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. You should fall into one of these options:
   - Photocopy of financial statement from a Spanish bank with 3000 euros, or 1500 euros plus some income of more than 630 euros in the last 6 months.
   - Official grant recognized by the UE, specifying the total amount in euros
   - Grant or family aid from home country, legalized by the Embassy or Consulate, specifying the total amount in euros, and the duration of the aid.
   - Maintenance compromise from a relative living in Spain, which may be proved with an affidavit or document signed plus three last payrolls and work agreement.
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.
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.
HOW TO RENEW YOUR 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.

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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.