





# Guide for International Students: Visa and Residence Procedures

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## 1. About this guide

Before enrolling at the Universidad Politécnica de Madrid (UPM), it is important that you regularize your stay in Spain. This guide will help you identify which immigration procedures you need to complete, both before travelling and once you arrive in Spain, including the process for applying for a student visa.

Depending on your personal situation, you may need a visa to enter Spain, apply for or renew a student residence authorisation, obtain a Foreigner Identification Number (NIE), apply for a Foreigner Identity Card (TIE), or have the university notifies your intra-EU mobility to the Immigration Office. To assist you with these procedures, the guide compiles and organizes official information and includes links to relevant websites, forms, applicable fees, and the competent authorities.

This guide has been prepared by the Central Unit for the Reception and Support for Foreign Research Staff (CURF) with the aim of providing support with immigration procedures, using exclusively official information published by Spanish Embassies and Consulates and Immigration Offices.

Once in Spain, we strongly recommend that you obtain an official digital certificate issued by the Spanish Royal Mint (FNMT). This certificate will allow you to carry out administrative procedures with Spanish public authorities, such as renewing your stay authorisation or applying for other types of authorisations (entrepreneurship, job seeking, etc.).

We hope you find this guide useful and wish you a smooth and successful start to your studies at UPM.

## 2. Key concepts and definitions

### 2.1. Visa

A [visa](#) is an official permit issued by a country that allows a foreign national to enter, stay, or transit through its territory for a specified period and purpose (such as tourism, work, study, or residence). It is typically stamped or attached to a passport and granted by embassies or consulates of the destination country.

There are several types of visas, including:

- **Airport transit visa**
- **Schengen visa** or short-term visa

- **Long-term visa:** Student visa, internship visa, work visa (self-employed, employed, etc.), family reunification visa, non-lucrative visa, digital nomad visa (remote work), researcher visa, among others.

## 2.2. NIE (Foreigner Identification Number)

The [NIE](#) is a number assigned to all foreigners involved in activities related to Spain that require identification, such as studying or conducting research. It is a permanent number that does not require renewal.

## 2.3. TIE (Foreigner Identity Card)

The [TIE](#) is issued only to **non-EU nationals** residing in Spain for more than six months, after obtaining a visa out of Spain or an authorisation of long-term stay in Spain. This card includes your photo and specifies your type of residence or work permit. You must renew the TIE every time your authorisation of long-term stay is extended for more than six months.

## 2.4. EU Citizen Registration Certificate

This certificate is for **EU nationals** residing in Spain. It includes your NIE but does not have a photo. It cannot be used as identification unless accompanied by your national identity document. Family members or dependents of EU citizens receive a TIE instead of this certificate.

## 2.5. Padrón certificate

The Padrón certificate (*volante de empadronamiento*) certifies your habitual residence in a municipality. It is issued by the local town hall once you are registered in the municipal register. This certificate is required for various administrative procedures, such as applying for the EU citizen registration certificate.

## 2.6. The Schengen Area

The [Schengen Area](#) is a zone comprising **29 European countries** that have officially abolished passport and all other types of border control at their mutual borders. The current members of the Schengen Area are:

- a) EU countries (25 members): These are the countries that are part of both the European Union and the Schengen Area: Austria, Belgium, Bulgaria (Land border checks lifted as of March 31, 2024, for air and sea travel), Croatia, Czechia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania (Land border checks lifted as of March 31, 2024, for air and sea travel), Slovakia, Slovenia, Spain, Sweden) and Non-EU countries

- b) Non-EU countries (4 members): These European countries are not part of the European Union but are associated with the Schengen Area: Switzerland and Iceland, Liechtenstein, Norway (European Free Trade Association).

**EU Countries Not in Schengen:** Ireland and Cyprus.

**De Facto Schengen Members:** The microstates of Monaco, San Marino, and Vatican City are not official members, but they do not have formal border controls with the Schengen countries that surround them and are often included in the coverage of a Schengen Visa.

## 2.7. ETIAS travel authorisation

The ETIAS travel authorisation is an entry requirement for visa-exempt nationals travelling to any of these 30 European countries. It is linked to the passport. It is valid for up to three years or until the passport expires, whichever comes first. The ETIA travel authorisation does not guarantee entry, but you will be allowed to enter the territory as often you want for short-term stays. It is due to be implemented in the last quarter of 2026. It will cost 7 €.

[ETIAS \(European Travel Information and Authorisation System\) official website.](#)

## 2.8. IPREM

The **Official Multipurpose Income Indicator (IPREM)** is used in Spain as a reference to determine the amount of grants, subsidies and social benefits, as well as for granting visas and authorisations of long-term stay.

**2026 IPREM Values:** IPREM: €600/month (€ 8,400/year in 14 installments)

The IPREM is different to the **Interprofessional Minimum wage (SMI)**. In January 2026, the SMI is €1,184 gross per month (€16,576/year in 14 installments).

# 3. Documents and formalities

## 3.1. Legalisation of foreign public documents

Foreign public documents must be legalized or apostilled to be valid in Spain, unless they are specifically exempt by law. The legalisation process depends on whether the country is a member of the Hague Convention.

Documents from EU member states, Switzerland, or EEA countries do not require legalisation or an apostille.

- **Hague Apostille:** For countries that are members of the [Hague Convention](#), the apostille certifies the authenticity of the document and is valid in all signatory countries.
- **Diplomatic Legalisation:** For countries that are not members of the Hague Convention, the process is more complex and involves validation by the Ministry of Education (for academic degrees), authentication by the Ministry of Foreign Affairs, and legalisation by the Spanish consulate.

### 3.2. Official translation of documents

Foreign public documents must be accompanied by an official Spanish translation, although some public authorities may accept documents in English or another official **EU language** without translation. Always check the translation requirements with the university, immigration office or relevant agency before submitting the documents.

The official translation must be provided by Sworn translators duly authorized or registered in Spain, Spanish diplomatic or consular offices abroad, Consular offices of the issuing country in Spain and Official translators abroad (with legalized signature).

To find your sworn translator, use the Ministry of Foreign Affairs, EU and Cooperation [search tool](#).

### 3.3. Authentic copies of public documents

**Certified copies** are issued by public administrations and have the same legal validity as the original document. The copy must be made **after the original has been legalized**.

### 3.4. Official registration offices

[Official registration offices](#) are citizen service offices where you can submit applications, documents, and communications addressed to public administrations. These offices are also used by public administrations to register documents sent to citizens, private entities, or other public bodies. You can find the contact details of the state, regional, or local offices using the [Office Finder](#).

The **UPM Registration office** is located at the Rectorate. All the information can be found at this [link](#).

## 4. Intra-EU mobility

With your authorisation of long-term stay from another Schengen area country, you are allowed to move freely within the Schengen area for **up to 90 days in a period of 180 days, without an additional visa.**

If you are a **non-European student** holding a authorisation of long-term stay from a Schengen area country and will study or conduct research at UPM for **up to 360 days** under a **mobility programme** (such as Erasmus+) or an agreement between universities or research institutions, you will be considered an **Intra-EU mobility** student.

According to article 59 of [Royal Decree 1155/2024](#) and article 31 of [Directive \(EU\) 2016/801](#), you must meet the following **requirements**:

- Your stay does not exceed 360 days.
- You hold a valid authorisation of long-term stay issued by the Schengen area country where you are currently studying.
- You are participating in an EU or multilateral programme that includes mobility measures or in an agreement between two or more higher education institutions.

### 4.1. Application period

Before or within one month of your arrival.

### 4.2. Required documents

- Completed [form](#) but not signed.
- Copy of your full passport (max 5 MB)
- Authorisation of long-term stay /visa issued by the EU member state of origin, valid for all your stay.
- Mobility agreement or EU or multilateral programme.
- UPM Admission letter

### [Ministry of Inclusion, Social Security and Migration Official fact sheet](#)

The maximum number of documents is 5. The maximum size per file is 10 MB, with a total maximum of 15 MB. Allowed file extensions: csig, docx, jpeg, jpg, odg, odp, ods, odt, pdf, png, pptx, rtf, svg, tiff, txt, xlsx, xml, xsig.

### 4.3. Procedure

The documentation must be sent to your International Mobility Office (OMI) at your UPM School. The OMI on behalf of UPM will register your notification. After submission, you will receive the proof of submission. The Immigration Office doesn't send any resolution.

## 5. Student visa

If you plan to stay longer than 90 days, you must apply for a **long-term visa** (e.g., student visa or work visa) at a Spanish consulate.

A long-term student visa is **required** for non-EU students who plan to study in Spain for **more than 90 days**.

It is issued for individuals enrolled in **higher education** or post-compulsory secondary education, student mobility in compulsory or post-compulsory secondary education, volunteering services, and training activities such as professional certificates or vocational education and training (VET) and language programs.

A type **D** student visa allows you to reside legally in Spain for the duration of your studies.

The visa grants you a NIE, which authorizes you to work up to 30 hours per week.

If you comply with the requirements to be considered an intra-EU mobility student, you don't need a visa. Instead, you must follow the [intra-EU mobility](#) procedure applicable to your case.

### 5.1. Delays in BLS

In the case of mobility students or international students experiencing delays in BLS who decide not to wait for the visa to start their studies on time and apply for the long-term residence authorisation from Spain, there is a high risk that the application may be denied, as it must be submitted within the two months prior to the start date of the studies (unless you have documentation proving admission within that period).

In addition, you would not have a NIE and you would not be able to obtain one during your mobility stay; therefore, no internship could be undertaken and you could not be permitted to work up to 30 hours per week, even if compatible with your studies.

**We strongly recommend obtaining the student visa before travelling to Spain.** If you pay the enrolment fee and the visa is denied for reasons beyond your control, you will be able to request reimbursement.

### 5.2. Student visa procedure

Follow the steps below to apply for a student visa:

#### 1. Visit the Spanish consulate's website

Go to the official website of the Spanish consulate in your country. Select *Servicios consulares* (Consular services), then *Visado* (Visa) and finally *Visados nacionales: Visado de estudios* (National visas: student visa).

## 2. Gather the required documents

Depending on the duration of your studies, you may need:

- ✓ Valid passport or another valid travel document
- ✓ Acceptance letter from UPM
- ✓ Visa application form
- ✓ Visa fee payment receipt
- ✓ Proof of sufficient financial means (bank statements, scholarship letters, etc.)
- ✓ Health insurance must be taken out with a company authorized to operate in Spain. The insurance policy must provide the same health coverage as the Spanish national healthcare system. This means it must include no copayments, no waiting periods and must be valid throughout Spain.
- ✓ Proof of accommodation in Spain (hotel, university residence, rental agreement, etc.)
- ✓ Medical certificate stating that you are fit for travel and study
- ✓ Criminal record certificate (if required by the consulate)
- ✓ Passport-sized photographs (according to specifications)
- ✓ Parental authorisation (if you are a minor)
- ✓ Proof of residence in the consular district (e.g., residence certificate), if applicable.

## 3. Schedule an appointment

Book an appointment with the Spanish Consulate in your country of residence. Check the consulate's website for available dates.

## 4. Pay the visa fee

The standard visa fee is around €80, but it may vary depending on your nationality and visa type. Visa fees may be waived for some applicants (e.g., Erasmus+ students, minors or nationals of specific countries). Check the consulate's website for updated fees and exemptions, before making any payment.

## 5. Submit the visa application

The visa must be applied for **two months prior to the start of the studies or training**, unless justified reasons are provided that prevent submission within that timeframe.

## 6. Visa decision

If everything is in order, the visa should be approved within one month. Delays may occur if additional documents or an interview are required. If you experience an unusual delay, please contact UPM for assistance. Once approved, you must collect your visa within 2 months of notification.

### 5.3. Student family visa

The Spanish consulate can process visa applications for your spouse, common-law partner, and minor or dependent children. The duration of their visa will be the same as yours. Holders of a family visa are **not permitted to work**.

### 5.4. Required documents for family members

- ✓ Completed and signed visa application form.
- ✓ Proof of payment of the Visa fee.
- ✓ Valid passport or another valid travel document.
- ✓ Birth certificate.
- ✓ Marriage certificate.
- ✓ Proof of sufficient financial means to cover the family members' living expenses of your family members in Spain:
  - The minimum income requirement is 100% of the [IPREM](#) (Official Multipurpose Income Indicator).
  - You must add 75% of the IPREM for the first family member and 50% of the IPREM for each additional family member.
  - This amount may be lower if your accommodation is fully paid for in advance.

## 6. Schengen visa

The Schengen visa is a **short-term visa** that allows you to travel and transit through any of the Schengen States up to 90 days within any 180-day period. It is commonly used for tourism, business, family visits, medical treatment, studying, unpaid internships, voluntary activities and other non-lucrative activities. It also permits territorial and airport transit.

However, a Schengen visa does not grant an automatic right of entry. Border authorities may deny entry if you fail to provide proof of the purpose and conditions of your travel or do not meet other entry requirements. Citizens of countries outside the Schengen area are required a Schengen visa, with

exceptions. [Regulation \(EU\) 2018/1806](#) lists the countries that do or do not require a visa to cross EU borders.

A Schengen visa can only be extended for humanitarian reasons, force majeure or duly justified personal emergencies. **If you intend to stay longer than 90 days, you will need a long-term visa, such as a student visa unless you are an intra-EU mobility student.**

The applicable legislation is [Royal Decree 1155/2024](#) , [LO 4/2000](#), [Regulation \(EU\) 2018/1806](#), [Regulation \(EU\) 810/2009](#) (Visa Code).

## 6.1. Procedure

The steps that you need to take are as follows:

### 1. Visit the Spanish consulate's website

To obtain a Schengen visa, you must schedule an appointment on the website of the Spanish consulate in the country where you currently reside. You will be required to submit your application along with the necessary documentation

Select the **Servicios consulares** option, then choose **Visado** and select the type of visa: **Visado de estancia: Visado Schengen**. In English, you can also access *Citizen services* at this [link](#).

### 2. Gather the necessary documentation

- Valid passport or other valid travel document (according to specifications)
- Visa application form
- Visa fee payment form
- Passport-sized photographs (according to specifications)
- Complete health insurance (€30,000 € minimum coverage with no extra cost)
- Documents proving the purpose of your stay (e.g., UPM admission letter)
- Proof of sufficient financial means (e.g., bank statements, scholarship letters)
- Proof of return or onward travel (e.g., round-trip plane ticket), if required
- Proof of residence in the consular district (if required)

### 3. Schedule an appointment

Check the consulate's website for available dates.

#### 4. Pay the visa fee

The visa application fee is around €90. The fee may vary depending on the applicant's nationality, age, special residence conditions and the visa type. In some cases (e.g., countries with specific agreements or programs like Erasmus+), you may be exempt from paying the visa fee. Before making payment, check whether you are eligible for any fee waiver or reduction.

#### 5. Submit your visa application

You must apply in person or through a legal representative, submitting the completed visa application form along with all required documents, as specified by the consulate.

The application must be submitted **between 6 months and 15 days** before your planned travel date. Apply for your visa as soon as you know your plans. It may take longer to get your visa processed in some countries than in others.

#### 6. Visa decision

The standard processing time is **15 days**, although it may take **up to 45 days** if additional documents or an interview are required.

If your visa is approved, you must collect your passport with the attached visa in person. If your visa is refused, you will receive an explanation and details on how to appeal against the decision.

## 7. Short stay in Spain without a Schengen visa

Third-country nationals requiring a Schengen visa are listed in Annex I of [Regulation \(EU\) 2018/1806](#).

### 7.1. Entry requirements

To enter the Schengen Area, you must:

- Not be subject to any entry bans.
- Provide evidence of the purpose of your stay and sufficient financial means.
- Provide proof of identity.
- Enter through an official EU border-crossing point.

Please check the Spanish Consulate's website for updated entry requirements. The European Travel Information and Authorisation System

(ETIAS) is expected to be implemented in late 2025 or 2026. Stay informed through official announcements for further updates.

## 7.2. Required documents

- Passport or valid travel document, which:
  - ✓ Must be valid for at least 3 months after the planned departure from the Schengen area.
  - ✓ Must have been issued within the last 10 years before entry.
- Valid authorisation of long-term stay or a long-term visa issued by a Schengen country (if applicable).
- Round trip or return ticket, in all cases, where applicable.
- For lecturers/professors:
  - ✓ Invitation letter from UPM to attend meetings/conferences.
  - ✓ Documents proving a relationship associated with professional activity.
- For tourism or private trips:
  - ✓ Confirmation of an organized tour reservation.
  - ✓ Proof of accommodation (e.g. hotel reservation).
  - ✓ Invitation letter from a host (if staying with a private individual).
  - ✓ Proof of accommodation, which may indicate whether it includes all or part of the traveller's living expenses.
- For study trips, training, non-professional internships, or volunteer work (up to 3 months):
  - ✓ Proof of enrolment or admission to an educational institution.
  - ✓ Internship agreement (if applicable).
  - ✓ Proof of admission to a volunteer program.
- ETIAS travel authorisation (expected to become mandatory from late 2026)

## 7.3. Extension of the Schengen short stay

According to Article 49 of [Royal Decree 1155/2024](#), the short stay can be extended for up to three additional months, but **only under exceptional circumstances**.

This extension can be requested through a formal procedure. At the [Police Station](#), you must submit the application form together with the following documents: a valid passport, documents supporting the reasons for the extension, proof of sufficient financial means, valid health insurance and proof to return to your home country.

## 7.4. Denial of entry

The competent authorities shall deny entry to nationals of third countries who do not meet the entry requirements or who are subject to an entry ban.

Entry may also be denied if the individual has exceeded the 90-day authorized stay within the Schengen Area over a 180-day period.

The denial of entry is communicated through a reasoned decision, which includes information about the available appeals, in accordance with Spanish regulations. However, the submission of an appeal does not suspend the effects of the denial of entry.

## 8. How to obtain the NIE

A [NIE](#) is **automatically issued** when applying for a long-term visa or a student visa.

A NIE is not automatically issued to [intra EU-mobility students](#), Schengen Visa applicants, or EU citizens who come to reside or work in Spain.

Intra EU-mobility students who require a NIE to open a bank account in Spain, apply for an internship or for any other purpose must submit an application.

- Official information is available at the following link: [Asignación de NIE a instancia de interesado](#).

The procedure is explained below.

### 8.1. NIE issuance

To book an appointment, visit the [Spanish National Police Electronic Office](#), select your province under “*PROVINCIA SELECCIONADA*” and choose “Asignación de NIE” under “*TRÁMITES POLICÍA NACIONAL: ASIGNACIÓN DE NIE*”.

Please note that you will not receive SMS notifications if your mobile phone number is not Spanish.

Once you have an appointment at the designated police station, you must attend in person with Form EX-15 and the relevant documentation, depending on your situation.

- [EX15](#) form, duly completed and signed.
- Proof of payment of the fee (Form [790-012](#)) for the assignment of a Foreign identification Number (NIE) upon request.
- Passport (original and copy).
- Valid authorisation of long-term stay issued by another EU Member State (if applicable).
- UPM admission document (if applicable).
- Notification of intra EU-mobility, together with proof of registration (if applicable).
- Municipal Registration Certificate (Padrón) issued by the Town Hall.

## 9. EU Citizen Registration Certificate

**EU citizens** who study in Spain for **more than 90 days** are required to register their residence at the **Central Register of Foreign Nationals and European Citizens** (Registro Central de Extranjeros).

Please read the information available on the [official website](#) first.

After registration, you will receive an EU Citizen Registration Certificate (*Certificado de registro de ciudadano/a europeo/a*).

The EU Citizen Registration certificate includes your full name, nationality, address, NIE, and registration date, but it does not include a photograph. Therefore, it cannot be used as a proof of identity unless it is accompanied by your national identity card or passport.

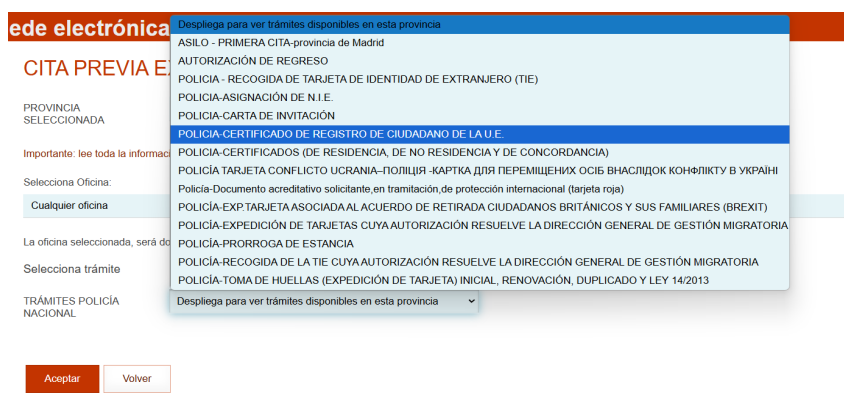
### 9.1. Registration procedure

#### a) Schedule an appointment

The appointment must be booked through the [Spanish National Police Electronic Office](#).

A Spanish mobile phone number is required to schedule the appointment, as you will receive a **confirmation code** that must be entered to complete the booking.

Select Madrid and choose the option: **POLICÍA: Certificado de registro de ciudadano europeo**.



ede electrónica Despliega para ver trámites disponibles en esta provincia

CITA PREVIA E

PROVINCIA SELECCIONADA

Importante: lee toda la información

Selecciona Oficina:

Cualquier oficina

La oficina seleccionada, será de

Selecciona trámite

TRÁMITES POLICÍA NACIONAL

Despliega para ver trámites disponibles en esta provincia

ASILE - PRIMERA CITA-provincia de Madrid  
AUTORIZACIÓN DE REGRESO  
POLICIA - RECOGIDA DE TARJETA DE IDENTIDAD DE EXTRANJERO (TIE)  
POLICIA-ASIGNACIÓN DE N.I.E.  
POLICIA-CARTA DE INVITACIÓN  
**POLICIA-CERTIFICADO DE REGISTRO DE CIUDADANO DE LA U.E.**  
POLICIA-CERTIFICADOS (DE RESIDENCIA, DE NO RESIDENCIA Y DE CONCORDANCIA)  
POLICIA TARJETA CONFLICTO UCRANIA-POLICIA -KARTKA DLA PEREMISHENIH OSIB VNASHLIDOK KONFLIKTU V UKRAINI  
Policía-Documento acreditativo solicitante, en tramitación de protección internacional (tarjeta roja)  
POLICIA-EXP TARJETA ASOCIADA AL ACUERDO DE RETIRADA CIUDADANOS BRITANICOS Y SUS FAMILIARES (BREXIT)  
POLICIA-EXPEDICIÓN DE TARJETAS CUYA AUTORIZACIÓN RESUELVE LA DIRECCIÓN GENERAL DE GESTIÓN MIGRATORIA  
POLICIA-PRORROGA DE ESTANCIA  
POLICIA-RECOGIDA DE LA TIE CUYA AUTORIZACIÓN RESUELVE LA DIRECCIÓN GENERAL DE GESTIÓN MIGRATORIA  
POLICIA-TOMA DE HUELLAS (EXPEDICIÓN DE TARJETA) INICIAL, RENOVACIÓN, DUPLICADO Y LEY 14/2013

Aceptar Volver

#### b) Gather the required documents

On the day of your appointment, you must attend the the selected **police station** with the following documentation:

- Proof of appointment.

- Form **EX18**, dully completed, printed and signed.  
You must select your status (e.g. Nacional UE/EEE/Suiza).
- Proof of payment of the **790-012** fee. On the form, choose the option **Certificado de registro de residente comunitario**.
- UPM enrolment document as proof of studies.
- National identity card or passport.
- Plane, bus or train ticket (if your passport does not contain an entry stamp).
- Original and copy of the European Health Insurance Card or private health insurance with full coverage (no co-payments).
- Municipal Registration Certificate (Padrón/Volante de empadronamiento), issued by the local Town Hall.

**c) Collect your EU Citizen Registration Certificate**

You will receive an EU Citizen Registration Certificate directly at the same Police Station.

**d) Inform the authorities when you leave Spain**

If you are a European Union citizen who has registered as a resident in Spain and obtained an EU Registration Certificate, you are required to notify the authorities if you leave Spain permanently.

This process is known as **“deregistration”** or **“removal from the Central Register of Foreign Nationals”**

## 9.2. Deregistration procedure

Deregistration is mandatory if you are leaving Spain permanently. This process keeps your situation clear for future residence applications in Spain or elsewhere in the EU.

Steps:

- a) Schedule an appointment at a Police Station.
- b) Submit a written request stating that you are leaving Spain permanently and wish to be removed from the Register.
- c) Submit a completed **EX-18 form**, together with your valid passport or national identity card and, if applicable, proof that you are leaving Spain.

## 10. Obtaining the TIE

After arriving to Spain with your student visa, if your stay will be longer than six months, you will need to apply for your TIE card. The TIE can only be issued in the province in which you are registered as residing.

Before scheduling your appointment, ensure that your application status is marked as **"Approved"** and that, according to your long-term residence authorisation of stay, you are eligible to apply for a TIE. **A TIE will not be issued if your authorized stay is for six months or less or if the TIE card validity is 30 days or less.**

Each applicant must schedule a personal appointment (one appointment cannot cover multiple family members).

## 10.1. Procedure

### 1. Schedule an appointment

Click on the link provided under NOTICE 2 (AVISO 2) of your authorisation of long-term stay notification (if you have one). If you are a visa holder, simply click the Spanish National Police Force Electronic Office [appointment link](#).



There are specific police stations specializing in immigration procedures.

Select the province where you live. Go to NATIONAL POLICE PROCEDURES (*TRÁMITES POLICÍA NACIONAL*) and select the option **Policía-Toma de huellas (Expedición de tarjeta) inicial, renovación, duplicado y Ley 14/2013 (fingerprinting)**

A message will appear informing you about the documents that you need to submit.

Click *Entrar* to accept.

You can apply for the appointment in two ways:

- Without a digital certificate.
- With a [digital certificate](#) (electronic certificate that verifies your identity).

Fill in your NIE, first name and surname.

After accepting, you will be able to book an appointment.

## 2. Gather the required documents

Check the official website for the latest documentation requirements.

The following documents are required:

- ✓ **Proof of appointment** (you will receive an email with a code).
- ✓ **Residence authorisation / authorisation of long-term stay** issued by the Immigration Office
- ✓ **Valid identity document** (Passport, travel document, or foreigner registration certificate)
- ✓ **Recent passport-sized colour photo** (32x26mm). A photo of you on a white background, taken from the front, with no accessories obstructing your face.
- ✓ **Transport ticket**. If you did not get a stamp on your passport, you must provide proof of the means that you used to travel to Spain (e.g., bus ticket). Print a copy of your bus/train ticket or similar.
- ✓ **Previous TIE card**. ONLY if you are renewing your card. If it was lost or stolen, a police report is required.
- ✓ **Proof of residence (*volante de empadronamiento*)**. ONLY if you have changed your address within the last three months.
- ✓ Form **EX17**. Complete and sign two copies of the form, one for submission at the police station and the other to be stamped and kept as a proof of submission.
- ✓ Proof of **790-012 fee** payment.

## 3. Pay the 790-012 fee

Go to the [fee payment link](#). You can pay using your digital certificate, in cash at a bank or by direct debit.

Tarjetas de identidad de extranjeros (TIE) y certificados de registro de residentes comunitarios.	
.TIE que documenta la primera concesión de la autorización de residencia temporal, de estancia o para trabajadores transfronterizos.	<input checked="" type="radio"/>
.TIE que documenta la renovación de la autorización de residencia temporal o la prórroga de la estancia o de la autorización para trabajadores transfronterizos.	<input type="radio"/>

If you are applying for your first TIE, select *Primera concesión*.

If you are renewing your TIE, select *Renovación de la autorización...*

Procedimiento / Trámite	Tasa
.TIE que documenta la <b>primera concesión</b> de la autorización de residencia temporal, de estancia o para trabajadores transfronterizos en España por un periodo superior a seis meses	16,08 €

The amount, depending on the option you select, will be displayed on the screen.

Print the version of the 790-012 form stating *Ejemplar para la Administración* and submit the original. Photocopies are not accepted.

**IMPORTANT:** The fee (Administration copy - *ejemplar Administración*) must be included along with the proof of payment in a PDF. Both pages should be combined into the same document. Please rename the document to “pago tasa” so it can be easily recognized when you submit it online via the Mercurio Platform.

1. Click on the [fee payment link](#) and fill in your personal data:

IDENTIFICACIÓN						
N.I.F./N.I.E. (*) Consigne su NIF, NIE, pasaporte, título de viaje o documento análogo que acr...			Apellidos y nombre o razón social (*) Apellidos y nombre o razón social			
Domicilio						
Tipo de vía (*) calle / plaza / trave...	Nombre de la vía pública(*) Nombre de la vía pública.	Núm. (*) Nú...	Escalera Esc...	Piso Piso	Puerta Pue...	Teléfono Teléfono
Municipio (*) Municipio	Provincia (*) Provincia		Código Postal (*) Código Postal			

2. Leave the *Autoliquidación: Principal* field blank and select the applicable option:

- For your first TIE:

.TIE que documenta la primera concesión de la autorización de residencia temporal, de estancia o para trabajadores transfronterizos. ○

- For TIE renewal when you have obtained an extension of your temporary authorisation of long-term stay:

.TIE que documenta la renovación de la autorización de residencia temporal o la prórroga de la estancia o de la autorización para trabajadores transfronterizos. ○

- For TIE renewal when you have obtained a long-term residence authorisation (after 5 years residing in Spain):

.TIE que documenta la autorización de residencia de larga duración o de residencia de larga duración-UE. ○

3. The amount due will appear on screen (it depends on the selection):

<b>Importe euros</b>	<b>Forma de pago (*)</b>
16.08 €	○ En efectivo ○ E.C. Adeudo en cuenta
<b>Código IBAN de la cuenta</b>	

- Select your method of payment: cash or direct debit to a Spanish bank account (IBAN). If you do not have a Spanish bank account yet, visit a mobile bank or go to a traditional bank branch.

DECLARANTE	
Localidad (*) localidad	Fecha (*) 21/11/2024

INGRESO	
Importe euros 19.30 €	Forma de pago (*) <input type="radio"/> En efectivo <input type="radio"/> E.C. Adeudo en cuenta
Código IBAN de la cuenta Código IBAN de la cuenta	

- Enter your location in *Localidad*.
- If you are going to pay at the bank in cash, download, print and sign the PDF before making the payment.
- If you have charged the payment to a bank account, download the PDF and print the proof of payment. You can open a Spanish bank account with your NIE.

#### 4. Complete the TIE application form

To complete the [EX17](#) form:

Fill in your personal details (Section 1):

1) DATOS DEL EXTRANJERO/A	
PASAPORTE	N.I.E.
1er Apellido	2º Apellido
Nombre	Sexo <sup>(1)</sup> X* <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/>
Fecha de nacimiento <sup>(2)</sup> / /	Lugar Pais
Nacionalidad	Estado civil <sup>(3)</sup> S <input type="checkbox"/> C <input type="checkbox"/> V <input type="checkbox"/> D <input type="checkbox"/> Sp <input type="checkbox"/>
Nombre del padre	Nombre de la madre
Domicilio en España	Nº Piso
Localidad	C.P. Provincia
Teléfono móvil	E-mail
Representante legal, en su caso	DNI/NIE/PAS Título <sup>(4)</sup>

- Leave Section 2 blank, unless a representative is submitting the forms on your behalf.
- Enter your address in Section 3.
- Fill in Section 4 depending to your situation:
  - **INICIAL** for your first TIE.
  - **RENOVACIÓN DE TARJETA** if you are renewing your TIE.

- **DUPLICADO POR ROBO, EXTRAVÍO, DESTRUCCIÓN O INUTILIZACIÓN** if your card has been stolen, lost, destroyed or is unusable.
  - Print, sign and date the document.

## 5. TIE application submission and fingerprinting process

On the day of your appointment, you must go to the respective police station with the originals and copies of all the required documents. You will be fingerprinted.

After passing the security check, you may need enter your NIE into a machine to get a printed code which will appear on a display when it is your turn. When your code appears on the screen, go to the specified desk and submit all the required documents. Your fingerprints will be taken (please note that the police officers in attendance may only speak Spanish). You will then be given instructions on how to schedule a new appointment to collect your TIE at the same police station.

## 6. TIE collection

The TIE card will be ready for collection in **one month**. The card cannot be delivered to your address, and you need to go to the police station in person to collect the document.

To book an appointment, go to the [Spanish National Police Force Electronic Office](#), select Madrid and choose the option:

POLICIA - RECOGIDA DE TARJETA DE IDENTIDAD DE EXTRANJERO (TIE)

## 11. TIE renewal

Once you have your TIE, make sure to keep track of its expiration date. You must renew your card **within 60 days** before the expiration date. It can also be renewed no later than 90 days after the expiration date or your situation will become irregular.

### 11.1. Procedure

1. Apply for the extension of your student authorisation of long-term stay.

It's compulsory applying through [Mercurio Platform](#) using an official digital certificate.

To apply for the extension of your student authorisation of long-term stay, please refer to Section 12. [How to apply for an authorisation of long-term stay.](#)

## 2. Apply for the renewed TIE card

Once you have received the new resolution granting your student authorisation of long-term stay, you must apply for the renewed TIE card. The procedure is the same as that described in Section 11. [Obtaining the TIE](#), but in this case, it concerns a renewal, not an initial application.

## 12. How to apply for a long-term residence authorisation

According to the current Immigration rules (Organic Law 4/2000 and Royal Decree 1155/2024), the application for a long-term residence authorisation may be submitted when the foreign national is outside Spain (through the visa application) or when they hold a residence authorisation and are present in Spanish territory.

In the case of higher education and specialized health training, the application may also be submitted in Spain by the foreign national, **provided that they are legally staying in Spanish territory.**

The applicant will be required to be of legal age, and the application for authorisation must be **submitted at least two months prior to the start date of the activity or studies to be undertaken.**

### 12.1. Procedure

The steps that you need to take are as follows:

#### 1. Complete and sign form [EX00](#) (RD 1155/2024).

- 1) *Datos del Extranjero*: fill in your personal details.
- 2) *Datos de Institución/Centro de Estudios, Formación o Voluntariado*:  
*Fill in with the UPM data that you will find in the Registry of Universities, Centres and Degrees [RUCT](#).*
- 3) *Datos del programa de estudios o formación*: Please fill this field with the information that appears on the UPM admission letter.
- 4) *Datos del familiar estudiante al que acompaña*. Fill in in case you are a student's relative.
- 5) *Datos del empleador* (in case you have a job offer).
- 6) *Datos del representante a efectos de presentación de la solicitud*: complete this section only if another person is submitting the form and documentation on your behalf.

- 7) *Domicilio a efectos de notificaciones*: provide your address in Spain, email and a Spanish phone number (+34). If you move later, you must update your address.
- 8) *Consiento*: tick this box to consent to receiving electronic notifications from the Immigration Office. This option is available only if you have a valid electronic signature ([FNMT](#)) or [Permanent Cl@ve](#).

CONSIENTO que las comunicaciones y notificaciones se realicen mediante puesta a disposición en la Dirección electrónica habilitada Única (Dehú), para lo cual será obligatorio disponer de certificado electrónico válido o sistema cl@ve.<sup>(6)</sup>

- 9) *Tipo de autorización solicitada*: select the type of residence authorisation you are applying for:

- **Initial authorisation**

Please select *Inicial/ Estudios Superiores/ Situación regular en España*.

<b>8) TIPO DE AUTORIZACIÓN DE ESTANCIA SOLICITADA<sup>(9)</sup></b>
<input type="checkbox"/> <b>INICIAL</b>
<input type="checkbox"/> Estudios superiores (art. 52.1.a)
<input type="checkbox"/> Situación regular en España
<input type="checkbox"/> Solicitada por institución

- **Prórroga**

If you need to renew your TIE, you must first extend your long-term stay authorisation, so you should choose this option.

You are required to apply through the **MERCURIO platform** and to have the FNMT digital certificate in order to access the platform and submit the application and supporting documentation.

**PRÓRROGA** (de acuerdo con el art. 55.4, deberá solicitarse por medios electrónicos)

- 10) Signature: sign and date the form.

Address the application to OFICINA DE EXTRANJERÍA DE MADRID  
Code DIR3: **EA0040721** Province: Madrid

## 2. Gather the required documentation

- ✓ **Form EX00**: completed and signed.
- ✓ **Proof of payment of 790-052 fee**.

To pay, choose the option: Autorización de estancia de larga duración por estudios, movilidad de alumnos, prácticas no laborales o servicios

de vountariado en España. It costs 10,94 €. You will need the NIE to pay the fee. If you do not submit the proof of payment of the fee with your application and other documents, it will be requested in a later notification.

- ✓ **Valid Passport:** a full copy of your valid passport (all pages, in order).
- ✓ **Proof of legal status in Spain:** Evidence that you are submitting your application at least two months before your current legal status expires (e.g. a copy of your TIE entry stamp).
- ✓ **Enrolment certificate or admission letter from UPM:** Must specify the start and end dates of your programme, as your permit duration will match these dates.
- ✓ **Health insurance:** Public or private insurance from a company authorised to operate in Spain, providing full healthcare coverage for the entire period of your studies.
- ✓ **Proof of sufficient financial means:** Proof that you can support yourself during your stay and have sufficient funds to return home (e.g. sworn declaration, bank statements, scholarship, or grant).
- ✓ For stays longer than six months: **Criminal record certificate** issued by the authorities of the countries where you have lived during the last five years.
- ✓ For stays longer than six months: **Official medical certificate** stating that you do not suffer from any disease that could pose a serious public health risk under the 2005 International Health Regulations.

### 3. Submission

- a) **If you have a digital certificate** ([FNMT](#) or [Permanent Cl@ve](#)):  
Submit your application and documents through the [Mercurio Platform](#) (OEX Electronic Office) .  
Log in using your digital certificate and click on *Acceder a Solicitudes Telemáticas de Autorizaciones de Extranjería* to upload your documents. You will receive confirmation of submission.
- b) **If you do not have a digital certificate:** Submit your application form and all original documents and copies at a public registry office (e.g. UPM Registry Office, C/ Ramiro de Maeztu, 7, 28040 Madrid).  
The Registry Office will verify your identity and forward your documents to the Immigration Office Electronic Registry (**code EA0040721**). You will receive a confirmation receipt.

You are obliged to apply through MERCURIO Platform in the case of applying for the extension of your long-term authorisation.

#### 4. Timeframe for processing

Submit the application at least 60 days before your current legal status expires. The decision will be issued no later than two months after submission.

Possible scenarios:

- 1) **Decision issued within three months**, which is the standard processing period.
- 2) **Processing delays:** The Immigration Office may announce delays due to high demand. Updates are published on the [Madrid OEX website](#) about delays.
- 3) **Request for additional documents:** You may be asked to provide extra information. Failure to respond may result in dismissal or refusal.

You will need a digital certificate to receive electronic notifications

- 4) **Dismissed application:** You may apply again as long as your stay in Spain remains legal.
- 5) **Refused application:** You may appeal before an administrative court.

#### 5. Check the status of your application

- 1) Check the status at [Información sobre el estado de expediente/solicitud extranjería](#).  
Decisions are generally issued within three months for applications submitted before 20 May 2025 and two months for applications submitted after 21 May 2025.
- 2) Regularly check your email for requests for additional documents or notifications of approval/refusal.
- 3) If you cannot access your status due to technical issues, [contact](#) the Immigration Office to request an update.
- 4) Review decision dates published by the Madrid Immigration Office on the [OEX website](#).

#### 6. Receiving the decision.

The authorisation of long-term stay is a legal document issued by the Spanish Immigration Office that authorises you to reside in Spain as student. Its validity will match the duration of your studies.

You will be notified of the decision:

- ✓ **By post:** The notification will be delivered to your registered address. If you move without informing the Immigration Office, you may not receive it.
- ✓ **Electronically:** If you have a digital certificate, you will receive the notification via email.

## 13. Return authorisation

If you need to travel outside Spain while your TIE or long-term stay authorisation is being processed and you have not yet received a decision, you must apply for a return authorisation ([Autorización de regreso](#)) at a police station.

### 13.1. When do you need a return authorisation?

There are two possible options applicable to a return authorisation:

**Option 1:** Your new long-term stay authorisation has been approved, your current TIE has expired and you are applying for, but have not yet received, your renewed TIE card.

**Option 2:** You are applying for an extension of your long-term authorisation stay and you have not yet been notified of the decision that you require to renew your TIE, which has expired.

#### 4.1. SITUACIONES AMPARADAS

- Titular de autorización de residencia en período de renovación o prórroga (art. 5)
- Titular de autorización de estancia en período de prórroga (art. 5)
- Titular de tarjeta de identidad de extranjero en vigor que ha solicitado duplicado por robo, extravío, destrucción o inutilización (art. 5)
- Titular de autorización de residencia inicial en trámite de expedición de Tarjeta de Identidad de Extranjero, concurriendo razones excepcionales (art. 5)
- Titular de autorización de estancia inicial en trámite de expedición de Tarjeta de Identidad de Extranjero, concurriendo razones excepcionales (art. 5)
- Otros.....(especificar)

#### 4.2. MOTIVOS QUE JUSTIFICAN LA SOLICITUD Y PERMANENCIA PREVISTA FUERA DE ESPAÑA

### 13.2. Return authorisation procedure

- a) Schedule an appointment at the [Spanish National Police Force Electronic Office](#). Select: *Autorización de regreso*.

### CITA PREVIA EXTRANJERÍA

PROVINCIA SELECCIONADA

Importante: lee toda la información de esta página, incluida la que se encuentra al final, antes de continuar.

Selecciona Oficina:

La oficina seleccionada, será donde deberás acudir el día de presentación de la cita previa concedida.

Selecciona trámite

TRÁMITES POLICÍA NACIONAL

- b) Complete and sign the **EX13** form.
- c) Pay the **790-012** fee.
- d) Gather the documentation that is informed on the police´s website.
- e) Submit the documents in person. After submission, you will receive an official authorisation allowing you to return to Spain **within 90 days**.

## 14. Digital identity certificates

There are two types of free digital certificates offered by Central Administration that you can use to **renew your TIE** or carry out other administrative procedures.

As mentioned, once you have **your NIE**, you can apply for a **digital certificate**. Using this certificate, you can interact with the public administration online and you do not have to visit an office in person to submit printed documents .

**Apply for a CL@VE PIN:** [CL@VE PIN application](#)

**Apply for an private individual electronic certificate:** [Electronic certificate application](#)

### 14.1. FNMT digital certificate

- A description of this certificate, holder eligibility and instructions on how to apply are available at the [Royal Mint Electronic Office](#).
- Download the software and apply from your laptop, tablet or phone. There are different ways.
- **NIE** is needed.

- To complete the process, you must visit a designated Registry Office ([listed on the website](#)) to **accredit your identity**. This service is free at the office. Alternatively, you can pay €2.99 + VAT to obtain it online without an in-person visit.  
IF you don't have a TIE, you will need to verify your identity with your valid passport or another official identity card with picture, instead.
- The UPM's Registry office (C/ Ramiro de Maeztu 7, 28040 Madrid) is not an authorized identity accreditation office for FNMT digital certificate.
- After accrediting your identity, you can **download** and use your **digital certificate to electronically sign official documents**, apply for legal procedures and access your personal data stored by the Spanish Public Administration.
- The certificate is portable and can be used on other devices.
- **Other Recognized Certification Authorities:** Public and private certification authorities offer their services. If you cannot obtain the FNMT digital certificate, you can find another signature solutions in this [list](#) published by SEPE.

## 14.2. Permanent Cl@ve

- This is another type of system to verify your identity that operates with the [Cl@ve application](#).
- You will need a **PIN code** every time you verify your identity and sign official applications.
- A description of this application, how to register and how it works is available on the [official Cl@ve website](#).
- In this case, you can verify your identity at a public registry office such as the **UPM's Registry Office** (C/ Ramiro de Maeztu, 7, 28040 Madrid) that is an authorized identity accreditation office for Permanent Cl@ve system.

## 14.3. Mi Carpeta Ciudadana

The Spanish Public Administration aims to be more transparent and facilitate access to official procedures.

*Mi Carpeta Ciudadana* is a web portal that allows citizens to receive notifications and consult their interactions with different national public administrations through a single point ([Mi Carpeta Ciudadana](#)).

Similar portals are operated by the Madrid Regional Government ([Carpeta Ciudadana de la Comunidad de Madrid](#)) and **Madrid City Council (Mi Carpeta)**.

Mi Carpeta Ciudadana will allow you to:

- ✓ access your electronic notifications
- ✓ check the status of applications
- ✓ view registered documents
- ✓ consult your health folder
- ✓ review personal data inquiries
- ✓ track financial transactions
- ✓ set up alert services

## 15. Authorisation to work

EU students, non-EU students with a Spanish study visa for high education and intra EU-mobility students are allowed to work part-time (maximum of 30 hours per week) in a job that is fully compatible with the studies.

Before you get a part-time job, you must first apply for a [NUSS](#) which is your personal Social Security number. The NUSS converts to [NAF](#) when you start to work.

As a university student in Spain, you can work legally as long as you have a valid residence status and hold a NAF.

### 15.1. Obtaining a NUSS

Either you, as an applicant, or the company hiring you can apply for your NAF.

To apply for the NUSS, these are the steps:

- With your NIE and ID digital certificate, you can apply for the NUSS at this [link](#).
- If you don't have the ID digital certificate, go in person to a Social Security Treasury office (INSS) with your documentation or apply on line sending a completed [TA1](#) form, a selfie and a photograph. The instructions are on the previous link.

For more information on how to apply for your NAF, visit the [Social Security website](#).

### 15.2. State Public Employment Service (SEPE)

For more information on how to find a job, visit the State Public Employment Service ([SEPE](#)) website. [SEPE](#) is the Spanish public employment service and also publishes statistics, such as the minimum wage, multipurpose income

indicator (IPREM), as well as other important information like the legal interest of money and the amounts of unemployment benefits.

More job opportunities as a researcher can be found at [EURAXESS jobs and opportunities](#) and [UPM HRS4R website](#).

## 16. Opening a bank account

Upon arrival, you could need a Spanish bank account. There are two types of bank accounts:

### 16.1. Spanish traditional bank accounts

It is opened in a bank branch. You must go in person or open it on line, once you are in Spain. Use preferably a Spanish phone number.

To open an account, you'll typically need your passport with the visa on it, proof of address as a Padrón certificate, your NIE (Foreigner Identification Number) if you have it and the authorisation of long-term stay in case you did not obtain a study visa.

### 16.2. Fintech accounts

Fintech accounts in Spain are offered by International and Spanish digital banks like N26, Nickel, Revolut, Imagin, Moneyjam (discount UPM code: 670001). They provide services such as free online accounts, multi-currency options, international transfers, and business solutions.

To open an account, once you are in Spain, apply from your laptop or smartphone, you'll typically need to upload a selfie, passport, visa, authorisation of long-term stay (in case), an address and your NIE (Foreigner Identification Number) if you have it.

## 17. Registering your residence

The **Padrón** is the official register of residents in a town or city. When you register for the first time, you are required to attend the town hall in person. You are not required to register your residence in Spain unless you are staying for a long-term period (more than 90 days).

A certificate of residence (**certificado de empadronamiento**) is an official document that certifies a person's place of residence or address in a municipality. It is issued by the local town hall and is required for some administrative procedures such as applying for a driving license, renewing your TIE, updating a change of address with public or private institutions, school enrolment, access to healthcare services, applying for grants and subsidies or applying for another residence authorisation, among others.

Your residence registration may be used as a proof when applying for **tax residence** and to register with the nearest **public health centre**.

**IMPORTANT:** Foreign residents registered in the municipality must **renew** their registration in the Padrón registry **every two years**, or their registration will expire.

## 17.1. Registration procedure

Go to your local [Citizen Services Office](#) in person with all the required documents, such as the application form and proof of residence (a certificate from a university residence, a lease agreement or a room rental agreement). If you are applying in Madrid, you will need to book an [appointment at your local Citizen Services Office](#).

If you are living in an apartment without a contract, the property owner must accompany you to authorize your registration.

Once you are registered, apply for a certificate of residence (*certificado* or *volante de empadronamiento*).

## Annex. Accommodation options in Madrid

Here we offer a range of different options to find accommodation in Madrid.

### 1. University residences and halls of residence

University residences offer accommodation for university students, professors and educational institution staff only. You need to book your room in advance. Preference if you reserve for academic course. They can be public residences (public tariffs approved by each university) or private ones (own tariffs, discounts and services). Halls of residence (*Colegios Mayores*) add more services.

**UPM** has two university residences (Residencia Fundación Gómez Pardo and Residencia Lucas Olazábal) and another one, located on [Campus Sur](#), is under construction.

- [Residence Fundación Gómez Pardo \(UPM\)](#)
- [Residence Lucas Olazábal \(UPM\)](#).
- [List of other university residences and halls of residence in Madrid](#)
- [YUGO](#)
- [RESA](#)
- [Micampus residencias \(50% discount on reservation for UPM members\)](#)

- [University residence search website: UNIRESI](#)
- [NODIS HOME](#)
- [ABAY \(University residence in Moncloa\)](#)

## 2. Online rental platforms focused on students

Through these student housing intermediaries, you can rent an apartment, find a room in a shared flat (a one-month deposit is generally required) or choose a homestay option with a host family.

- [UNIPLACES](#) (40% discount. Promotional code UPM40)
- [ALUNI.NET](#) (25% discount for UPM members. Individual promotional codes)
- [ROOMLESSRENT](#) (20% discount. Promotional code UPM20)
- [INNFAMILY](#): Accommodation with a host family (15% discount for UPM members)
- [COMPIDEAL](#) : It uses search algorithms to help you find the option that best matches your preferences to find your ideal housemate, roommate or apartment in advance. Get a 20% discount with the promotional code COMPIUPM20.
- [ERASMUSPLAY](#) (Incoming/outgoing)
- [HOUSINGANYWHERE](#)

## 3. Short-term rental platforms

[Idealista](#) is a website to rent apartments and rooms, usually when you are located in Spain. You can visit other platforms as [Homelike](#), [Airbnb](#), [Spotahome](#), [Booking](#), [Vrbo](#),...

## 4. Comunidad de Madrid public services

- [CAM \(Living in Madrid. Housing for University students\)](#)
- [Plan Alquila](#) is a public service in Madrid that connects tenants with landlords or other tenants who are looking to share an apartment.