

The University of Alcalá has prepared this guide to the procedures for obtaining Residence Permits in Spain for its students and researchers. However, due to the frequent changes in the orders and regulations governing these procedures, we advise everyone interested in undertaking any procedure involving immigration regulations to regularly consult the websites provided to that end by the Foreign Nationals and Documentation Brigade, and the Ministries of Education, Labour and Foreign Affairs. The contents of this document are for information only and do not constitute any rights or entitlements.

1. Citizens of the European Union (EU) and European Economic Area (EEA)

Citizens of EU countries and countries that are part of the European Economic Area (Norway, Iceland, Switzerland and Liechtenstein) can enter, leave and move freely throughout Spanish territory for the first three months after arriving in Spain, with the sole requirement that they must have a valid passport or identity document. If they plan to stay for a period of more than three months, they must apply for a Registration Certificate at the Central Register of Foreign Nationals, and can make an appointment to that end by telephoning 902 56 57 01.

The documents to be submitted when applying for the Certificate are (original and photocopy):

- The Residence Authorization Application Form EX18, duly completed and signed in duplicate. This form can be obtained at <http://www.mir.es/modelos-de-solicitud-37/extranjeria-342>
- A photocopy of the personal details page in the passport. Those presenting the documentation must show their passport.
- Form 790 for the payment of the fee.

2. Citizens of countries outside the European Union or European Economic Area

a) Obtaining a Student Card

After arriving at the University of Alcalá, non-EU students intending to study for a period longer than six months need to obtain a Residence Permit, or Foreign Student Card. Applicants must begin the procedures within the first month after their arrival in Spain or any country in the Schengen area.

Students needing to apply for a Residence Permit must obtain an appointment through the internet address of the [Ministerio de Hacienda y Administraciones Públicas](#) or by telephone (902 56 57 01), where they should hand in the following documents there:

- The Residence Authorization Application Form EX00, duly completed and signed in duplicate. This form can be obtained at <http://www.mir.es/modelos-de-solicitud-37/extranjeria-342>
- A photocopy of the personal details page in the passport. Those presenting the documentation must show their passport, which must be valid for a period longer than the duration of the stay requested.

- A photocopy of the passport page, showing the visa stamped on arrival in Spain. If the passport has not been stamped, it is necessary to provide photocopies of air or train tickets or other documents providing proof of the date of arrival in Spain.
- A photocopy of the official registration form or admission document to the course showing the duration thereof. Those presenting the documentation must show the original document.

b) Return Authorization

If the student has not received the Residence Permit but needs to leave Spain, he/she must request a Return Authorization, which permits him/her to leave the country for a period not exceeding 90 days. To apply for this authorization, he/she must have begun the procedures for the issue or renewal of the student card within the legal deadline established to that end.

The Return Authorization must be applied for at the Immigration Office at Aluche Police Station at Avenida de los Poblados, s/n (Metro Aluche) from 9 am to 2 pm (telephone 913228567).

The documents to be submitted by the applicant are:

- The Return Authorization Application Form EX13, duly completed and signed in duplicate. This form can be obtained here
- A photocopy of the personal details page in the passport and entry stamp and visa. Those presenting the documentation must show their passport.
- An expired student residence permit.
- Documentary proof that the renewal of the student residence permit has been applied for.
- Documentation proving that the journey is due to a situation of need.
- Form 790 for the payment of the fee.

c) Renewal of the Student Card

The student residence permit may be renewed annually when the applicant provides proof that he/she still satisfies the requirements that entitled him/her to obtain a student visa and has achieved satisfactory academic results during the course preceding that for which the renewal is being applied for. Applicants must request an appointment through the internet site of the [Ministerio de Hacienda y Administraciones Públicas](#) or by telephone (902 56 57 01) at least 60 days before their permit expires.

The documents to be submitted are:

- The Residence Permit Renewal Application Form EX11, duly completed and signed in duplicate. This form can be obtained at <http://www.mir.es/modelos-de-solicitud-37/extranjeria-342>
- A photocopy of the personal details page in the passport and entry stamp and visa. Those presenting the documentation must show their passport, which must be valid for a period longer than the renewal applied for.
- A document certifying that he/she is still registered at the study centre.

- A bank statement or other documents proving that he/she has sufficient financial resources
- Health insurance covering medical and repatriation costs in case of an accident or sudden illness during the entire period of residence.
- An academic transcript to demonstrate academic achievement.
- The student card to be renewed.
- 3 passport size (32 x 26 mm) colour photographs, with a white background.
- Form 790 for the payment of the fee.

3. Foreign family members of students and researchers

The procedures to be followed by the foreign family members of students and researchers after their arrival in Spain depends on the nationality of the student or researcher and that of their family members (spouse and dependent offspring).

a) If the family members are citizens of EU or EEA countries and the anticipated period of residence exceeds 3 months, they must apply for a Registration Certificate at the Central Register of Foreign Nationals.

b) When the family members are citizens of third countries and the student or researcher is an EU citizen, they must apply for a Family Residence Permit within 3 months of their arrival.

c) In all other cases, family members must apply for a Residence Permit. An appointment to that end must be requested by telephoning 902 56 57 01. The necessary procedures will be indicated during that appointment.

4. Directory

Ministerio de Asuntos Exteriores: Visas

<http://www.maec.es/es/MenuPpal/Consulares/ServiciosConsulares/InformacionExtranjeros/Visados/Paginas/visados2010.aspx>

Ministerio del Interior: General information regarding residence permits

<http://www.interior.gob.es/extranjeria-28/regimen-general-189>

Ministerio de Empleo y Seguridad Social: Working permits and residence permits

<http://extranjeros.meyss.es/es/InformacionInteres/InformacionProcedimientos/index.ht>

Ministerio de Hacienda y Administraciones Públicas: Internet address in which to obtain appointments and consult personal records

<https://sede.mpt.gob.es/acceda/procedimientos/>

For more information about immigration procedures, please consult:

<http://www.mir.es/SGACAVT/extranje/>