

Application Guide for NIE in Spain as a EU, EEA, Swiss Student

Step 1: Get an Appointment

1. Visit the [official Extranjería website](#).
2. Select **Madrid** as your province.
3. In Tramites Policia Nacional, select - **Certificados de Registros de Ciudadano de la U.E.**
4. On next page select **Presentación Sin Clave**
5. Enter your personal details and book an appointment.

Step 2: Fill Out the Tax Form

1. Access the **TASA 790 (Código 012)** form [here](#).
2. Complete the form with your personal details.
3. Under "Autoliquidación", select "**TIE de residencia temporal de familiares de personas con nacionalidad española, Certificado de registro de residente comunitario ...**".
4. Print the form and take it to a bank to pay the **€12.00 fee in cash**.
 - **Payment Hours:** Visit the bank between **8:00 a.m. and 11:00 a.m.** on a working day. Some of them have specific weekdays for the payments.
5. Keep the payment receipt for your appointment.

Step 3: Fill Out the EX-18 Form

1. Download the **EX-18 form** [here](#).
2. Complete the form with your personal information and purpose (student registration).
3. Sign and date the form.

Step 4: Prepare Your Passport or National Identity Document

1. Bring your **valid passport** or **national identity card**.
2. If expired:
 - Provide a **copy** of the expired document.
 - Include a copy of the **renewal application**.

Step 5: Gather Additional Documents

1. **Proof of Enrollment:**
 - Submit documentation from your educational institution (e.g., letter of admission or enrollment certificate) Both from HSLU and MBIT.
2. **Health Insurance Documentation:**
 - Provide a **European Health Insurance Card (EHIC)** or **private health insurance** covering your stay. (Better if it is Spanish Insurance, i.e., Adeslas, Sanitas or other. Also insurance should be without co-payments (copagos))
3. **Proof of Sufficient Resources:**
 - Submit a **responsible declaration** showing you have sufficient financial means (bank statements or a letter of support).
4. **Certificate of Residence (Empadronamiento):**
 - **make an appointment at the [webpage](#)**
 - **Select the following:**

- **Acceso SIN Identificar**
- Choose the **Categoria "Padron y censo"**
- Tramite "**Altas, bajas y cambio de domicilio en Padron**"
- Choose your appointment date and time. **Recommendation:** frequently there are empty slots for appointments so check an appointments everyday around 8-9:00 am cause they are updated on daily basis. Please do not wait for an appointment exclusively near your residence; you may select any available office to complete the process.
- You will need to bring your **passport**, your **rental agreement** (in Spanish), proof of your most **recent rent payment**, and the duly **completed registration form**.

Important Notes:

1. **Translation:** Documents not in Spanish (or a co-official language) must be translated by a certified translator.
2. **Submission:** Provide **copies** of all documents and **show the originals** during your appointment.
3. **Print Out the Justification of Appointment**