HOW TO GET THE TIE STUDENT RESIDENT CARD FOR NON-EUROPEAN CITIZENS

You have **30 days to apply** for your resident card (TIE: tarjeta de identidad de extranjero) upon arrival in Barcelona.

**Register as a Barcelona resident** (the process is called empadronamiento)

**STEP 1**

Go to your nearest city hall* and take the following documents:

- Your passport
- A rental contract in your name (if you don’t have one, you must be accompanied by the contract holder and carry the original rental contract bearing their name, the rental contract should be for a minimum of six months)
- Your certificate of enrolment (in Spanish, available at the EU administration office – takes 24 hours to process)

**Apply for a Resident Card** (TIE: Tarjeta de Identidad de Extranjero)

**STEP 2**

Book an appointment at a police station and take the following documents:

- A filled out official EX-17 form and two copies
- A certificate of enrolment and receipt of tuition payment (in Spanish, available at the EU administration office – takes 24 hours to process)
- Certificate of empadronamiento
- Your passport and a copy of both the main page and the page containing your entrance stamp from the day of your arrival in Spain (and/or boarding card)
- Your student visa and a copy
- Three passport photos
- A filled out tax form (number 790 code 012) as proof of payment (this can be collected at the police station and may be paid for at most banks)
- During this appointment, they will record your fingerprints to attach to your application

*City hall near campus
Oficina d'atenció ciutadana
Carrer Anglí, 31
Monday to Friday (except Thursday)
8:30 to 14:30h

The administration office will assist you during the entire process.