



# SPAIN MADE EASY

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Exclusive *Legal Support* for SLU Madrid's Students



SAINT LOUIS  
UNIVERSITY  
MADRID

# Content overview



- NON EU Citizens - Student visa - NIE – TIE:
  - What does each one mean?
  - Where and how to apply?
  - What documents do I need?
  - How do I apply for a TIE?
  - What can I do with my student visa?
  - What can I do after my initial student visa expires?
- EU Citizens – NIE (Certificado de registro)
- Empadronamiento

# What Documents do you Need to **Live, Work and Study Legally** in Spain!



**\*Citizens of the EU and equivalent refers to:** citizens of the EU (Austria, Belgium, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden), the European Economic Area (EEA): Iceland, Liechtenstein and Norway, and Switzerland.



# NON - EU Citizens – Student Visa – NIE / TIE

## STUDENT VISA – NIE / TIE

**STUDENT VISA** – you apply for it from your country - embassy or consulate before coming to Spain

**NIE** - "Número de Identidad para Extranjeros" – it is assigned to you once you apply for your visa.

**TIE** - "Tarjeta de Identidad para Extranjeros"- The card that the NIE is printed on, this card represents your visa for the duration of your stay - Once in Madrid you have to apply for it during the first **30 days** after entering Spain.

## WHERE AND HOW TO APPLY?

**STUDENT VISA** – you apply for it from your country - embassy or consulate before coming to Spain

**TIE** – only from Spain and mandatory to obtain if you will stay in Spain more than **6 months**.



# NON - EU Citizens - **180 days** student visa holders

Those of you staying here for **only one semester**, usually you will have **180 days** student visa.

But to be absolutely sure what has to be done, **you must scan this QR code and fill out this form** so that we can confirm the validity of your permit.

Once we review your personal data we will let you know what would be the next steps.

- If you won't stay after the expiration of your VISA you won't need to proceed with any further steps. Your VISA is enough
- If you will stay longer, after the expiration of your visa, you must initiate the process of the extension of your study visa/TIE (within **60 days** before to the expiration of your visa or within **90 days** of expiry).



**SCAN AND  
FILL OUT NOW**

# Apply for your Empadronamiento and TIE



**PADRÓN MUNICIPAL DE HABITANTES  
VOLANTE DE INSCRIPCIÓN PADRONAL**  
MADRID

Distrito: **CENTRO (OFICINA XXXXX)**

**1. DATOS DEL PADRÓN MUNICIPAL**  
Distrito: XXXXXX Barrio: XXXXXX Sección: XXXXXX

**2. DATOS DEL TITULAR DEL DOCUMENTO**  
XXXXXX XXXXXX  
XXXX - MADRID  
X/XX/XXXX  
XXXX País de Nacionalidad: XXXXXX  
NIE: XXXXXX  
Empadronamiento: ALTA  
XXXXXXXXXXXXXXXXXXXX

**QUE FIGURAN CON EL TITULAR**  
INDIVIDUAL

NÚMERO DE PERSONAS QUE  
CONTIENE ESTE VOLANTE  
(PÁGINA 1/2) 1

**ESP**  **PERMISO DE RESIDENCIA**  
E00000000

APELLIDOS Nombre  
XXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXX  
SEXO NACIONALIDAD  
X XXXXXX  
TIPO DE PERMISO  
RESIDENCIA  
ESTUDIANTE  
F. NACIMIENTO  
XX/XX/XXXX  
VALIDEZ TARJETA  
XX/XX/XXXX  
NIE : XXXXXXXXX  
123456  
RESIDENCE PERMIT

# NON - EU Citizens - 90 or 365 days student visa - TIE

## EMPADRONAMIENTO

The Empadronamiento is officially known as the “Padrón Municipal de Habitantes” and is also commonly referred to as just the “Padrón”.

The Empadronamiento Certificate in Spain is required when applying for the TIE (Tarjeta de Identidad de Extranjero) or to renew the TIE.

### What Documents You Need to Submit at your Empadronamiento Madrid Appointment:

- Passport, National ID card (EU citizens) or NIE/TIE if you have one
- Formal housing contract with the applicant's name and signature as well as the landlord's name and signature\*
- Hoja Padronal (Empadronamiento Madrid application form)

**PADRÓN MUNICIPAL DE HABITANTES  
VOLANTE DE INSCRIPCIÓN PADRONAL**

MADRID

Distrito: **CENTRO (OFICINA XXXXX)**

**1. DATOS DEL PADRÓN MUNICIPAL**

Distrito: XXXXXX Barrio: XXXXXX Sección: XXXXXX

**2. DATOS DEL / DE LA TITULAR DEL DOCUMENTO**

Nombre y Apellidos: XXXXXX XXXXXX  
Domicilio: XXXXXX XXXXXX - MADRID  
Sexo: XXXXXX  
Fecha de Nacimiento: XX/XX/XXXX  
Lugar de Nacimiento: XXXXXX País de Nacionalidad: XXXXXX  
Documento de Identidad: NIE: XXXXXX  
Pas./Doc.: XXXXXXXX  
Situación actual de empadronamiento: ALTA  
Otros datos de la inscripción: XXXXXXXXXXXXXXXX

**3. DATOS DE LAS PERSONAS QUE FIGURAN CON EL TITULAR**

**VOLANTE INDIVIDUAL**

Madrid, a XX de XXXXX de XXXX

NÚMERO DE PERSONAS QUE CONTIENE ESTE VOLANTE  
(PAGINA 1/1) 1

# NON - EU Citizens - 90 or 365 days student visa - TIE

## TIE (Tarjeta de Identidad para Extranjero)

The TIE card is officially known as the “Tarjeta de Identidad de Extranjero”, but its name is often shortened to TIE. It is a plastic card with the applicant’s details as well as their photo, their fingerprint and the expiration date printed on it.

**This is the document that all non-Europeans who are staying in Spain for more than 6 months will need to apply for.**

### What Documents do you Need to Submit at your TIE Appointment:

- Proof of appointment (printed page with cita previa confirmation code)
- Completed EX-17 form, printed and signed (original and copy)
- Passport or DNI (original and copy) Important: You need to use the same document for all forms, do not use DNI for the forms and then bring your passport to the appointment or vice versa
- Tasa Modelo 790 codigo 012 printed, paid and stamped by the bank





# NON - EU Citizens - 90 or 365 days student visa - TIE

## EMPADRONAMIENTO AND TIE HOW TO GET IT?

TIE (Foreigners' Identity Card) - mandatory for stays of more than 6 months

### Once in Spain:

- **Empadronamiento** - make the appointment and process the empadronamiento before the TIE appointment
- **TIE** - Within 1 month (30 days) of entry to Spain you have to make an appointment for "Toma de Huellas" (fingerprints)

TIE card will be issued approx 45 days after you attend your "Toma de Huellas" appointment



**SCAN AND  
FILL OUT NOW**

# Get your Empadronamiento and TIE with MTS

## AFTER FILLING OUT THE MTS FORM

The team of MTS will review your VISA and based on its length:

- If your visa is a **180 days visa** you will receive a confirmation that you don't need to do any other procedure for now, but if you decide to extend your stay, we'll inform you how to proceed either with us or on your own.
- If your visa is a **90 o 365 days visa** you **must apply for Empadronamiento and TIE** as soon as possible. We will:
  - Send you a free non-binding quote.
  - Inform you about the different parts of the process.
  - Set the timeline of the entire process.

## WHAT IS INCLUDED

- We will **review your personal documentation** required for obtaining your Empadronamiento and TIE.
- We'll **fill out the corresponding forms** for the Empadronamiento y TIE application.
- We'll **schedule the soonest appointments possible**, based on your schedule.
- We'll **send you detailed e-mail with the confirmation of the appointments**, the corresponding forms and list of everything you need to bring at the appointment.
- We'll **assist you during the entire process** when needed.

# Apply for your NIE- Certificado de registro de ciudadano de la UE



**ESPAÑA**

 CERTIFICADO DE REGISTRO DE CIUDADANO DE LA UNIÓN  
El encargado del Registro Central de Extranjeros certifica que:

D./D<sup>a</sup>: XXXXXXXXXXXXXXXXXXXX  
Nacido: XXXXXXXXXXXXXXXXXXXX  
NIE: **X0000000-X** Nacionalidad: XXXXXXXXXXXXXXXXXXXX  
Domicilio: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX (MADRID)

Residente comunitario en España desde: XX/XX/20XX  
En MADRID, a XX de XXXX de 20XX

  Fdo: XXXXXXXXXXXX

# EU Citizens – NIE (Certificado de registro)

## NIE – Certificado de Registro HOW TO GET IT?

NIE (Certificado de Registro) - mandatory for stays of more than **3 months**

### Once in Spain:

- **NIE** - Within **3 months** of entry to Spain you should apply for your **NIE (Certificado de Registro)**.
- **Empadronamiento** - make the appointment and process the empadronamiento. Mandatory for NIE since August 2025.

NIE (Certificado de Registro) will be obtained right away at the appointment



**SCAN AND  
FILL OUT NOW**



# Get your NIE (Certificado de registro) with MTS

## AFTER FILLING OUT THE MTS FORM

The team of MTS will review your documents and if you'll stay in Spain more than **3** months, will send you:

- Send you a free non-binding quote.
- Inform you about the different parts of the process.
- Set the timeline of the entire process.

## WHAT IS INCLUDED

- We will **review your personal documentation** required for obtaining your NIE (Certificado de registro).
- We'll **fill out the corresponding forms** for the NIE (Certificado de registro).
- We'll **schedule the soonest appointment possible**, based on your schedule.
- We'll **send you detailed e-mail with the confirmation of the appointment**, the corresponding forms and list of everything you need to bring at the appointment.
- We'll **assist you during the entire process** when needed.



# SPAIN MADE EASY

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Contact:

[mts@mtsrelocationspain.com](mailto:mts@mtsrelocationspain.com)

<https://mtsrelocationspain.com/legal-support-saint-louis/>

**Important:** Please if you don't contact MTS via **the SLU form**, make sure you let us know you're a SLU Student.

The immigration process with the Spanish government is **the student's responsibility** and not the university's. You can do this process on your own or with your preferred legal team if you do not wish to accept MTS's services.