



## Madrid Campus

### ***International Student Guidelines***

---

#### **Students from outside the EU**

#### **STUDENT VISA**

##### **WHO NEEDS A VISA?**

Foreign students, who want to carry out studies in Spain, **must apply for the corresponding visa** at the Diplomatic or Consular Offices **before their arrival**. Evidence of previous studies must be supplied. Nationalities that do not need a visa for stays of less than 90 days do not need a student's visa if their stay does not exceed this time.

The following nationalities can stay for up to **90 days** in Spain **without a Visa**: USA, Australia, Canada, Japan, Andorra, Argentina, Aruba, Bolivia, Brazil, Brunei, Chile, Colombia, Costa Rica, Croatia, Cyprus, Czech Republic, Ecuador, El Salvador, Estonia, Guatemala, Honduras, Hungary, Iceland, Israel, Korea (Rep. of), Latvia, Liechtenstein, Lithuania, Malaysia, Malta, Mexico, Monaco, Netherlands Antilles, New Zealand, Nicaragua, Norway, Panama, Paraguay, Poland, San Marino, Singapore, Slovak Republic, Slovenia, Switzerland, Uruguay, Vatican City and Venezuela.

If you are a student from outside the European Union (EU), the EEA (Iceland, Liechtenstein and Norway) or Switzerland, in order to stay in Spain legally for more than 90 days, you need to obtain a student residence authorization, which authorizes you to remain in Spain for the duration of your course and allow you to travel within the EU and the countries that have signed agreements with Spain or the EU for the free movement of people. Citizens from **EU countries** do not **need a visa** no matter the length of stay.

Steps to take to obtain your student residence authorization:

1. **BEFORE YOU ARRIVE IN SPAIN: Student Visa**
2. **DURING THE FIRST MONTH AFTER YOU ENTER SPAIN: TIE**
3. **TWO MONTHS BEFORE YOUR CARD EXPIRES: Renewal**
4. **IF YOU HAVE TO TRAVEL AND YOUR CARD HAS EXPIRED: Return permit**
5. **IF YOU WANT TO WORK DURING YOUR COURSE: Work permit**

## 1. BEFORE YOU ARRIVE IN SPAIN: Student Visa

Before arriving in Spain you must obtain the student residence visa (*visado de estancia por estudios*) from the Spanish consulate in your country of origin or legal residence. The standard process of getting a visa is described below but as each Spanish consulate (even within the same country) have slightly different rules the first thing you will have to do when you get accepted at ESE Madrid is to **contact the nearest Spanish consulate** for full information about what you need to hand in. You can find your consulate on the website of the [Spanish Ministry of Foreign Affairs](http://www.maec.es/en/Home/Paginas/HomeEn.aspx) <http://www.maec.es/en/Home/Paginas/HomeEn.aspx> .

Getting a student visa can take **from one week to several months** so we recommend to start the application process **as early as possible** or at least get a confirmation from the consulate about the time the process will take.

To apply for a visa, you need an **acceptance letter** from ESE Madrid study program you were enrolled in, among other documents. You will receive this accreditation from the Admissions Department.

It is very important that the visa is a student visa (type D). Any other type of visa does not entitle you to the subsequent processing of your Foreigner Identity Card (TIE).

N.B.: Remember that the student visa is only valid for studying at the university where you have applied for admission, and for the period of time specified in the acceptance letter. This means that if you choose to study at a different educational institution after obtaining your visa, you should contact the Spanish embassy or consulate in your country of residence to make sure of the steps you need to take before travelling to Spain.

If your study or research period at the ESE MADRID does not exceed six months, the consulate or embassy may process a student visa with the observation "180 DAYS TOTAL STUDIES." This type of visa precludes further processing of a Foreigner Identity Card in Spain and only authorizes a maximum stay of 6 months, which cannot be extended. After this period, the student must return to his/her country, and no extension of the stay is possible.

## 2. DURING THE FIRST MONTH AFTER YOU ENTER SPAIN: Foreigner Identity Card (TIE)

If your authorized stay is longer than six months, you must apply for your Foreigner Identity Card in person, within one month of entering Spain.

Required documents and where to submit them:

- Passport with valid visa
- Letter of acceptance form ESE Madrid
- A certificate from city Hall (ayuntamiento) as a proof of living in Madrid
- Health insurance policy for the duration of your stay
- Proof of sufficient means /funds
- 3 photos
- Pay the required fees
- Hand in everything original and in copy

More information is available at:

<http://extranjeros.meys.es/es/InformacionInteres/InformacionProcedimientos/>

Application forms:

[http://extranjeros.meys.es/es/ModelosSolicitudes/Mod\\_solicitudes2/index.html](http://extranjeros.meys.es/es/ModelosSolicitudes/Mod_solicitudes2/index.html)

One of the documents you need for this procedure is your census registration (*empadronamiento*) in your place of residence. If you live in Madrid, you can check the information about the documents and procedures to follow on the Council's website:

<https://sede.madrid.es/portal/site/tramites/menuitem.d3089948cb18b1bb68d8a521ecd08a0c/?vgnextoid=23ccdd9d6baed010VgnVCM2000000c205a0aRCRD&vgnextchannel=23a99c5ffb020310VgnVCM100000171f5a0aRCRD>

Appointments: [www.mpt.gob.es](http://www.mpt.gob.es)

## **Valid Student Visa + Valid *Student Card* = Travel in & out of Spain**

### **3. TWO MONTHS BEFORE YOUR CARD EXPIRES: Renewal**

The card is valid for one year and is renewable if you continue your studies.

You can carry out the renewal process a maximum of 2 months in advance, and you must do so before it expires.

Requirements:

- Official application form for a student card or NIE
- Passport
- Student card or NIE
- Registration certificate of studies or research at the ESE Madrid
- Proof of financial means and a return airline ticket to country of origin (and that of any family member living with the applicant)
- A certificate from the City Hall (Ayuntamiento) giving evidence of living in Madrid or in the nearby towns.
- Health insurance policy covering the whole study or research period
- A certificate of studies from the ESE Madrid
- 2 photocopies are required of each document

More information:

<http://extranjeros.meys.es/es/InformacionInteres/InformacionProcedimientos/Ciudadanosnocomunitarios/renovaaautorizaciones.html>

#### **4. IF YOU HAVE TO TRAVEL AND YOUR CARD HAS EXPIRED: Return permit**

If you have to leave Spain and your card is being renewed, you can apply for a permit that allows you to re-enter the country, providing that your card has already expired. This authorization allows you to leave and re-enter the country within 90 days. You must apply for this authorization directly at the Foreign Office, by appointment:

Calle Padre Piquer, 18

Appointments: [www.mpt.gob.es](http://www.mpt.gob.es)

More information is available at:

<http://extranjeros.meys.es/es/InformacionInteres/InformacionProcedimientos/documentos2/01.pdf>

#### **5. IF YOU WANT TO WORK DURING YOUR COURSE: Work permit**

If during your stay you have to undertake an internship in a public or private institution that is part of the syllabus for which your residence permit was granted, and which is included in the collaboration agreements between these institutions and ESE Madrid, you do not need to apply for any work permit.

In other circumstances, if you want to study and work (on either a self-employed or employed basis), you will need a work permit, with the following conditions:

More information on the documents required and the application procedure is available at:

<http://extranjeros.meys.es/es/InformacionInteres/InformacionProcedimientos/Ciudadanosnocomunitarios/residirtrabajar.html>

---

## **EU students**

If you are from a European Union member state (Austria, Belgium, Bulgaria, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Sweden or the United Kingdom,) or Liechtenstein, Iceland, Norway and Switzerland, you are entitled to free movement and residence in Spain.

However, all EU citizens residing in Spain for a period exceeding three months must apply for registration in the Central Registry of Foreigners. This registration leads to a certificate of registration being issued.

You should apply in person, with a previous appointment [www.mpt.gob.es](http://www.mpt.gob.es) to the Foreigners Office (Oficina de Extranjeros) in Madrid (calle Padre Piquer, 18).

Information and application forms:

<http://extranjeros.meys.es/es/InformacionInteres/InformacionProcedimientos/CiudadanosComunitarios/index.html>