



PRACTICAL GUIDE FOR STUDENTS

Procedures on arrival in Spain

Municipal registration (empadronamiento), **TIE** (Foreigner Identity Card) and **NIE** (Foreigner Identity Number), step by step.

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Updated under
RD 1155/2024 (in force 20-05-2025)

Once in Spain with your authorization granted, there are two key procedures to be fully in order: municipal registration and the TIE. The NIE, in most cases, is included in the TIE. This guide explains all three under the current Immigration Regulation (RD 1155/2024).

NIE, TIE and empadronamiento: what each one is

- **NIE** — Foreigner Identity Number: your personal and unique number before the Spanish authorities.
- **TIE** — Foreigner Identity Card: the physical card that contains your NIE and proves your legal stay. Mandatory if your stay exceeds 6 months; it must be requested within the **first month** of the grant or entry.
- **Empadronamiento** — registration at the town hall of your address; usually a prerequisite for the TIE.

1 Municipal registration (empadronamiento)

- Register in the municipal census of your address. In Barcelona, book an appointment at an Oficina d'Atenció Ciutadana or get information by calling **010**.
- Usually required: passport, rental contract or authorization from the property owner, and sometimes a utility bill in your name.
- You will get an empadronamiento certificate that you will need for the TIE.

2 Processing the TIE

When: after a favourable decision, within 1 month.

Where: Immigration Office or Police Station of your province (Barcelona), with an appointment for fingerprinting.

Required documents

- **Empadronamiento** (certificate).
- **School documents** about the course (the same ones you submitted in the application).
- **Health insurance** (the same one).
- **Passport** + copy of the first page and of the visa (or the printed decision, if you applied from Spain).
- **Fee 790 012 paid** (card issuance). Filled in on the National Police electronic site, printed and paid at the bank. The form calculates the amount (around 12–16 €). Concept: first grant of temporary residence or stay authorization.
- **Form EX-17** completed.
- **Two colour photos**, 3.5 × 4.5 cm, white background.

Fingerprint appointment

Register for fingerprinting on the National Police electronic site, selecting the **province of Barcelona** and the "fingerprinting / TIE" procedure. Bring all the documentation above on your appointment day.

If you entered via a third country

You must obtain an **entry declaration** within 72 hours of arrival. If you travelled by air, keep your boarding passes.

3 Processing the NIE

Do you need this procedure?

Most students do **not** process the NIE separately: it is already included in the TIE. This procedure (EX-15) is only for those who need the number **without** a card —the "NIE blanco"—, for example for a one-off task before having the TIE.

The NIE is your personal, unique and sequential number before the Spanish authorities. When requested **without** the TIE —for economic, professional or social interests— it is issued on a white document, popularly known as the "**NIE blanco**".

Steps

- 1 Download, complete and sign the official form **EX-15**, in duplicate.
- 2 Gather the documentation: EX-15 (duplicate), full passport (or ID document if you are an EU citizen), a document proving the reason you need the NIE, and proof of fee payment.
- 3 Book an appointment: within Spain (or through a representative) on the Government's electronic site; outside Spain, at the consulate for your area of residence.
- 4 Pay the **fee, form 790 012**, concept "NIE assignment at the request of the applicant" (around 9.84 €). Filled in online, downloaded, printed and paid at the bank. The form is only in Spanish.
- 5 Go to the appointment at the indicated place to submit the documentation.

4 Quick checklist

For the TIE

- ☐ Empadronamiento certificate
- ☐ School documents about the course
- ☐ Health insurance
- ☐ Passport + copy of the first page and of the visa
- ☐ Fee 790 012 paid (card issuance)
- ☐ Form EX-17 completed
- ☐ Two photos 3.5 × 4.5 cm, white background
- ☐ Fingerprint appointment (province of Barcelona)

For the NIE

- ☐ Form EX-15 in duplicate, signed
- ☐ Full passport
- ☐ Document proving the reason for the request
- ☐ Fee 790 012 paid (NIE assignment)
- ☐ Appointment (electronic site or consulate)

We're here to help

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Guidance information updated under Royal Decree 1155/2024 (Immigration Regulation, in force since 20 May 2025). Fees and forms may be updated; always check the current details on the National Police electronic site and at the Immigration Office before your appointment.