

RENEWAL OF THE TIE CARD

Remember that the renewal process can be initiated when there are less than 60 days remaining before the expiration of your student residence card, but it is also possible to start the renewal within 90 days after its expiration. The process must be started before it expires.

When assistants submit the documents for the renewal of a TIE card after its expiration date, they could face a financial penalty that could reach up to €500.

Please keep this in mind and do not submit your documents after your card has expired.

The procedures described here may vary depending on the Autonomous Communities and are constantly being updated. We recommend consulting the websites of the [Ministerio de Inclusión, Seguridad Social y Migraciones](#).

PROCEDURE FOR RENEWAL

FIRST STEP:

1. Have the Appointment Letter (*Nombramiento*) from the Autonomous Community with the details of the new school.
2. The application must be sent to the Delegation/Subdelegation of Government of the province where **the new school is located** to request the renewal of the stay authorization. Very important: It is not the province where you have been this year, but the new one.
3. **Place of submission:** It is not necessary to go in person; you can send the application from any public [Registration office](#), addressed to the Oficina de Extranjería of the province where the activity will take place. [Information about the address, phone numbers, and public service hours](#).
4. **Documentation** you must provide:
 - [Application form in the official model](#) (EX – 00) in duplicate, duly completed and signed by the foreign national.
 - Valid passport or travel document.
 - Appointment letter issued by the Autonomous Community. This document already certifies both financial means and health insurance.
 - Document proving that the processing fee for the procedure has been paid. [Model 790 code 052](#).

SECOND STEP:

1. Once the Immigration Office has approved the procedure, you will receive a notification. Within one month of receiving the notification, you must go to the **National Police** Documentation Units, which handle the issuance of TIE cards. You will need to make an appointment at the Comisaría de Policía. Look for the link here:

[Buscador de dependencias y oficinas. Versión accesible. Sede electrónica de la Policía Nacional España \(policia.gob.es\)](#)

2. **Documentation** to provide:

- New appointment letter.
- Valid full passport or travel document, recognized as valid in Spain.
- One color photograph with a white background, passport size.
- [Application form \(EX 17\)](#).
- Proof of payment of the fee, Tasa [Model 790 Code 012](#).
- You may be asked for the **Certificado de Empadronamiento**, which you must obtain from the Town Hall (*Ayuntamiento*) of the locality where you will live.

AUTORIZACIÓN DE REGRESO

If you wish/need to travel during the weeks/months of your TIE renewal, please read this IMPORTANT NOTICE. You might have to cancel your trip or apply for a new visa to return!

- If you want to return to your country of origin:
 - If you return **during the renewal process** of your TIE card, you will need to apply for a **Return Authorization**. The main condition to carry out this procedure is to have already initiated the renewal of the TIE card.
- However, if you want to travel to another country:

Other EU countries **only allow entry with a valid and current student card**, so you must consider:

- a) The Return Authorization is only valid for entering Spain. It does not allow you to enter other countries, even if they are part of the European Union.

b) If you return to Spain with the Return Authorization and you are traveling **by plane**, remember that you could face issues if you make a **stopover or transit** in the airport of another Schengen country in the European Union. The Return Authorization is only recognized by Spanish border control. Other Schengen country border controls may deny you entry.

How to Apply for a Return Authorization

You need to gather some documents, schedule an appointment with the Police Station, and bring the documents on the day of your appointment. The return authorization is granted immediately on the day of the appointment, and you have up to 90 days to travel.

1. Documentation to submit:

a) Completed and signed application form (EX-13).

You can download it at the following link:
https://www.inclusion.gob.es/documents/410169/2156469/13-Formulario_autoriz_de_regreso.pdf?t=1674731355236

b) Original and copy of the complete passport. Also bring your flight tickets if possible.

c) Copy of the receipt that you have submitted the documents to initiate the renewal of your TIE (the document with the entry stamp of your documentation).

d) Proof of payment of the €10.72 fee.

You can fill it out and print it at the following link:
https://sede.policia.gob.es/Tasa790_012/ImpresoRellenar

2. How and Where to Submit the Documentation:

a. You must bring the documents in person.

b. You must submit them at the Police station (Comisaría) where you have your appointment. The appointment is mandatory.

c. You can schedule an appointment at the following link:
https://sede.policia.gob.es/portaCiudadano/es/dependencias_localizador_accesible.php