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)
- Your certificate of enrolment (in Spanish, available at the EU administration office – takes 24 hours to process)

**Apply for a Resident Number** (*NIE*: *Número de Identidad de Extranjero*)

**STEP 2**

Book an appointment at a police station and take the following documents:
- A filled out official EX-15 form and two copies
- Your passport and a copy
- Certificate of *empadronamiento*
- 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)
- Certificate of enrolment (with grades for returning students)
- European Health Insurance Card or private insurance documents
- Three photos

*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.