

HOW TO RENEW YOUR STUDENT RESIDENCE AUTHORIZATION CARD (NIE)

The following documents must be submitted within the 60 days prior to the NIE expiration date.

The required documents are the following (non EU / EEA / Swiss students):

1. Application form.
2. Valid passport: personal data, ID number and expiry date must be clearly shown.
3. Current NIE.
4. Acceptance letter as a student or researcher at UPF or affiliated centres; or enrolment certificate for the current academic year that certifies that class attendance is mandatory and the length of the studies (minimum of three months). Both the acceptance letter and the enrolment certificate must state that the student was “*Admitido en firme*”.
5. Past year’s academic transcript or a letter from the thesis tutor or director stating that your research is progressing.
6. Medical insurance or CATALUNYA certificate (you should ask for the “Documento acreditativo del derecho a asistencia sanitaria en España” at the INSS, c/Sant Antoni Maria Claret, 5). It must have full coverage, without copayments.
7. Certificate of economic means. You will need to provide one of the following documents:
 - Stamped photocopy of a financial statement from your Spanish bank account book showing the activities of the past 6 months. The minimum sum must be of 3.195,06€ (plus a minimum income of 532,51€, on par with IPREM).
 - Stamped photocopy of your Spanish bank account book with a minimum sum of 6.390,12€.
 - Official grant recognized by the UE, specifying both the total and the monthly amounts in euros.
 - Family aid declaration or official grant from your home country. The document must be officially translated by a sworn translator and legalized by the Embassy or Consulate. It must show the monthly amount and period of validity.
 - Compromise of economic support from a relative living in Spain, which may be certified with:
 - i. An affidavit
 - ii. Entering an appearance before the competent authority to personally sign a declaration. The relative has to be of first or second degree of relatedness and will need to bring an employment contract, and the three most recent payslips.
8. Students under 18 years old: parents/legal guardian authorization to study at UPF, specifying the estimated period of stay and a photocopy of the student visa.
9. In case of having changed your home address:
 - **Within the past two months:** new certificate of census registration issued by the city council of the city where you live (within Barcelona’s province).
 - **More than two months ago:** form 115 (authorization of telematic verification of census data) duly signed or a copy of the new certificate of census registration issued by the city council of the city where you live (within Barcelona’s province).
10. Residence tax receipt of payment.

HOW TO RENEW YOUR RELATIVES' RESIDENCE AUTHORIZATION CARD

Exclusively for spouse and children under 18 or handicapped:

1. Application form.
2. Valid passport: personal data, ID number and expiry date must be clearly shown.
3. Current NIE.
4. Students under 18 years old: parents/legal guardian authorization to study at UPF, specifying the estimated period of stay and student visa.
5. Certificate of economic means (it must take into account the needs to support the family).
6. Holder's study permit.
7. Medical insurance or your Spanish social security / Catsalut card. It must cover medical expenses associated to accidents or diseases for at least one year.

ALL DOCUMENTS MUST BE IN SPANISH OR IN CATALAN

In general, copies of the documents must be provided and the originals must be shown when the application is submitted.

IMPORTANT

Since the entry into force of 39/2015 law, renewal applications must be submitted:

- A) **Electronically** at the [Foreigners Office Website*](#)
- B) **Personally in paper:**
 - at the Via Layetana Post Office in Plaça Antonio López, S/N, 08002 Barcelona
 - at the [Government General Registration Office \(Bergara\)](#) or [Government General Registration Office \(Mallorca\)](#)

The Mobility and Welcome Office (OMA) can check your student permit renewal application before submitting it.

*Furthermore, if your UPF student card contains your electronic signature, we can provide support on submitting your renewal application online. If so, you should bring your documents scanned in a pendrive (pdf format, less than 6 Mb) together with your student card (PIN and PUK codes included) and we will help you out.