

STUDENT RESIDENCE PERMIT (EX-00 APPLICATION): Recommendations and required documents

IMPORTANT POINTS:

- You must be a resident of a European country at the time of application.
- **All required documents must be translated into Spanish by an official sworn translator** – see attached list – and duly legalised, according to the Spanish standards.
- You must **provide the original and 2 copies of all required documents**.
- **Application deadline:** four weeks after your date of entry in Spain.
You must submit the official application when you arrive at UIC Barcelona. You are therefore required to start processing certain documents in your country of origin, before travelling to Barcelona.
- **The maximum number of months for which you can apply is 12.** In the case of 12-month applications, you must provide proof that you have sufficient economic resources for 12 months (€6,390.12), not 11 months (see point 5).
- **A NIE (“Número de Identificación del Extranjero”)** is the Spanish Foreigner Identification Number. You will be given a NIE number automatically when presenting your EX-00 application. Yet, you will need to schedule an appointment at a police office in Barcelona to provide your fingerprints and formalise the procedure once the resolution of the EX-00 has been accepted. The immigration office will tell you how to proceed at that point. For more information on this process, please visit UIC Barcelona’s International Relations Service.

LIST OF REQUIRED DOCUMENTS (to be obtained before you arrive in Barcelona):

Please properly legalise, translate and provide two copies of each document. Carefully read all recommendations regarding sworn translators, The Hague Apostille and other legal stamps.

1. **Letter of acceptance from Darmstadt University**, certifying your acceptance onto the Erasmus Mundus Master’s Programme. You may need a recent copy; in this case, please ask for an updated version from the International Relations Service.
2. **Official application form (EX-00)**, duly completed and signed. You may download this form at: http://extranjeros.empleo.gob.es/es/ModelosSolicitudes/Mod_solicitudes2//
***(Copies are also available at the International Relations Office)**
3. **Proof of entry into Spain. This includes:**
 - A "customs stamp" on your passport upon arrival at the Barcelona airport
 - **Boarding pass (two copies).**
 - We recommend you **fill out and sign a declaration of arrival at the airport before passing through customs.**
4. **Copy of a valid passport:** Copy of ALL the pages of your passport, even the blank pages.

5. **Two passport pictures** (approximately 32x26 mm): They must be taken in front of a plain white background, from the front, with your head completely uncovered and without dark glasses or any garment that may prevent or hinder your identification.
6. **Economic resources:** Proof that you have sufficient economic resources for the duration of your period of residence in Spain (necessary for self-financed students or recipients of an Erasmus grant). The following documents will be accepted:
 - **A document showing you have at least €532.51 for every month of residence in Spain** (this master's programme will require you to spend 11 months* in Spain, therefore $€532.51 \times 11 =$ at least €5,853.32).
 - **A Spanish bank account with a balance of at least €5,853.32** at the time of application.
 - **A bank account in another EU country with a balance of at least €5,853.32.**
 - **Grant receipt statement:**
 - If the grant receipt statement lists the total amount, you must also provide proof of the total amount received (**at least €6,390.12 - for 12 months**).
 - If the amount is broken down into months, the statement must show a minimum of €532.51 per month.
 - **An official declaration of financial support from parents/guardian:** For this statement to be valid, it must be issued and signed before a notary public or given at a Spanish consulate in the parents' country of residence.



AUTHENTICATION OF AN OFFICIAL STATEMENT SIGNED BEFORE A PUBLIC NOTARY.

N.B.: If you plan on entering and residing in Spain with another member of your family, the minimum required amount will be: $€532.51 \times (11 \times (1+0.75^*)) = €10,250.81$ (*0.75 represents your family member)

7. **Private healthcare insurance from an authorised insurance company in Spain.** A private healthcare insurance policy that covers you for the entire duration of your period of residence in Spain (11 months). This policy must cover, at least:
 - medical expenses,
 - hospitalisation,



EXAMPLE OF A EUROPEAN HEALTH CARD

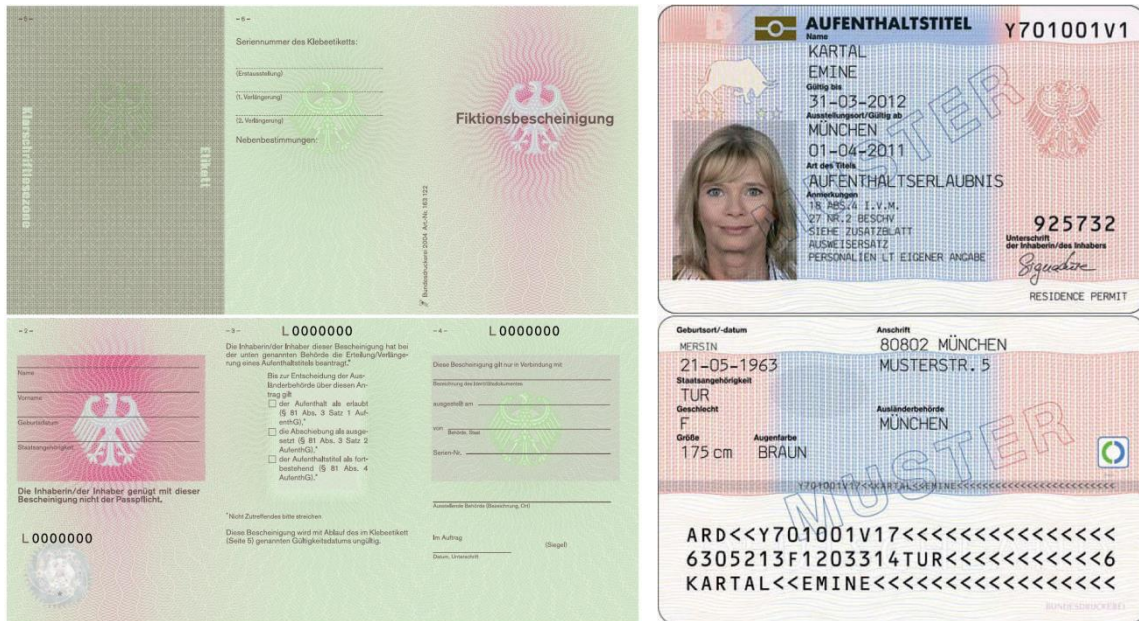
- repatriation in the event of accident or sudden illness.

*If you are a resident of the European Union, a European Health Card will suffice.

8. German residence permit (*legalised by the German court*) and Aufenthaltstitel card:

German document issued to non-EU citizens living in Germany. The **Aufenthaltstitel** card also indicates your district and address in Germany.

- Students must apply for the “**Aufenthaltsbescheinigung**” at the Rathaus.
- Approximate cost: €8
- Address of Rathaus in Darmstadt: *Grafenstraße 30, 64283 Darmstadt*



EXAMPLE OF A GERMAN RESIDENCE PERMIT “AND AUFENTHALTSTITEL” CARD. YOU MUST PROVIDE TWO COPIES OF BOTH DOCUMENTS.

9. Criminal record check, from Germany (your country of residence), your country of origin, all countries in which you have lived for more than 3 months and all EU countries of which you are a resident. See below for details on how to obtain this document:

- **GERMANY** (your current country of residence): You need to apply for a “**Polizeiliches Führungszeugnis**”, legalised by the German court. Please indicate on the application form that you also require an Apostille. You must also state the country in which you are to submit the criminal record check.

-You may apply orally, in person, or file a single written form at the relevant registry. For more information on the process, please click on the following link: [Bundesjustizamt für Justiz](http://www.bundesjustizamt.de)

– **Spanish authorities require criminal record checks to be validated and a certificate of authenticity (Apostille)** to be issued by the Federal Office of Administration in Cologne, Division II B 4, 50728 Köln.

N.B.: Validation is required to issue an Apostille. You may apply for both certificates, validation and an Apostille, when applying for the Certificate of Good Conduct (*Führungszeugnis*). If you must apply for the Apostille at the same time as validation, it may also be forwarded to the Federal Office of Justice in order to simplify matters.

– **The criminal record check has a cost of €13.** Payment may be made by sending a cheque or transferring money to the following bank account held by the Federal Office of Justice:

Deutsche Bundesbank - Cologne Branch

IBAN no.: DE49370000000038001005

BIC/Swift no.: MARKDEF1370

Description: (reference no. - if known - or the applicant's name and surname)

– **Validation has a cost of €20 per Certificate of Good Conduct**, which does not include the fee for issuing the Certificate of Good Conduct. **N.B.:** The documents cannot be validated until payment or proof of payment has been received.

– **Apostilles have an issue fee of approximately €15, which is charged separately by the Bundesverwaltungsamt** (Federal Office of Administration) in Cologne. Advance payment is not required.

For more information on the process, prices, contact details or to download the application forms for the certificate of good conduct, please visit: [bundesjustizamt für justiz](http://bundesjustizamt.für.justiz)

- **YOUR COUNTRY OF ORIGIN:** Please contact the Spanish authorities in your home country for information on how to apply and legalise the documents in accordance with Spanish law.
- **ALL COUNTRIES IN WHICH YOU LIVED FOR MORE THAN 3 MONTHS IN THE PAST 5 YEARS:** Please contact the Spanish authorities in these countries for information on how to apply.

ALL EU COUNTRIES OF WHICH YOU ARE A RESIDENT: Please contact the Spanish authorities in these countries for information on how to apply.

EXAMPLES OF DOCUMENT AUTHENTICATION

Bundesamt für Justiz

Bonn, den
Hanschrift: Adressstraße 99-103, 53113 Bonn
Telefon: 0228 99410-40 (Zentrale)
Telefax: 0228 99410-3050
Aktenzeichen
(Bei Rückfragen bitte angeben)

Erweitertes Führungszeugnis
über

Angaben zur Person
Geburtsname
Familienname
Vorname(n)
Geburtsdatum
Geburtsort
Staatsangehörigkeit: deutsch
Ausschnitt

Inhalt: Keine Eintragung

Bitte prüfen Sie die Angaben zur Person, um Versehen zu vermeiden. Offensichtliche Fehler, auch im Hinblick auf den Inhalt des Führungszeugnisses, sollen Sie mit einer Mitteilung zum Justizamt anzeigen, um eine schnelle Überwindung zu ermöglichen. Dieses Führungszeugnis wurde mit Hilfe automatischer Einrichtungen erstellt und nicht unterschrieben.

EXAMPLE OF A GERMAN CRIMINAL RECORD CHECK



LEGAL AUTHENTICATION BY THE BUNDEJUSTIZAMT FÜR JUSTIZ

(Germany and other Hague Convention countries: "Hague Apostille")

APOSTILLE
(Convention de La Haye du 5 octobre 1961)

1. País ESPAÑA
El presente documento público
2. ha sido firmado por
3. quien actúa en calidad de Notario, en testimonio de exhibición de copia de escritura de Nombramiento de Consejero Delgado y Poder, número 4677/2007, otorgada por BMM SPAIN TESTLASS, S.L., autorizada por don , anotado en el libro indicador con el número 298, de fecha 15 de marzo de 2011.
4. y está revestido del sello/timbre de su Notaría de Cerdanyola del Vallès

CERTIFICADO
5. en BARCELONA el día 16 de marzo de 2011
6. por el Censor Primero de la Junta Directiva del Ilustre Colegio Notarial de Cataluña.
7. bajo el número: -14370/2011
8. Sello/timbre:
9. Firma:

Notario General del Notariado Europeo
0168765023

Apostille
(Convention de La Haye du 5 octobre 1961)

1. Land: Bundesrepublik Deutschland
Diese öffentliche Urkunde
2. ist unterschrieben von Oberjustizrat Strube
3. in seiner Eigenschaft als Notar
4. sie ist versehen mit dem Siegel/Stempel des Notariats III Karlsruhe-Durlach

Bestätigt
5. in Karlsruhe
6. am 20. Dezember 2002
7. durch den Präsidenten des Landgerichts Karlsruhe
8. unter Nr.
9. Stempel
10. Unterschrift

(Bückert)
Präsident des Landgerichts

EXAMPLE OF AN APOSTILLE IN GERMAN AND SPANISH (HAGUE CONVENTION COUNTRIES), WITH SEVERAL OTHER AUTHENTICATION STAMPS.

***SEE THE ENCLOSED LIST OF HAGUE CONVENTION COUNTRIES.**

ABOUT THE HAGUE APOSTILLE:

All criminal record checks must be properly legalised (with an Apostille or any other appropriate legal stamp) and translated into Spanish by a sworn translator. The Apostille needs to be provided by the Spanish Authorities (consulate or embassy) in the country in which the document is issued.

***Please note that:**

- If the country that issues the certificate requiring legalisation is party to the Hague Convention, you may also obtain an Apostille from a public body in that country accredited for this purpose. This will normally be quicker than applying for it through the Spanish consulate.
- Some countries also legalise documents with a QR Code (see the example below).

See the enclosed list of Hague Convention Countries.

WHEN THE APOSTILLE IS NOT VALID:

You will need to request a transparent security label from the Spanish consulate or embassy in the relevant country (*see the examples on page 7, "Other examples of document authentication"*)

MORE INFORMATION ON LEGALISATION:

<http://www.exteriores.gob.es/portal/es/serviciosalciudadano/siestasenelextranjero/paginas/legalizaciones.aspx>

APOSTILLE		Convention de La haye du 5 octobre 1961	
RIAS RIUS PRETE JURADO DE JUD - CATALAN 217	Kingdom of Morocco / Royaume du Maroc	Country/Pàys	.1
This public document / Le présent acte public			
	has been signed by a été signé par		.2
	acting in the capacity of/ agissant en qualité de		.3
La direction générale de la sûreté nationale Ministère de l'intérieur	bears the stamp of est revêtu du sceau		.4
Certified / Attesté			
16/02/2017	تاريخ the / le		.6
		at / à	.5
		bý / pàr	.7
	19241835708	N° / sous n°	.8
Signature	Signature	Stamp Sceau	.9
more information to link the Apostille certificate to the related document plus d'information pour lier le certificat Apostille au document sous-adjacent			
2	Number of pages Nombre de pages	14/02/2017	The document was signed the Le document sous-adjacent est Signé le
To verify the issuance of this Apostille, see below Cette Apostille peut être vérifiée à l'adresse ci-dessous www.apostille.ma			

EXAMPLE OF LEGALISATION WITH QR CODE

OTHER EXAMPLES OF DOCUMENT AUTHENTICATION

(Official translations and countries not party to the Hague Convention)



ABOVE, EXAMPLE OF A DOCUMENT OFFICIALLY TRANSLATED BY A SWORN TRANSLATOR.



ABOVE, EXAMPLES OF OFFICIAL STAMPS USED BY SPANISH SWORN TRANSLATORS. OFFICIAL TRANSLATIONS SHOULD ALWAYS BEAR ONE OF THE BLUE STAMPS (ON THE LEFT) AND THE GOLD STAMP (ON THE RIGHT).



ABOVE, THE LEGALISATION “STAMP” THAT MUST BE REQUESTED WHEN THE APOSTILLE IS NOT VALID: THE TRANSPARENT SECURITY LABEL. IT MUST BE ISSUED BY THE SPANISH CONSULATE OR EMBASSY IN THE RELEVANT COUNTRY.

LIST OF REQUIRED DOCUMENTS (to be applied for when you arrive in Barcelona):

10. **Letter of acceptance from UIC Barcelona** to undertake or extend a period of study or research (**provided by UIC Barcelona**). The date of this letter must be within three months of the date of your application for a student visa.

11. **Official medical certificate:** This certificate may be purchased at a tobacconist's shop (*estanco*, in Spanish). This official Spanish document is yellow and has a cost of **€3.63**. There is an “*estanco*” very close to UIC Barcelona, at *Passeig de la Bonanova, 103*. After you purchase it, a registered doctor must perform a general medical examination and complete and sign the medical form. No other medical certificates will be accepted.

You can find a doctor at:
[Carrer de Vilana 2, 08022](#)
Tel.: 93 211 37 00
email: revisions@comb.es



OFFICIAL SPANISH MEDICAL FORM.

12. **“Certificado de empadronamiento” or “Padrón”**, an official Spanish document that provides proof you are living in Spain. The documents you need to obtain this certificate are:

- **Passport**
- **Housing contract:** you will only be allowed to register after the start date of your housing contract. Therefore, you need to make sure your housing contract is in force at the time of registration. For example: if your housing contract starts on 20 October 2015, you will only be allowed to register from that day onwards.
- **If you are sharing an apartment, you must also submit an authorisation from your landlord.**

As you are required to apply for a student residence permit within 4 weeks of your date of entry in Spain, in order to register on time and attach this document to your permit application, it is important your housing contract begins the moment you arrive in Barcelona.

- **Whenever possible, schedule an appointment** at <https://w30.bcn.cat/APPS/portalttramits/formulari/ptbcitaprevia/T128/init/es/default.html?>
- Choose the option below, marked in green, fill in your personal details and select **“OAC PADRÓ GESTIONS”**

The screenshot shows a web interface for scheduling appointments with the Ajuntament de Barcelona. At the top, there are tabs for 'Tràmites por temas', 'Tràmites por hechos vitales', and 'Mi carpeta'. The main heading is 'Cita amb l'Ajuntament de Barcelona'. Below this, there are two steps: 'Paso 1' and 'Paso 2'. Under 'Paso 1', the user is asked to select an option: 'Solicitud de una cita' (highlighted with a green border), 'Cancelación de una cita', or 'Consulta de una cita'. Each option has a 'Continuar' button. A small green box with an exclamation mark and the text 'Ver la descripción de este trámite' is visible in the top right corner of the interface.

The Citizen Services Office, located at **Plaça Sant Miquel, 3**, provides services in 7 languages (Catalan, Spanish, English, French, Arab, Mandarin and Urdu) during extended opening hours.

For more information on the registration process, please visit: benvinguda/en/www.bcn.cat/

Official Sworn Translators (find more contacts and language combinations in the attached list):

- **German-Spanish:**
Alberto Risueño Fondevila
Sworn German Interpreter
Telephone: 923180737
a.risueno@wanadoo.es
- **English-Spanish:**
Dolores Giralt
Telephone: 633843193
info@hisparos.com

See examples of stamps issued by Official Spanish Translators on page 7, "Other examples of document authentication"