

HOW TO RENEW YOUR STUDY PERMIT

The documents to renew your study permit must be submitted within the 60 days prior to the study permit expiration date.

The required documentation is the following (non EU / EEA / Swiss students):

1. Application form Ex-11(original and two copies).
2. Photocopy of valid passport or identity card. The applicant's personal data, number and expiry date must be clearly shown.
3. Photocopy of the previous study permit (within the validity period).
4. Photocopy of the admission letter as a student or researcher at the UPF or affiliated centres, or enrolment certificate in the current academic year, specifying that class attendance is mandatory and **the length of the studies (minimum of three months)**.
5. Photocopy of the certificate of progress in the studies or favourable report of good development of the research period.
6. Photocopy of medical insurance, covering medical expenses and repatriation, associated to an accident or disease.
7. Photocopy of financial statement::
 - o Spanish bank: student savings book with 5.300 Euros approx. or bank statement certificate (for one-year stay).
 - o Foreign bank: bank statement certificate with the same amount, translated into Spanish or Catalan by an official translator, and sealed by the Spanish Consulate of the student's home country or the student's home country's Consulate in Barcelona. If the holder of the bank account is a student's relative, you would also need to submit a letter of commitment of financial support to the student, sealed by the Spanish Consulate of the student's home country or the student's home country's Consulate in Barcelona.
8. Under-age students: photocopy of the parents/tutors authorization to study at the UPF and a photocopy of the student visa.
9. If you have changed your address:
 - 8.1. **Within the last two months:** you would need to hand in the updated official register (padrón) issued by the citizen attention office of the city in which you are living.
 - 8.2. **More than two months ago:** you would need to fill in and hand in either the form 115 (duly signed) or the updated official register (padrón) issued by the citizen attention office of the city in which you are living.

HOW TO RENEW YOUR STUDY PERMIT - RELATIVES

(Exclusively: spouse and children aged less than 18 years old or handicapped)

1. Documents 1, 2, 3 and 8.

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2. Photocopy of the financial statement: it must take into account the economic needs to support the family.
3. Photocopy of the holder's study permit.

You must submit all required documents to the Mobility and Reception Office (OMA). We will e-mail you as soon as we get the application receipt and appointment to go to the Police Office.

ALL DOCUMENTS MUST BE PHOTOCOPIES (NOT ORIGINAL DOCUMENTS) AND WRITTEN IN SPANISH OR CATALAN.

IMPORTANT: The Mobility and Reception Office will submit your documents to the *Oficina de Extranjeros. Subdelegación del Gobierno* within a period of fifteen days. From that moment on, the Mobility and Reception Office is not responsible for the subsequent proceedings such as the keeping of the documents or the decisions taken.

If the student wants to renew the study permit on his/her own, s/he will need to:

-ask for a previous appointment (before the study permit aimed to be renewed is expired) at www.map.es (click in: Servicios – Servicios On-line – Extranjería – Cita previa extranjería)

Or through the direct link at

http://www.map.es/servicios/servicios_on_line/extranjeria/cita_previa.html

-Once you have the appointment, please print out the receipt of the confirmed appointment and show it at the Oficina de Extranjeros on the day that has been assigned to you.

-You can also check / cancel the appointment on the link above.

- Alternatively, you can also present the application without a previous appointment in any official register. The Administration may request the presence of the applicant.