible.pdf)
* [More info](http://extranjeros.mtin.es/es/InformacionInteres/InformacionProcedimientos/Ciudadanosnocomunitarios/estudiantes.html)
1. **FOR WORKING WHILE STUDYING: Work authorization**

If during your stay you have to make a non-labour internship in public or private company which is a part of the study plan for which the authorization was granted and which is produced following collaborative agreement between those entities and the University of Oviedo, it will not be mandatory to proceed any work authorization.

But, if you want to combine studies and work (both self-employed or as an employee) you will need a work authorization, with the following requirements:

* The work schedule must not coincide with the school one (part time or full time if has a maximum duration of three months outside the school period)
* The obtained income must not be a necessary resource to the livelihood or stay, and they will not be considered in the procedure of the extension of the stay.
* The work authorization period will be the same than the contract period, and it will not be longer than the student authorization period.
* [More info](http://extranjeros.mtin.es/es/InformacionInteres/InformacionProcedimientos/Ciudadanosnocomunitarios/estudiantes.html)

EU students

If you are citizen of a member of the European Union (Germany, Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Slovakia, Slovenia, Estonia, Finland, France, Greece, Holland, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Poland, Portugal, United Kingdom, Czech Republic, Romania or Sweden) or from Liechtenstein, Iceland, Norway or Switzerland; you have the right of the free circulation and residence in Spain.

Anyway, every communitarian citizens which live in Spain for a longer period than 3 months have the duty to ask their inscription in the “Registro Central de Extranjeros”. That inscription will suppose the expedition of a register certification, and it will include a number of identification of the foreigner (NIE)

To process it you have to go to the Police Station of your city of residence:

1. Residents in Oviedo: In the Cuerpo Nacional de Policía Office in Plaza España, 3. The appointment shall be asked through the [webpage](http://www.mpt.gob.es/servicios/extranjeria.html) or phoning 984769333
2. Residents in other city: You can also go to the Police Station in Gijon (985179283), Aviles (985129245) and Luarca (985640217)

Required documents:

* [Form](http://extranjeros.empleo.gob.es/es/ModelosSolicitudes/Mod_solicitudes2/imprimibles/18-Certificado_Residencia_comunitaria_imprimible.pdf)
* Passport or identity card (original and copy)
* Registration receipt (original and copy)
* European health card or medical insurance (original and copy)
* [More info](http://extranjeros.mtin.es/es/InformacionInteres/InformacionProcedimientos/CiudadanosComunitarios/index.html)