1. Introduction to the Welcome Office

The inclusion of the Autonomous University of Madrid (UAM) among the best European universities has required extending its educational and research activities into the international sphere, and undertaking to share and transmit the knowledge generated within the university from a global, flexible and innovative perspective.

This internationalizing initiative, within the framework of the 2015 University Strategy recently promoted by the Spanish Government, is also one of the backbones of the Campus of International Excellence UAM+CSIC.

The International Welcome Office has arisen in this context. This body will be responsible for providing comprehensive assistance to international students, researchers and professors, and attending to their orientation needs, both academic and administrative.

**Location and contact:**

Welcome Office for Foreign Researchers and Students *(Oficina de Acogida Internacional)*
Tel.: +34 91497 6906 / 7412 / 6907 / 3699
Plaza Mayor, Ground Floor, Isla F
Ciudad Universitaria de Cantoblanco
29049 Madrid
*(campus map and access via public transit)*

E-mail: oficina.acogida@uam.es
You can also visit us on Facebook and Twitter:
https://www.facebook.com/UAM.OficinaAcogida
https://twitter.com/UAM_acogida

1.1 Objectives

- **GENERAL**
  Encourage the academic and professional development of international students, researchers and professors in Spain.

- **SPECIFICS**
  - Offer a comprehensive and personal welcome to all of the users of the office.
  - Encourage relationships with those institutions to which students, researchers and professors must apply in order to enter (or continue at) the UAM.
  - Promote awareness of the international community within the university and assist in its integration, contributing to the creation of an intercultural campus.
1.2 Office Services

- **SUPPORT SERVICES DURING THE ARRIVAL, STAY AND DEPARTURE OF INTERNATIONAL STUDENTS AND VISITORS:**
  - Processing student residency cards (NIE) with the Police (Brigada de Extranjería);
  - Processing the paperwork required for obtaining and renewing part time work permits for students and FPU and FPI grant recipients;
  - Processing the paperwork required to acquire work permits and other particular situations such as residency based on social integration (arraigo social) with the Government Delegation in Madrid;
  - Contacting the Ministry of the Exterior and the relevant Spanish Consulates or Embassies in other countries in order to facilitate the obtainment of student visas or work permits;
  - Assisting foreign researchers in obtaining a (Spanish) Social Security number;
  - Orienting students and researchers regarding the procedures for obtaining and renewing residency permits for their family members;
  - Processing the paperwork required in order to obtain an Return Authorization (Autorización de Regreso), in case foreign students or researchers wish to travel during their stay in Spain;
  - Information for non-EU students about the health, repatriation and travel insurance required for obtaining their NIE;
  - Information about how to open a bank account;
  - Information about the structure of the UAM and how it functions, as well as the services it offers: university ID, webpage, location, housing in university residencies and dormitories;
  - Advice on finding scholarships, fellowships and grants.

**PROCESSING DOCUMENTS FOR OFFICIAL VALIDATION**

- Consultation and support in everything related to obtaining the Apostille of the Hague and achieving international recognition for degrees obtained at the UAM, in order for them to be recognized internationally.
- Information about the homologation of degrees earned abroad for their validation in Spain via the Office for Homologations at the Ministry of Education and Science (Oficina de Homologaciones del Ministerio de Educación y Ciencia).
2. **HOW TO GAIN ADMISSION IN THE UAM**

The Autonomous University provides all undergraduate degree-seeking national and international students with the Oficina de Atención y Orientación al Estudiante/ OEA (Student Orientation and Service Office). The OEA provides relevant information on the following:

- **Cut-off marks or grades** required to be admitted for undergraduate study;

- For dates and period of registration and Access, you should visit the web page of the Oficina de Orientación al estudiante (OAE) of the UAM because these dates change each year. The OAE page is also available in English.

- Forms necessary for pre-registration and application for both national and international students; you must visit the web page of the Oficina de Orientación al Estudiante para cada curso

- **Practical admission information for foreigners.**

National and international students wishing to pursue graduate studies should consult the Center for Graduate Studies (Centro de Estudios de Posgrado), responsible for providing all information related to official Master’s programs, doctorates and degrees of the UAM.

It is recommended that all international students hoping be admitted in the UAM contact the International Welcome Office by writing to: atención.estudiantes@uam.es or to the Oficina de Posgrado (Graduate Office) at: posgrado.oficial@uam.es to find out about the legal procedures applying to international students, such as the homologation of previous higher education degrees.

It is especially recommended that international students hoping to validate their UAM degree in their home country check with the aforementioned Center for Graduate Studies about the details of their study before enrollment. **Among the degrees offered by the university there are some that are only valid in Spain, and consequently cannot be accredited abroad.**
2.1. **Prerequisites**

2.1.1 Through Exchange Programs

*Exchange students* are those who have been previously selected by their home university to come and study at the UAM for a determined period time (usually one or two semesters) through a specific student exchange agreement signed between the home university and the UAM. Some examples of exchange programs are, among others, the European program Erasmus, specific agreements between the UAM and universities outside the EU, and scholarships from the program *UAM-Santander Centro de Estudios de América Latina*. These students’ admission is fully managed by the UAM’s International Relations and Mobility Office (*Oficina de Relaciones Internacionales y Movilidad*).

2.1.2 Outside of Exchange Programs

**Visiting students**

Students from universities and higher education centers in Spain or abroad that would like to come to the UAM to expand their official studies but not through an exchange program, can apply to the UAM as visiting students. At the end of their stay at the UAM, these students do not receive an official degree, they can only request a certificate for courses taken. Admission of these students is managed through the International Relations and Mobility Office (*Oficina de Relaciones Internacionales y Movilidad*).

**Regular (official) undergraduate, Master’s or doctoral students**

Those admitted to official programs of study with the aim of following a curriculum and obtaining an official undergraduate, Master’s or doctoral degree issued by the UAM are considered regular students.

For more information contact the Student Orientation and Service Office (*Oficina de Orientación y Atención al Estudiante*).
2.1.3  How do I know if my previous studies in my home country are valid for studying at the UAM?

Students who have finished their Secondary education in another country and wish to enroll in undergraduate studies

Students coming from educational systems in the European Union as well as students from Iceland, Norway, Lichtenstein and China, and those who have taken a European or International Baccalaureate, can apply directly to Spanish universities by obtaining a credential from the National University of Distance Education (UNED). They do not need to apply for the accreditation of their previous degree.

The UNED credential is an official document valid for one year that recognizes a student’s pre-university studies and admission exams his or her country of origin. To request one, students must demonstrate that they have fulfilled the academic requirements for access to university in their home countries. These requirements include those specific exams which determine access to certain studies or university centers.

If you are a student from the European Union or from Iceland, Norway, Lichtenstein or China, and have questions about the validity of your degree, download the list of official degrees to verify it.

The aforementioned credential is only valid for the obligatory period of the Spanish University Admission Test (Prueba de Acceso a la Universidad – PAU). If the student would like to improve his or her score, he or she may do so by repeating a specific phase of the PAU in the UNED. For more information, download the document: “Admission to the university for students from the European Union and other countries” (Acceso a la Universidad de alumnos de la Unión Europea y otros Estados), or contact the UNED at 91 398 84 99 or through its webpage.

Students who do not come from any of the abovementioned countries must take the University Admission Exam administered by the UNED.

Students that have already taken university level courses in other countries and would like to continue an undergraduate study at the UAM

Students interested in continuing their undergraduate studies at the Autonomous University should contact the Secretariat of the Faculty or School which offers the degree for which they would like to enroll in order to request a partial validation of previous studies.

Students that have finished their undergraduate studies in other countries and would like apply for a Master’s or doctoral studies at the UAM

Students who wish to begin graduate studies must provide their previous degrees authenticated by the relevant authorities in their country of origin.
The recognition process is regulated by mutual agreements signed between Spain and the student’s home country. Therefore, before beginning any procedure the student should consult the existing bilateral agreements.

To find out about the recognition procedures applicable to your home country, visit the sections for Recognition and Translation of Documents (Legalización y Traducción de documentos) and Accreditation of Higher Education Degrees (Homologación de Títulos de Educación Superior) in the Graduate Studies office.

2.2. **Registration and Enrollment Period**

Registration periods are the same for both national and international students, except for those students entering their first year of undergraduate study. In this case, because of the delays related to receiving the UNED (National University of Distance Education) credential, international students have a weeklong moratorium, the preregistration dates being from June 14 to July 12 (dates apply to the current school year). Consult at OAE

The enrollment process is the same for both national and international students, whether they are enrolling in undergraduate or graduate studies, as long as their enrollment is not within the framework of any specific collaboration between universities.

We therefore suggest you to visit the student admission section in undergraduate and graduate studies, respectively, and that you contact the Student Orientation and Service Office (Oficina de Orientación y Atención al Estudiante) or the International Welcome Office for any additional information.

2.3. **Public Fees and Prices**

Students that have finished their Secondary education and wish to apply for undergraduate study

In Spain, the price for undergraduate studies depends on the number of credits required to finish them.

Therefore, to calculate the required price of tuition, consult the degree program you are interested in through the “Studies” menu and then consult the price per credit.

Students who have begun university-level studies in their home country and wish to continue their studies at the UAM as regular students

In this case, the first thing you should do is get in contact with the Secretariat of the Faculty or School that administers the degree in which you are interested in order to solicit a partial validation of studies.

After the validation process, you’ll know what classes you’ll need to take to obtain the official UAM degree. You can also consult Programs of Study and prices per credit to calculate the price.
Students that have begun university-level studies in their home country and wish to continue undergraduate studies at the UAM as visiting students

Since students who take this path will not receive any official degree, all they have to do is choose the classes they would like to take and look at the corresponding prices in the different faculties.

2.4. **Scholarships**

In the web page of the UAM you can find all the information related to scholarships

The University Foundation (Fundación Universidad.es) for the International Promotion of Spanish Universities offers information on scholarship announcements from various organizations and institutions. One can also search using a filter for nationality-specific opportunities.

To find periodical financial opportunity announcements for international students and researchers, some institutions/administrations of interest are: The Ministry of Foreign Affairs and Cooperation (Ministerio de Asuntos Exteriores y Cooperación), the Spanish Agency for International Cooperation (Agencia Española de Cooperación Internacional), the Fundación Carolina, Casa Asia, Casa de América.

Also, if you are already studying in the UAM you can find opportunities for training grants from the Center for Employment Information and Orientation (Centro de Orientación e Información al Empleo).

2.5. **Institutional email**

UAM offers e-mail accounts to all of those related to the University. Tecnologías de la Información is responsible of offering this service to the university community. The student’s mail comes in the following format: firstname.lastname@estudiante.uam.es

You can find more information here

You also can link your institutional account to your personal account in order to receive all the e-mails that the University sends. Please check the following document for all of the information related to this: Migración de las cuentas de correo funcionales al nuevo sistema de correo (1Mb)
3. **LIVING IN SPAIN**

Throughout the different sections you’ll find relevant information about the steps necessary to regularize your status in Spain according to the purpose of your visit, its length and your country of origin.

However, due to the implementation of - and constant modifications to - the rules of the new Ley de Extranjería (Immigration Law), we recommend that before you take any steps you contact us at oficina.acogida@uam.es so we can advise you and keep track of administrative procedures in process.

We are sure your stay in Spain will be nice and agreeable if—between all of us—we can contribute to reducing the time necessary for processing the required documents. We can do this by keeping ourselves well-informed through the appropriate channels.

We therefore invite you to share all information you consider useful for other students. Please send your comments and suggestions to us at the above mentioned email address.

### 3.1. Visa and Visitor’s Permit

Due to the constant changes in the various orders and regulations governing the procedures of arrival, stay and departure of foreigners in our country—and in order to handle the processing of official documents from our Welcome Office—the information in this section will be updated monthly.

Nonetheless, we recommend that if you are interested in beginning any immigration process that you regularly consult the web pages of the Police (*Brigada de Extranjería*) and of the Ministries of Education, Work and Foreign Affairs. To complement them, the Welcome Office will offer personalized assistance to all those that require it.

**NOTE:** The information on these pages is for informational purposes and does not define rights nor may rights be derived from it (artículo 14, Decreto 21/2002 de 24 de enero, BOCM de 5 de febrero de 2002).

**Students from European Union member countries**

As a citizen of the European Union, instead of pursuing a residency card, you will only need to obtain a registration certificate as an EU resident. This document is provided by the Regional Police for Borders and Immigration (*Brigada Provincial de Extranjería y Fronteras*), and to obtain it you have to make an appointment in advance online in order to go to the Office at Padre Piquer.

You should provide the following documents:

- Valid Passport or National Identification Document from your country of origin (original and photocopy).
- Official Admission Letter.
- Private Medical Insurance or European Social Security Card.
- Evidence of economic means.
- Application form EX18 (original and photocopy)
- 1 picture
- Note which accredits your place of residence (Empadronamiento). If you do not know how to obtain this document you can consult the attached guide.
- Fee form 790 (Cod. 12). You can pick up the fee form as well as check the exact quantity to be paid at our office. Before you go to any bank do not forget to fill out all the information in the identification section. In the “Autoliquidación” section you should select “Registration certificate for EU-citizen or Residency card for family member of an EU citizen” (Certificado de registro de residente comunitario o Tarjeta de residencia de familiar de un ciudadano de la Unión).

**IMPORTANT:** The presentation of supporting documentation that shows that you are participating in any program of the European Union, which encourages the educational exchange between professors and students, would be more than enough to fulfill all of the requirements mentioned above.

**Students from non-EU countries**

**Before traveling to Spain**

Students coming from non-European Union countries should process their visa at least two months before their program commences so they may join classes on time. This allows the university a margin of time for those cases in which the respective embassy or consulate—due to a toughening up in the granting of visas—solicits an additional specific certificate or document.

You can apply for and obtain a visa in the [Spanish Embassy or Consulate in your home country](https://www.embaportal.es).

Types of visas according to duration:

- 90 days: (valid for processing the residency card before its expiration date);
- 150 or 180 days: you are not permitted to apply for a residency card (NIE) and you can only reside in Spain until the visa expires. It is necessary to return to your home country **before** the expiration date.

**Important note:** If you are intending to study or work, **you should never travel on a tourist visa.** Such visas do not allow for study or work in Spain. They also do not allow you to apply for a residency card (NIE) or any change of visa type. **It is important to note that a visa is issued for undertaking a specific activity in Spain (a course, a Master’s degree, a doctorate, fellowship or a specific job), and this activity cannot be modified.** Otherwise, on arrival to Spain your visa would not be valid and you would have to return to your home country to begin the process from there all over again.
Within the first weeks after your arrival in Spain

With a 90 day visa
If you are studying in Spain for longer than six months, you should apply for the appropriate student residency card (NIE) within—at the most—one month after actually entering the country. Given the amount of time it takes for residency cards to process, it is recommended that you take the first steps within a week of arriving.

To apply for the NIE for the first time, you have to apply for an appointment through here: cita previa

On the day of your appointment, you have to go to the police station located on Avda. De los Poblados s/n. (subway station/train Aluche) with the following documents:

- Photocopy of your Passport (only the pages on which your personal information appears, your visa, and the official stamp from the immigration officers at the airport from when you entered Spain);
- Photocopy of the letter of admission from the university, and copy of your enrollment information;
- Form EX17 in duplicate.
- pictures
- Note which accredits your place of residence (Empadronamiento). If you do not know how to obtain this document you can consult the attached guide.
- Fee form 790 (Cod. 12). You can obtain this fee form directly from our office, and check the exact quantity.

3.2 Registration of Place of Residence (Empadronamiento)

The padrón municipal is the document that demonstrates how long you have been in Spanish territory.

In each city, residents can register themselves (empadronarse) in the city hall after scheduling an appointment.

In the city of Madrid, all information, including the link to make an appointment, is available in the City Hall web page (Página Web del Ayuntamiento) although of course the Welcome Office will help you with this if you think it necessary.

You will need the empadronamiento for, among other things

- Obtaining a residency card
- Renewing residency and work permits
- Requesting a public health care access card
• Validating your driver’s license if an agreement exists with your home country
• Education of minors in schools

That is why we advise you to register yourself as soon as you have a set address.

Here we provide details for the documentation you will need to present:

If you live in a university residence
• A certificate from the university residence itself. You should request this at the reception office of your residence.
• Copy of your passport
• Registration sheet filled out (only the part with your personal information)

If you live in a rented house and have a rental contract
• Registration sheet filled out
• Photocopy of your passport
• Rental contract

If you are sharing a flat and some of your flatmates are already registered
• Registration sheet filled out. In this case your registered flatmate should fill it out.
• Photocopy of your passport
• Photocopy of the passport of your flatmate, or his/her NIE

3.3 Renew your NIE

You will need to renew your NIE. The period to do so is 60 days before it expires (we recommend you do this as soon as possible within the given time). To renew it you will have to visit (without a previous appointment) the Registro de la Delegación de Gobierno located at C/ García de Paredes, 65. (Metro Gregorio Marañón). The opening hours being from Monday to Friday from 9:00 to 17:30, while it is also possibly going from 9:00 to 14:00 on Saturdays. The opening hours during the summer (from June 15th until September 15th), from 8:00 to 15:00.

You must provide the following documents:

• Original and copy of the following form: form ex-00
• Copy of your passport.
• Copy of expired NIE.
• Copy of document demonstrating your affiliation to the university. This document can be, for example, your enrollment for the following year. This document is absolutely necessary.
• Copy of a document demonstrating that you have been attending classes. This document is new and absolutely required. It can be a certificate of your marks from the last year or a letter from your advisor that verifies you attended classes and that you advanced in your studies.
• Copy of a bank statement from the last six months with a balance of €1200 and, where appropriate, proof of scholarship.
• Document of empadronamiento (registration of place of residence).
- Health insurance. It is important that this insurance policy be valid for a year after the date on which you renew your NIE. If not, the NIE can only be renewed for the period for which you are insured.
- Original and copy of this fee form: tax 052. The option you should check is 1.3 “Extension of authorization of residency for purposes of study, student mobility, non-working internship or voluntary service (card-holder and family members)” (Prórroga de la autorización de estancia por estudios, movilidad de alumnos, prácticas no laborales o servicios de voluntariado (titular principal y sus familiares)).

This Register will remit your documentation to the offices at San Faustino 23. As your documentation will not be revised at the Register where you turn it in, make sure you have all the required documents such that when they arrive at San Faustino they are not returned to you for lack of one document or another.

In the Form EX00 where it says “Directed to:” (Dirigido a:) you should write in “Delegación del Gobierno de la C/San Faustino 23, Madrid”

**IT IS IMPORTANT THAT THE PERSON AT THE REGISTER WHERE YOU LEAVE THE DOCUMENTS STAMPS YOUR COPY OF THE EX00 FORM. THIS DOCUMENT DEMONSTRATES THAT YOU ARE IN THE PROCESS OF RENEWING YOUR AUTHORIZATION, AND IS PROOF THAT YOUR RESIDENCY IN SPAIN CONTINUES TO BE LEGAL EVEN THOUGH YOUR CARD ITSELF HAS EXPIRED. MOREOVER, IT MUST BE PRESENTED IF YOU REQUEST AUTHORIZATION TO TRAVEL AND RETURN.**

If you want to check how the procedure for your document is going along, you can do so through this website:

[https://sede.administracionespublicas.gob.es/infoext2/](https://sede.administracionespublicas.gob.es/infoext2/)

**IMPORTANT!**

As soon as you receive a notification indicating that you must go register your fingerprint, you have to apply for an appointment through this link:

[https://sede.administracionespublicas.gob.es/icpplus/citar](https://sede.administracionespublicas.gob.es/icpplus/citar)

Follow the steps that you see on the website, and when you’re done, you can pick up the other necessary fee form here at our office.

The applicant will display at the time of the footprint process the passport and will provide:

- Application for card overseas model official (EX-17) download form
- The resolution you have received at home by giving you the renewal.
- We give proof of payment of the fee, the form you in Office.
- Photograph in color, white background,. It must be a recent photo, not that of the previous NIE
3.4 If you want to travel during your time at UAM

If you need to travel and you still don’t have your residency card number, but your visa is still valid, you should check the following things before you leave Spain

1. Verify that your visa is multiple entry (MULT), and that the beginning and ending dates of your travel fall within the period that the visa is valid.
2. Check the countries your visa includes. If it says Spain, before traveling abroad (including countries in the European Union) you should contact the consulate of the country you wish to visit. Having a multiple entry visa only means that you can enter and leave Spain, not that you will be allowed into another country you’re your visa says SCHENGEN, then you can travel for up to 90 days to any country signatory of Schengen without presenting additional documentation.

If you need to travel and you have your residence card number, or you physical residence card has expired, you need to apply for a Permit of Return.

Schedule an appointment through the Website: https://sede.administracionespublicas.gob.es/icpplus/citar You should go to the appointment on your scheduled day with the following information:

- EX13 document filled out in duplicate
- Fee for permission to return. We will provide this fee in the office.
- Full passport, travel document or – if applicable – valid certificate of identity.
- Original and copy of the expired NIE card.
- Evidence of being in the process of renewal.
- If all the appointments offered by the system are for a date when you are supposed to be traveling, you will need to choose any one of them, print it out and go as soon as possible to the comisaria to show plane or train tickets that demonstrate that you are going to be traveling on this date.

IMPORTANT
Until you have a new card, Autorización de regreso (return permission) is the only document that allows you to travel outside of Spain when you still don’t have a valid card or this card is expired. THIS CAN ONLY BE PROCESSED IF YOU ALREADY HAVE AN NIE NUMBER.

3.5 Finding Housing

The UAM offers university housing through the Colegio Mayor Juan Luis Vives and the Residencia Universitaria Erasmo on campus.

There are also a number of university housing, attached to the UAM, but not managed by the University.
Additionally, for those students who wish to live in the center of Madrid, in an apartment with students of all nationalities, the University has signed a collaboration agreement with the company **ALUNI**.

Here we summarize some of the advantages of this type of accommodation:

- Students can arrange accommodation from their home country by writing an email to **instituciones@aluni.net** asking for them to book a room that is near the campus. In order to confirm the reservation, you will have to pay a certain amount.
- The price of the room ranges from **€250** to **€450**, including internet fee and a weekly cleaning of communal areas.
- Landlords owning the accommodating flats for Foreign Students agree to let them register at home.
- The monthly repayments, running costs, and bond, will take place entirely through ALUNI, who has a law office to mediate in case of disagreement between roommates, or between student and landlord.
- Students have the option of choosing lodging with students who speak their native language or other to practice.
- Accommodations are exclusively male or female, but it is also possible to live with Spanish families.
- ALUNI has a weekly calendar of cultural activities for all students.
- All efforts handled through the Web page of ALUNI. The fees are **€78**, but for being UAM students, are equipped with a small initial discount after going through our office.

Finally, there is always the option of renting accommodation by visiting the sites that manage the housing market in Madrid:

- **www.idealista.com**
- **www.fotocasa.es**
- **www.segundamano.es**

### 3.6 Medical Insurance

To apply for the residency card for the first time and later to renew it, you will have to provide a certificate of having taken out insurance for health, accidents and repatriation. There are numerous insurance companies that offer policies which cover these requirements. The policies have at different prices and therefore offer varying medical coverage. If you need orientation or information feel free to consult with us.
3.7 **Opening a bank account**

Regardless of your nationality, you must document your situation, whether as a resident or as a non-resident, in order to open a bank account in Spain.

If you have already formalized your residency and you have the card that proves it (NIE), all you have to do is present it at a bank when you open an account.

**If you do not have a residency card and you are an EU resident there are two options**

1. The first is to go to the Police Headquarters (*Dirección General de la Policía*) with your passport (original and photocopy) and ask for a “*certificado de no residencia*” (a certificate of non-residency). Ten days later (approximately) you will have to go back there to pick it up.

   With your passport and this certificate you can go to any bank to open an account. It will be operative from that very moment, and the money deposited in it will be immediately available.

2. The second option is to go to the bank with your passport and ask to open an account. In this case, it is the bank itself that requests the certificate of non-residency with a permission form that you can sign at the bank. If you open a bank account this way, it won’t be operative until the bank receives this document, and any money deposited will be blocked until that time.

**If you don’t have a residency card and are from of a non-EU country**

You can open an account by presenting a passport, because now in your Visas your find your NIE number.

There is no minimum deposit required to open bank accounts in euros, for other currencies there are minimums depending on which one it is.

We recommend before choosing a bank that you visit the ones on the university campus. In some cases, they will allow you to open an account without asking for any documentation as long as you present your student identification.

Finally, we remind you that banks usually charge for certain transactions, such the opening and maintaining of an account. It therefore makes sense to compare the different banks before choosing.

3.8 **Student card**

In order to request your student card, you only need to upload a digital Passport photo through the "Fotomatón" platform found in Intranet.

In order to find this application, you need to follow these steps:
• Access: www.uam.es

• Access INTRANET with the username and password provided to you by “Tecnologías de la Información”.

• Access the FOTOMATÓN application and upload your photo. As soon as the photo gets manually confirmed, the student card application will be done automatically. You don’t need to follow any other instructions after this. In case the photo doesn’t get confirmed, you need to upload it again.

A month after applying for the Student Card, you have to go to the Information Office at Rectorado for getting it. This is located on the ground floor of that building.
3.9 **How to bring your family**

3.8.1 **Invitation letter**

Obtaining an invitation letter for your relatives or friends is a slow and difficult process that can take between two to four months, depending on the country of origin.

It is processed by the Spanish consulate in the country of origin and the police office in the district where your residence is registered (*empadronamiento*).

It should be noted that—like all administrative procedures—the denial of the request, that is, the refusal of the invitation letter, means that the entire process must be repeated, including the presentation of all necessary documentation.

We advise you to consult with us at the Welcome Office before beginning this procedure.

1. **HOST**

   - Foreigner’s identity card and complete address of official residence
   - Express demonstration of your willingness to invite and take in the guest, either in your main residence—the official residence listed above—or else in a second residence, in which case the specific place should be given. The police office will issue this letter once they have gone over the visitor’s documentation. When all papers have been approved, you will be asked to pay a fee, and after this, the police will issue a formal letter. This document should then be sent in the mail to the person you are inviting, and this person should bring the letter with them when they come to Spain.

**WHEN INVITING TO AN OWNED RESIDENCE**

   - Deed of the house
   - Last mortgage payment
   - Registration certificate (*Certificado de nota simple del registro*) of the property
   - Municipal certificate of the people living in the residence. This document is issued by the *Junta Municipal* (the same place you go to register your residence).
   - Certificate/proof from the president of the building attesting to the number of people living in the place of residence.

**WHEN INVITING TO A RENTED RESIDENCE**

   - Rental contract
   - Last bank receipt of rent payment
   - Landlord’s DNI (National Identity Document)
   - Municipal certificate of the people living in the residence. This document is issued by the *Junta Municipal* (the same place you go to register).
   - Certificate/proof from the president of the building attesting to the number of people living in the place of residence.
• If the household in which the guest plans to stay does not belong to the person requesting the invitation, the person responsible for the residence (owner or renter) must present certification that they accept the conditions of the invitation letter, along with a copy of their DNI.

**WHEN THE GUEST IS STAYING IN A HOTEL**

In this case A LETTER IS NOT NECESSARY, however, the accommodation must be paid in advance, and proof of this payment is required.

2. **GUEST:**

   a. Photocopy of passport certified by the notary/foreign ministry of the country of origin/consulate (any official organization authorized to stamp a document certifying its authenticity) in the home country, translated.

   b. Documentation attesting to the family relationship certified by a notary or the foreign ministry of the country of origin/consulate (any official organization authorized to stamp a document certifying its authenticity) in the home country, translated.

   c. Certification of the invitee’s place of residence certified by a notary/foreign minister of the country of origin/consulate (any official organization authorized to stamp a document certifying its authenticity), translated.

   d. Police record certified by a notary/foreign ministry of the country of origin/consulate (any official organization authorized to stamp a document certifying its authenticity), translated.

   e. Photograph demonstrating kinship.

   f. Proof of income or solvency. On arriving to Barajas Airport, the visitor must demonstrate that they have at least €60 a day to spend while staying in the country. The amount logically depends on the amount of days that the visitor will stay in the country. Proof can be in the form of a deposit slip, a credit card with this balance, or cash.

3.8.2. **Family Reunification**

In practice reunification is quite complex. The most difficult part is collecting all the required documents, both in the home country by person inviting and in the destination country by the person being invited.

We recommend that you consult with us before beginning the process.

I am a resident and I want to bring my family to Spain

To bring your family to Spain through the family reunification process, you will have to have been residing in Spanish territory for a year and have applied for or obtained permission to reside for another year. That means that you must have already renewed your initial residency. You will have to demonstrate that you have an adequate place to live and sufficient financial means to affront your family’s expenses as well as your own.

Who can be “reunified”? 
Through the family reunification process, you can bring your spouse if you are not separated, your children and your spouse’s children (including adopted children) that are less than 18 years old or handicapped. In either they cannot be married.

Also eligible are predecessors (parents, grandparents etc) of the person seeking the reunification or those of that person’s spouse when the predecessor is in their care. 18 year old minors and handicapped people (when the applicant is their legal guardian) are also eligible.

Where should I apply for family reunification?

You should go to the Foreigners’ Office (Oficina de Extranjeros) or the Delegation or Subdelegation of the Government nearest to your place of residence. You can request your appointment here.

What documents do I have to present?

You will need to present a request for an authorization of residency for reasons of family reunification in Spanish territory for every family member you wish to bring to Spain. When it is accepted, your relatives should seek visas in the Spanish consulate in their country of origin.

To present a request for residency for reasons of family reunification, you must go personally to the Oficina de Extranjeros.
1. Along with the official request, you will need to present documents demonstrating your kinship, as well as accrediting the age and legal and economic dependence of each family member you wish to regroup: Family registry book (*Libro de familia*), marriage certificate, and birth certificates of each of your children.

2. Copy and original of valid passport.

3. Copy of your first residency permit, as well as your second, renewed residency card or corresponding statement demonstrating that it is in process.

4. You will have to demonstrate that you have adequate financial means, for example a salary that will cover your family’s needs and expenses.

5. Have an adequate place of residence. A rental contract or a property title is sufficient.

6. If you are reuniting with your spouse, you will have to present a signed declaration affirming that you are not living with another partner.

Important: If you complete all the requirements and a family reunification permit is granted, it will be held pending until your relative’s visa is issued and he or she enters Spanish territory. To request a visa, your relative/s will need a supporting document stating that you have met all the required conditions to solicit family reunification and that you hold a renewed residency permit.

¿How long will my relatives’ permit be valid?

The validity of your relatives’ residency permit depends on your legal situation in Spain and will have the same validity as your residency permit.

Who can request a visa and where?

The visa can only be requested outside of Spain in the consular office or diplomatic mission in your family members’ country of residence. Once you have been notified that a permit has been granted, the family member you would like to reunite with will have a two month period to request a visa.

Important: The relative cannot be reunited if they are in Spain illegally. That is sufficient grounds for the request to be denied. He or she should travel back to his or her country to solicit the visa.

How can I get a visa for my family?

1. You should contact the Spanish consulate in your country with the official application form filled out and signed. Original and copy of the valid passport of the family member you wish to be reunited with, with a minimum validity of four months.

2. Police record issued within the last six months by the authorities in the home country or the country in which the person has resided within the last five years, showing that the person has not received any penal sentence.

3. Copy of the residency permit of the person living in Spain.
4. Original documentation demonstrating kinship, age and legal or economic dependence.
5. Medical certificate demonstrating that the person to be regrouped is not ill with any of the diseases for which quarantine is required according to international health standards.

**How long will it take for the visa to be granted?**

The consulate will take a period of up to two months maximum to notify you whether or not the visa has been granted. The family member should pick it up personally except in the case of minors, in which case it can be picked up by his or her representative or guardian.

The family member should enter Spain during the time the visa is valid, which will never be more than three months. He or she will then have, at maximum, one month to apply for the foreigner’s identification card.

To renew the family member’s residency permit, the renewal application should be presented 60 days before the permit expires. As with the first request, you will have to show that as a resident you have employment or sufficient economic means to sustain both yourself and the regrouped family member/s.

If your spouse obtains a work permit and can prove through a “cohabitation certificate” (certificado de convivencia) that he or she has lived with you for at least two years, he or she can apply for a residency permit independent of your residency. Your children can also obtain an independent residency permit when they are no longer minors and have a work permit.

### 3.10 Loss or theft of documents

If your DNI, NIE or PASSPORT are lost or stolen, you will need to report the loss to the police by filing a report the same day the loss or robbery has occurred. It is important to remember that in Spain both citizens and non-citizens must carry their documentation at all times.

A report can be made in person or online, the second option being much more convenient.

To do this you simply go to the website of la Oficina Virtual de la Policía Nacional, go to the DENUNCIAS section, and from there select the type of report you would like to make.

Finally, be reminded that you will have to go to the police station to sign your report sometime after 10 a.m. on the following day. You should go to the same office in which you filed the online report. The report will not be official until then.

With this report, and with a copy of your valid passport, you should request a duplicate of the NIE in the police office in Avenida de los Poblados. After this step the police will issue a certificate that states your legal situation.
In the event that you’ve lost your passport, after making the police report official you should go to the consulate of your country in Spain.

### 3.11 Education of minors

The Madrid Regional Government annually announces instructions regarding where and when to present applications for the regular admission process to schools supported by public funds (public and charter schools).

Applications can be found in any school (public or charter) or in the headquarters of the Education Offices (Comisiones de Escolarización) – see the List of Education Offices in the Region of Madrid ([Listado de Comisiones de Escolarización de la Comunidad de Madrid](#)) or through the webpage [Educamadrid](#). They can be turned in at the desired school.

Once the regular process is finalized, for those students that—for reasons of immigration, change of residence, or other reasons—need schooling in the middle of the school year, a special educational application is opened.

Student admission applications can be found in the schools or in the Education Offices.

The application can be presented at the Education Office corresponding to your place of residence, and should be accompanied by the minor’s birth certificate and empadronamiento (registration of place of residence).
4. **WHEN MY STAY ENDS**

4.1. **Cancelling your bank account**

Once our time in Spain has ended, we should close our bank account. If we don’t annul the contract binding us to our bank and choose to simply leave our bank account at zero, account fees quickly put our balance into the negative. When this occurs, it will be impossible to close the account until the balance is positive again after paying the bank any fees and penalties it deems appropriate.

If the account we want to cancel is associated with more than one name, the application to cancel the account should be signed by all of them.

Cancelling the account obliges the bank to give the account holder/s back the balance left in the account. It also requires that the account holder/s return effects associated with the account, such as bank cards, bank books, checks, etc.

It is considered bad practice to reopen an account that has already been cancelled, so if further charges are made to the account using means of payment associated with the account, the bank should reclaim the ensuing debt but may not “reactivate” the cancelled account in order to cover the movements in question.

4.2. **Document Recognition and Homologation**

It’s important that you begin the process of achieving recognition or homologation for your degree before you leave Spain. Remember that the Spanish authorities have to validate the degree, and any step you take to do this from your home country will mean more work and expense.

As the nature of the processes of recognition and homologation depend upon the type of degree obtained - undergraduate, special degrees, Master’s or official doctorates - and upon the current agreements between Spain and your home country, we recommend that you consult with the Secretariat of your School or Faculty, and that you review the information provided by the Ministry of Education (Ministerio de Educación) regarding the recognition of original academic documents effective abroad (legalización de documentos académicos originales que han de surtir efecto en el extranjero) and the recognition of special degrees (legalización de títulos propios) as well as consulting the Graduate Studies Center (Centro de Estudios de Posgrado).
4.3. **Requesting and picking up of a degree by a third party**

**Requesting and picking up of a degree by a third party**

The necessary documentation for a third party to request an official degree from the Autonomous University of Madrid is the following (this does not apply to special degrees*):

- Certified copy of passport. This should be legible and have the personal information for the person in question.
- Fees required for the issuing of the degree: Undergraduate degree (*Licenciado/a*): 144.09; Diplomature or Technical Engineering Degree (*Diplomado/Ingeniero Técnico*): 70.38; Master’s degree (*Máster universitario*): 164.58; Doctorate (*Doctor/a*): 214.62; Graduate (*Graduado/a*): 144.09. This deposit should be made in the general account of the Universidad Autónoma de Madrid. You can check the required fees [here](#).
- A simple authorization (not notarized) which authorizes a third party to obtain an official copy of this document.

**Necessary documentation and procedures for a third party to pick up an official degree from the Autonomous University of Madrid (This does not apply to special degrees*):**

1. **Through the consulate in the home country:**
   a. Application to the Secretariat of the School or Faculty in which the graduate classes were taken, specifying the address of the consulate closest to the home of the person in question.
   b. After collecting the official degree, the degree holder should begin the signature authentication process.

This option can take between two and four months. All these steps, (including the mailing of the degree to the consular office closest to the student’s residence) are free.

*As only official university documents will be recognized by the Ministry, all other academic documents should be legalized through a notary.*

**The process of legally recognizing signatures consists in affirming the authenticity of the signatures which appear on the official documents. The steps which should be taken are the presentation of the official degree to the Ministry of Education, then to the Ministry of Justice in the case of those countries signatory to the Hague agreement, or to the Ministry of Foreign Affairs in the case of non-signatory countries.*