

## REGISTRATION AND ENTRY FORMALITIES

After nomination from the home university, the students will receive the following information and application documents:

- \* Fact Sheet (FS-E.pdf)
- \* Registration and Entry Formalities (REF-E.pdf).
- \* Application Form (APL-E.pdf).
- \* Registration Sheet for first, second or third trimesters (RS01-E.pdf, RS02-E.pdf, RS03-E.pdf).
- \* Academic Calendar (AC.pdf).
- \* Course Catalogue for first, second or third trimesters (CC01.pdf, CC02.pdf, CC03.pdf).
- \* Accommodation Information (ACC.pdf).
- \* Information of the Spanish and Catalan Program (on a fee paying basis)

## Application

Students must complete and send to ESCI-UPF the following documents:

- \* Application Form duly completed and authorized.
- \* Registration Sheet 1, 2 or 3, depending on the exchange trimester.
- \* An original updated transcript from the University of Origin (accompanied by a document from that university explaining the used marking scale), translated and diplomatically legalized if applies.
- \* A detailed curriculum vitae.
- \* 1 passport photograph.
- \* 1 photocopy of the passport valid for the period of stay.

Deadline for students enrolling in the first trimester (Fall) is July 1<sup>st</sup>

Deadline for students enrolling in the second trimester (Winter) is October 15<sup>th</sup>

Deadline for students enrolling in the third trimester (Spring) is January 30<sup>th</sup>

These documents can be sent through the International Relations Office of the Home University to:

Jordi Puig  
ESCI – International Relations  
Passeig Pujades, 1  
08003 BARCELONA

## Admission

Admission will be at the discretion of the Director. Any admitted student will obtain an acceptance letter.

## Arrival

Arrival should be programmed, at least, four days prior the beginning of the classes. Attendance to the introductory session is mandatory (check Fact Sheet for the scheduled day and time for each trimester).

## Registration

Official registration must be done at Servei de Gestió Acadèmica.

### Necessary documents for registration

- \* Acceptance letter.
- \* Certificate issued by the Home University accrediting the exchange student status.
- \* Photocopy of the medical insurance valid in Barcelona for the period of stay.
  - Students that are citizens of a country of the European Union (EU), the European Economic Area (EEA) or Switzerland are required to have full coverage of eventual risks during their stay in Spain and ESCI-UPF will check that at least an accidents and travel insurance has been contracted to complement the EHIC (European Health Insurance Card).
  - Students that are citizens of a country outside the EU must find out whether there exists a mutual health provision agreement between the Social Security system of the home country and Spain (this is the case of a number of Latin American countries). If such an agreement exists, it is possible to obtain a document from the relevant authorities in the home country entitling to free medical coverage in Spain. If not, prior to departure, the student shall take out a private medical insurance to cover the duration of the stay at ESCI-UPF.
- \* Students that are not citizens of a country of the European Union (EU), the European Economic Area (EEA) or Switzerland are required to present the student residence Visa (Visado de estancia por estudios) from the Spanish consulate.

## Legal formalities for foreigners

### EU Students

Students from a European Union member state (Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Sweden or 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 and includes a NIE number.

Students must apply for this document directly at the police station:

- A) Barcelona residents at the Police Station located in Rambla Guipúscoa, 74, in Barcelona, **by appointment**, arranged on the website:

[www.seap.minhap.gob.es](http://www.seap.minhap.gob.es) (Extranjería\Cita previa extranjería\Acceder al procedimiento\Barcelona\Certificado UE\Entrar

- B) Foreign citizens residing in towns other than Barcelona, should apply in person to the Police Station of your city, **without prior appointment**.

Which documents are needed?

- [Application form](#) (EX18.pdf)
- Passport or identity card (original and copy)
- Registration at UPF (original and copy)
- European Health Insurance Card or private insurance policy (original and copy).
- Statement of Financial Resources that students have sufficient economic funds during their stay in Spain ([example](#)). Participation in study exchange programs of the European Union is accreditation enough to justify economic funds.

For further information, please check the [Ministry of Interior's website](#)

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

## Non-EU Students

Students 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, need to obtain a student residence authorization, which authorizes to remain in Spain for the duration of the course and to travel within the EU and the countries that have signed agreements with Spain or the EU for the free movement of people.

## BEFORE ARRIVING IN SPAIN: STUDENT VISA

Before arriving in Spain, students must obtain the student residence visa (visado de estancia por estudios) from the Spanish consulate in the student's country of origin or legal residence. The different Spanish consulates may be found on the website of the Spanish Ministry of Foreign Affairs:

<http://www.exteriores.gob.es/Portal/en/Paginas/inicio.aspx>

To apply for a visa, the student will need an accreditation of acceptance from ESCI-UPF, among other documents. This acceptance letter will be sent after admission. In order to obtain the Student's VISA it is extremely important to apply for a minimum of 20 ECTS per trimester and therefore be a full-time student.

It is very important that the visa is a student visa (type D). Any other type of visa doesn't entitle the student to the subsequent processing of his/her Foreign Identity Card (TIE). It is also crucial that this visa covers the whole academic stay.

The student visa is only valid for study at the university where the student has applied for admission, and for the period of time specified in the acceptance letter. This means that if a student chooses to study at a different educational institution after obtaining the visa, he/she should contact the Spanish embassy or consulate in the student's country of residence to make sure of the needed steps to take before travelling to Spain.

#### **DURING THE FIRST MONTH AFTER THE STUDENT ENTERS SPAIN: Foreigner Identity Card**

If the authorized stay is longer than six months, the student must apply for the Foreigner Identity Card, within one month of entering Spain.

The student must apply for this authorization directly at the police station:

A) Barcelona residents at the Police Station located in Rambla Guipúscoa, 74, in Barcelona, **by appointment**, arranged on the website [www.seap.minhap.gob.es](http://www.seap.minhap.gob.es) (Extranjería\Cita previa extranjería\Acceder al procedimiento\Barcelona\Expedición de tarjeta de identidad de extranjero (huella)\Entrar

B) Foreign citizens residing in towns other than Barcelona, should apply in person to the Police Station in the town where you live, with no need for an appointment.

Which documents are needed?

#### **HOW TO APPLY FOR THE STUDENT RESIDENCE AUTHORIZATION CARD (TIE)**

- Application form (original and copy).  
[Application form](#) (EX17.pdf)
- Original passport and photocopy, including visa (student type) and EU entry stamp. In case there is no EU entry-date stamp, photocopy of flight ticket.
- Acceptance letter (either in Spanish or Catalan) as student or researcher at UPF. *Provided by ESCI-UPF.*
- Enrolment certificate for the current academic year, specifying that attendance to classes is mandatory and the length and dates of the studies (minimum of six months). *Provided by ESCI-UPF.*

- Certificate of census Registration in Spain (*padró o empadronament*). This document is the Official Register of people who live in Spain, containing their corresponding address, and every resident, either Spanish or foreigner, of a municipal area must register on it. Please check Barcelona City Council's website to learn more about it (website in Catalan).

Information about census register at [Barcelona City Hall's website](#)

These documents must be handed in by the student/researcher within the **first month** after arrival in Barcelona or the Schengen Area at:

**Police Station “Sant Martí”**  
**Rambla Guipúscoa, 74**  
**08020 - Barcelona**  
**Office hours: Monday to Friday from 9.00h to 14.00h**

**NOTE:** The student is required to pay some taxes for this administrative process. The same day you bring your documents to the Police station, you will be given the taxes payment form so you can pay this fee. You will need to bring this form with you to pick up your definitive TIE.

For further information:

<http://www.seap.minhap.gob.es/servicios/extranjeria.html>

<http://extranjeros.mtin.es/es/InformacionInteres/InformacionProcedimientos/Ciudadanosnocomunitarios/estudiantes.html>