

Procedure for renewing the Student Residence Card (TIE) Donostia-San Sebastián

If your TIE Card expires and you continue studying at the University of Deusto for a longer period, you will have to renew it. In order to renew your card you will need to prepare the following documents and proceed as follows:

STEP 1

FOREIGN OFFICE in San Sebastián - Authorisation of Stay Renewal for study purposes

Phone number: 943989110

We recommend that one month before the expiration of your card, you should start collecting the documents you will be required by the “*Oficina de Extranjeros*” - Foreigners Office.

The renewal application could be submitted through the following channels:

- [Telematically](#), if you have a digital signature.
- Certified ordinary mail. Application should be submitted at the Post Office, addressed to the Foreign Office. You should take the envelope open, to the Post Office, in order for them to be able to seal the application and also a copy of the application form is also recomendable, so that it could be also sealed.

Foreign Office address: Javier Barkaiztegui s/n , 20010, Donostia, Gipuzkoa

- In person. Only if you do not have a digital signature to do it telematically. In order to submit the application form in person you need to make an [appointment](#).

Choose “*TRÁMITES OFICINAS DE EXTRANJERÍA*”

From foldable choose: “*Solicitud de AUTORIZACIONES*”

“*Aceptar*” this page and when you go to the following page go below and press again “*Aceptar*”. In this section, introduce your NIE number, your Name and Surname as per passport and the birth year, and also, press “*Aceptar*”.

The Foreign Office only opens new appointments at 9am every day, so if you do not reach to take one, try again the next morning at 9am.

DOCUMENTATION to handle the day of the appointment (original + copy):

- Passport (copy of all the pages)
- Spanish Card - TIE (copy of both pages)
- Enrolment or Admission Letter at the University
- Document proving your economic means:
 - a) If you are beneficiary of a scholarship: grant statement.

- b) If self-funding: you need to justify having at least 100% of the [IPREM](#) per month through a bank statement.
- Health insurance :
 - a) If you are a beneficiary of a scholarship, you need to submit the Grant Letter, where the insurance coverage conditions are stated.
 - b) If self-funding, applicant should submit a private insurance that should cover basic issues, such as medical care, hospitalization or repatriation.
- “*Certificado de empadronamiento*” Registry of where you are living in San Sebastián, at the Town Hall through [appointment](#).
- Proof of Fee payment. Fee “[tasa Modelo 790 Código 052](#)” from the Ministry of Interior (box 1.3 “*prórroga de autorización de estancia por estudios,*”). The copy must be correctly entirely printed, not admitting in any case prints in which the bottom of the document does not appear (bottom with note “*Ejemplar para la Administración*”). The form is downloaded from the Police web page, you cannot photocopy the Tax document. Its Tax document has its own identification number.
- Official form “[Solicitud de autorización de estancia y prórrogas EX00](#)”, duly filled in and signed.

STEP 2

[Police Station](#) - Spanish Card TIE application

Approximately 1 month after the procedure at the Foreign Office you will receive a letter (Resolution of approval of the renewal request), that allows you to continue studying in Spain. If you will continue your studies for more than 6 months, you need to apply for a new TIE Card.

In order to apply for the TIE Card you need to make an [appointment](#).

Choose option: *Trámites Cuerpo Nacional de Policía / Policía - Toma de huellas (expedición de tarjeta) y renovación de tarjeta de larga duración*

ACEPTAR

DOCUMENTATION REQUIRED:

- Official application form [EX-17](#), duly filled in and signed.
- Passport (copy of the page with the personal details).
- TIE Expired Card.
- Proof of Fee payment. Fee “[tasa Modelo 790 Código 012](#)” from the Ministry of Interior. The copy must be correctly entirely printed, not admitting in any case prints in which the bottom of the document does not appear (bottom with note “*Ejemplar para la Administración*”). The form is downloaded from the Police web page, you cannot photocopy the Tax document. Its Tax document has its own identification

number.

- 1 photo. Passport size.
- Enrolment or Admission Letter at the University of Deusto.

ENTRAR