TIE Info

NIE = identification number
TIE (Tarjeta de Identidad de Extranjero) = your physical card that has your identification number on it

Your visa is only valid for 90 days so you need to get your TIE appointment as soon as possible

How to schedule the appointment online

1. Access website = Cita previa de extranjería - Administraciones Públicas (administracionespublicas.gob.es)
2. Provincias disponibles: choose the province THAT YOU LIVE IN
3. Oficina: select any office in your providence
4. TRÁMITES OFICINAS DE EXTRANJERÍA: DO NOT SELECT IN THIS TAB!!!
5. TRÁMITES CUERPO NACIONAL DE POLICÍA: POLICIA TOMA DE HUELLA (EXPEDICION DE TARJETA)
6. Click ACEPTAR
7. On the next page click ENTRAR
8. Fill in your NIE, name, and country (EEUU) and click "ACEPTAR"
9. Click "Solicitar cita"
10. Once you choose an appointment-PRINT OUT the confirmation page and bring to appointment >> You won't get one right away.Make sure to try at different times of the day. BE PERSISTENT<<

Things you need to bring to appointment:

Things you can prepare before coming to Spain:

1.) Carta de nombramiento (acceptance letter) printed out
2.) Foto de carnet 32x26mm (bring from home or get from a photo booth in Spain)
3.) Copies of all the pages in your passport (first page to last page)
4.) Bring your physical passport to your appointment!!
5.) **Completed EX-17 form:** dd3218fc-855b-0afb-dd0a-fbf2ec76b862 (seg-social.es) print two of these

Things you will need to prepare in Spain:

6.) **Pay tasa 7**90-012 (fee/tax)- Last year the fee was around 16€, this year the price increased
   a. Fill out form online and print-once you print there will be a barcode that you can use to scan at the bank or ATM
   https://sede.policia.gob.es/Tasa790_012/ImpresoRellenar
   b. You can pay this in the bank in the morning
   c. Or at an ATM any time of the day (only certain ATMs and banks)
7.) Confirmation of the cita(appointment) – print out page after scheduling appointment, 2 copies
8.) **Certificado de empadronamiento**
   a. Once you sign a lease for an apartment you have to register where you are living with the town hall (ayuntamiento). To register you have to go to the town hall and give them a copy of your renting contract and will need the NIE of your landlord (the best option is to get a copy of your landlord's DNI).
   b. Every town hall is different, some do walk-ins and some you need an appointment to register where you live-you can ask your tutora or other auxes in your town to find out

*Your TIE will be ready to pick up between 30-45 days after your appointment.