

Application for TIE/Fingerprints

If you have a 90-day visa, you are required to start the process of obtaining a residency card (*NIE/TIE*) within 30 days of your arrival. To do so, you are required to present the following documents:

- Form [EX-17 \(PDF\)](#): This document will ask the police to convert your 90-day visa into a residency card that will last for a year. Fill out box number 1 with your data. Remember, the address has to be the one you will use in Spain. In box number 4, select "*tarjeta inicial*."
- Form [MOD 790 012](#): This document contains the fee you must pay before the appointment. This can be paid at any bank in Spain. You just need to fill out your information and select "*TIE que documenta la primera concesión de la autorización de residencia temporal, de estancia o para trabajadores transfronterizos*." Then go to the front desk of any bank with cash to pay the fee amount, and they will take care of the rest. Keep in mind they only accept payments until 11AM.
- Certificate for the residency card: This document proves that you are enrolled in the university and pursuing the number of credits required to obtain a residency card. (Acceptance Letter from MBIT and HSLU)
- Originals and copy of passport.
- Originals and copy of the visa.
- A letter from Insurance
- Passport-style photo (many metro stations have photo booths where you could get this taken and printed).

Important Note: Once you have the residency card, always carry it with you. Police can ask you for identification at any time.

You can make an appointment to submit your documents and have your fingerprints taken on [this government website](#) where you will select Madrid as your province and for the process (or trámite) that you are doing, you will select "Policia-Toma de huella (expedición de tarjeta, renovación de tarjeta."

Padron

The padrón is the document that proves that you live in a regulated apartment/flat/house. You may also know it as the *census*. To obtain this, you need to get an appointment at any *padrón* office in Madrid and bring the following documents:

- Form [Hoja padronal \(PDF\)](#): This document will provide the public servant with all the information required for the process, your personal information and your new address.
- Your house contract from your landlord, renting agency or dorm.
- Original and copy of passport.

The *padrón* is given on the spot. Save a copy of it somewhere in your records in case something happens to the piece of paper.

To make an appointment, you can visit [this government website](#) and select "acceso sin identificar." Under the category (categoría) dropdown menu, select "padrón y censo," and then for trámite you should select "certificado de empadronamiento." When making government appointments, you will frequently be asked for your NIE number and/or your passport number. Your NIE is your foreign identification number that you can find on your visa in your passport. It is nine characters long and starts and ends with a letter.