

HOW TO APPLY FOR YOUR STUDY PERMIT (T.I.E.)

Requirements to apply for the Study Permit:

- Application form EX-06 (original and copy).
- Passport and photocopy with visa (student type) and EU entry stamp (if there is no EU entry-date stamp, photocopy of flight ticket).
- Admission letter (in Spanish or Catalan) as student or researcher at UPF, and enrolment certificate in the current academic year, specifying that the attendance to classes is mandatory and the length and dates of the studies (minimum of six months).
- the official register in Barcelona (*padró o empadronament*). This document is the Official Register of people who live in Spain, containing their corresponding addresses, and every resident, whether Spanish or foreign, of a municipal area must register on it. In order to get this document, you will need to go to any of the city attention offices (please check the link below to get the addresses) with the following documents:

*identity document of the person requesting the register: ID card, passport or residency permit.

*document providing the residence address: purchase deeds, rental contract, which must be no more than 5 years old, or the last bill or receipt for any domestic supply (water, gas, electricity, etc.) stating clearly the name and address of the person requesting registration. These documents must be the original ones, and not photocopies.

*in the case that the person requesting registration on the municipal census does not own the property, and that they wish to name that property as the home address, signed authorisation from the owner of the property and a copy of their identity card, passport or other official identification will be required.

For further details, please check:

<https://w30.bcn.cat/APPS/portaltramits/portal/channel/default.html?&stpid=19970000156&style=ciudadano&language=es>

The documents must be handed in by the student within the first month after the arrival in Barcelona or the Schengen Area at:

Comisaría de Policía
c/ Balmes, 192 – (underground station: Diagonal)
08025 Barcelona
Opening hours: 9 – 14 h., Monday to Friday.