

# Documents for a Legal Stay in Spain: Students and Researchers

## NON EUROPEAN STUDENTS

### VISA

To come to Spain as a student, the requirements to be met vary depending on the student's country of origin, as well as the duration of stay:

- **Need for study visa depending on the duration:**
  - For stays for **less than three months** a student visa is not necessary except in a country is not part of this agreement.
  - For stays **between 3 to 6 months** only needs a visa without any other action.
  - For stays **longer than 6 months** in addition to a Visa, one must apply in Spain for a Foreign Identification card also known as a Student Card (you may apply in the Foreign offices of the police station within a month of entry into Spain).
- **Students from the European Union:** Citizens of the European Union do not need a visa but must apply for a NIE Number Foreign Identification, once they are in Spain for certain procedures (opening a bank account, purchasing transport cards, access to health care, etc.)
- **Students from other countries:** Citizens of countries outside the EU and wish to remain in Spain for conducting courses, studies, research or training, or student exchange for more than three months, must arrange for a student visa that includes authorization to stay in Spain.

The student visa shall be requested at the Spanish Consulate in the country of origin or legal residence.

Here you will find a list of [Spanish Consulate Generals in the world](#).

If the length of stay is longer than 6 months, you must also apply for an Identity Card Abroad, within a month of entry into Spain, to the Foreign Office or Police Station.

More information is available on the website of Ministry of Foreign Affairs and Cooperation:  
<http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/Estudiar.aspx>

Remember, many Spanish universities have services for international students and researchers that can help you with the paperwork.

Important note: all non-EU foreign public documents must first be legalized and, if necessary, must be translated into Spanish or the co-official language of the country where the application is filed.

### Obtaining a Visa:

According to the [Ley Orgánica 4/2000](#), on rights and freedoms of foreigners in Spain and their social integration and by [Royal Decree 557/2011](#), of the 20th of April, that was approved by the Regulation of the Organic Law 4/2000, citizens of countries outside the EU that wish to remain in Spain for academic courses, studies, research or training, or student exchange over a period longer than three months must apply for a visa:

- **Before applying for a Visa:**
  - Pre-inscribe in a public or private higher education institution in Spain that is officially recognized.
  - Go to the Spanish Consulate to process your student visa with the certificate or letter of acceptance issued by the higher education institution.
- **Prerequisites for obtaining a Visa:**
  - Passport or travel document recognized as valid in Spain, with a minimum validity period for the stay requested.
  - Admission to an educational, private or public higher education institution officially recognized, to undertake or extend studies or undertake research or training.
  - Have sufficient financial means to cover the costs of travel and return home.
  - Have paid the processing fee.
  - Have public insurance or private health insurance approved with an insurance entity authorized to operate in Spain, covering, throughout the length of stay in Spain, medical expenses and repatriation in case of accident or sudden illness
- **If the stay is for longer than six months you are also required:**
  - Not to have any of the diseases that can have serious implications for public health in accordance with the provisions of the International Health Regulations 2005.
  - No criminal record in their previous country of residence for the past five years, for offenses under Spanish law.
  - The processing of visa directly at the Consulate General of Spain. Remember that at the Consulate where they will process your Student visa they will clarify any questions that may arise and help with your application.

For an academic stays, you should not travel with a tourist visa ever because such visas do not allow you to study in Spain and also you cannot request a student visa once in Spain, residence or any change in the type of visa.

It should also be noted that the visa is issued to perform a particular activity in Spain (academic course, Master's, Doctorate, Scholarship), and this activity cannot be modified. Otherwise, the visa would not be valid to get to Spain and it would be necessary to return to the country or origin to start the process again from there.

For more information:

[http://extranjeros.empleo.gob.es/es/InformacionInteres/InformacionProcedimientos/Tramites\\_entrada/Visado-estancia-estudios.pdf](http://extranjeros.empleo.gob.es/es/InformacionInteres/InformacionProcedimientos/Tramites_entrada/Visado-estancia-estudios.pdf)

In the case of research visas, foreign researchers whose stay in Spain has as sole or main purpose to conduct research projects within the framework of a hosting agreement signed with a research organization (for example, those holding an FPI or FPU scholarship from the Spanish Ministry of Education) will be able to apply for the permit for temporary residence and work for research. Once they have it, they can apply for a research visa.

## FOREIGNS IDENTIFICATION NUMBER (NIE)

In accordance with the [Royal Decree 557/2011](#), on the 20th of April, which was approved by the Regulation of Organic Law 4/2000 on the rights and freedoms of foreigners in Spain and their social integration, foreigners that for economic, professional or social interests related with Spain, will be endowed, for identification purposes, **a personal, unique and exclusive number**.

This personal number will be the **foreign identification number**, and it must be on all documents issued or processed, similar to an [identification card or passport](#).

In the allocation of a NIE because of economic, professional or social interests, the following applications will be accepted:

- Those that are presented in Spain and applied for by the solicitor.
- Those that are presented in Spain through a representative.
- Those that are presented in the Spanish embassies or consular offices located in the country of residence of the applicant, relevant to their area of residence.

### 1. Prerequisites necessary to obtain a NIE:

- That they are not in Spain illegally.
- That they explain the reason that they are soliciting a NIE (for tax reasons, property or commercial registries, notaries, traffic, social security, national employment institute, etc.).

### 2. Documentation necessary to obtain a NIE:

- The following documents are necessary to obtain a NIE:
- Printed-standard application ([EX-15](#)), completed and signed by the foreigner.
- Original and copy of passport, or identification document (if the solicitor is a member of the EU), or travel document, or certificate of registration.
- Communication from the financial, professional or social causes that justify the request.
- When requested by a representative, a certification stating expressly that the representative has the authorization to make such a request.

### 3. Procedure for obtaining the NIE:

In order to obtain a NIE, the solicitor may apply directly to the [Dirección General de la Policía](#) (in Spain), or do it through the Consulate (in their country of residence).

**From Spain:** directly in the Police office, or through the Foreign office or police station in the province where the person is registered.

**Out of Spain:** go to the Consulate General in person or by duly accredited representative:

- With your original and a copy of your passport
- Document proving your residence
- [EX15](#) application form duly completed and signed

The corresponding fee must be paid in cash in the moment of turning in your application. Once assigned the NIE by the Commissioner General for Immigration and Borders, the Consulate General will contact the applicant to give them the certification.

For more information you may consult the web page of the [Ministerio de Interior del Gobierno de España](#)

## STUDENT CARD OR FOREIGN IDENTIFICATION CARD (TIE)

The Foreigner Identity Card is the only document to provide documentation of the legal status of foreigners in Spain, for which purpose the same recipient must complete the application process.

This card certifies the legal stay of foreigners in Spain and their identification, and has been granted in accordance to current regulations, the approval or recognition of the right to remain in Spanish territory for more than six months.

The Foreigner Identity Card is not transferable

A foreigner that is in Spanish territory has the right and the obligation to keep and update the documents establishing identity issued by the authorities of the country of origin or provenance, as well as proving their situation in Spain.

Failure to comply with the obligations relating to the Foreigner Identity Card will have disciplinary consequences established under the Organic Law 4/2000 on Rights and Freedoms of Foreigners in Spain and their social integration.

### 1. Scope:

The Foreigner Identity Card shall be issued only to legal aliens in Spain, under the general rules of immigration, community or asylum.

For those that **have a Visa or authorization to stay in Spain for a period longer than six months** they may apply for an Identity Card abroad.

### 2. Obligations:

All aliens who have been issued a visa or permission to stay in Spain for a period longer than six months have the right and duty to obtain the Foreigner Identity Card, which **must be requested personally within a month from the date of entry in Spain** or from the moment that authorization is granted or becomes effective. Holders of a residence and seasonal work permit are exempt from obligation.

Holders of a Foreign Identity Card are required to carry this document, and to show it when they are requested by the Authority or its agents without prejudice to prove their identity through their passport or a similar document.

### 3. Application: place and documentation:

The application for the Foreigner Identity Card must be **presented in person by the foreigner in the Immigration Office, or if failing to do so, at the police station in the province where the person has been registered.**

The following documents are necessary:

1. Completed and signed application ([EX-17](#)), original and copy.
2. Passport or travel document with the entry stamp, signed or marked at a border post. In default, passport or valid travel document and declaration must be made in person at any police station or at the Foreign Office within 72 hours from the date of entry into Spain; or, if applicable, the registration certificate.
3. Three recent photographs, in color, on a white background, passport size.
4. Visa, if necessary.
5. Document of resolution granting authorization that justifies the issuance of the card (unless the subject consents to the checking of such information by the Central Government).
6. Receipt of the paid fee.
7. Proof of membership and / or registration with the Social Security, if applicable.

**Important note:** the original documents must be presented, which will be returned once the copies are collated.

The Foreigner Identity Card will have the same duration as the approval or recognition of the right to justify its issuance, losing its validity when the produce such authorization for any of the reasons established by regulation in its application or where appropriate, by the loss of the right to remain in Spanish territory.

For more information please consult the web page: [Ministerio de Interior del Gobierno de España](#)

## WORK

Staying in Spain for academic reasons permits the student to work part time as long as the workday is compatible with the student's studies and/or research that is being done. The employer who wishes to hire a person who is under these conditions should apply for a work permit at the Office for Foreigners. The contract shall not in any case exceed the duration of the student visa.

For more information:

[http://extranjeros.empleo.gob.es/es/InformacionInteres/InformacionProcedimientos/Tramites\\_entrada/Visado-estancia-estudios.pdf](http://extranjeros.empleo.gob.es/es/InformacionInteres/InformacionProcedimientos/Tramites_entrada/Visado-estancia-estudios.pdf)

Moreover, a student can be authorized to work full time as long as the duration of the contract is never longer than three months. The student should present a report in which the compatibility of working hours with university hours is proved (for example, showing that working hours do not coincide with teaching periods such as July and August).

If the holder of the study permit is beneficiary of a grant within the framework of a program included in the scope of a predoctoral contract foreseen in the Spanish Law on Science, Technology and Innovation, when applying for renewal, the student status will still apply. The predoctoral contract can have a maximum duration of 4 years.

## EUROPEAN STUDENTS

### STAYS THAT LAST LESS THAN THREE MONTHS

In cases in which the permanence in Spain of an EU student, or a student of a State party to the Agreement on the European Economic Area, has a duration of less than three months, owning a passport or valid identification that states when entry was made into Spanish territory is sufficient.

### STAYS THAT LAST FOR MORE THAN THREE MONTHS

EU students or students from another State party to the Agreement on the European Economic Area and Switzerland have [the right of residence in Spanish territory for a period exceeding three months](#), if:

- They are students and are enrolled in a public or private institution, accredited or financed by the relevant education authority.
- Have public or private health care insurance to provide comprehensive coverage while in Spain.
- They can show that they have sufficient financial resources.

Applicants will be required to apply in person at the Immigration Office in the province where they intend to stay or take up residence or if not, they must go to the local Police Station, and register in the **Central Registry for Foreign Nationals** ([modelo EX18](#)).

The application must be submitted within three months from the date of entry into Spain, having been immediately issued a certificate of registration containing the name, nationality and address of the person registered, the number of foreign identity (NIE), and the date of registration.

Along with the application form, one must also present a passport or valid identification in person, as well as the following documents (the original and copy):

- Enrolment in a public or private facility accredited or financed by the relevant education authority.
- Public or private health insurance from Spain or from another country as long as it provides full coverage in Spain. However, this condition shall be deemed fulfilled if the student has a European health insurance card with a validity period that covers the

entire period of residence, allowing them to receive healthcare benefits that are deemed necessary.

- Bank statement or declaration showing sufficient resources for themselves and for their families.

Participation in EU programs that promote educational exchanges for students and professors will be considered sufficient accreditation to fulfil these requirements.

Foreign Identity Number (NIE):

According to [Royal Decree 557/2011, on the 20th of April, which was approved by the Regulation of Organic Law 4/2000 on the rights and freedoms of foreigners in Spain and their social integration](#) foreigners that for economic, professional or social interests related with Spain, will be endowed, for identification purposes, a personal, unique and exclusive number.

This personal number will be the **foreign identification number**, and it must be on all documents issued or processed, similar to an [identification card or passport](#).

In the allocation of a NIE because of economic, professional or social interests, the following applications will be accepted:

- Those that are presented in Spain and applied for by the solicitor.
- Those that are presented in Spain through a representative.
- Those that are presented in the Spanish embassies or consular offices located in the country of residence of the applicant, relevant to their area of residence.

### 1. Prerequisites necessary to obtain a NIE:

- That they are not in Spain illegally.
- That they explain the reason that they are soliciting a NIE (for tax reasons, property or commercial registries, notaries, traffic, social security, national employment institute, etc.).

### 2. Documentation necessary to obtain a NIE:

The following documents are necessary to obtain a NIE:

- Printed-standard application (EX-15) completed and signed by the foreigner.
- Original and copy of passport, or identification document (if the solicitor is a member of the EU), or travel document, or certificate of registration.
- Communication from the financial, professional or social causes that justify the request.
- When requested by a representative, a certification stating expressly that the representative has the authorization to make such a request.

### 3. Procedure for obtaining the NIE:

In order to obtain a NIE, the solicitor may apply directly to the [Dirección General de la Policía](#) (in Spain), or do it through the Consulate (in their country of residence).

**From Spain:** directly in the Police office, or through the Foreign office or police station in the province where the person is registered.

**Out of Spain:** go to the Consulate General in person or by duly accredited representative:

- With your original and a copy of your passport
- Document proving your residence
- [EX15](#) application form duly completed and signed

The corresponding fee must be paid in cash in the moment of turning in your application. Once assigned the NIE by the Commissioner General for Immigration and Borders, the Consulate General will contact the applicant to give them the certification.

For more information you may consult the web page of the [Ministerio de Interior del Gobierno de España](#)

#### **Where to apply:**

**You must ask for an appointment in:**

#### **OFICINA DE EXTRANJERÍA**

C/ Marruecos, 1

04009 Almería

Tel.: +34 950625401

E-mail: [cita.almeria@seap.minhap.es](mailto:cita.almeria@seap.minhap.es)

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