

LANGUAGE ASSISTANTS IN THE BASQUE COUNTRY

IMMIGRATION PROCEDURES

➔ EXTRA-COMMUNITY (Countries that do not belong to the European Union):

❖ For the first time in Spain:

You must make an appointment at **any National Police Station in your province (Alava, Biscay, or Gipuzkoa)** to **apply for the card (T.I.E.)**. This procedure is called "**POLICÍA- TOMA DE HUELLAS (EXPEDICIÓN DE TARJETA) (POLICE - FINGERPRINTING (CARD ISSUE))**". You can make an appointment online at this link:

<https://icp.administracionelectronica.gob.es/icpplus/index.html>

To apply for the card (T.I.E.), you must provide the following documents:

- **Original passport and photocopy.**
- **NOMBRAMIENTO (APPOINTMENT)** received, informing you of your assigned school and the dates of your activity.
- **ID-sized photograph** with a white background.
- **Fees paid** on FORM 790 (Code 012). You can download the form to pay the fee at this link:
https://sede.policia.gob.es/Tasa790_012/ImpresoRellenar
- **Application** for foreign ID card (form EX-17), completed with applicant information. It can be obtained at this link: [Apply for TIE](#)

❖ Card renewal (T.I.E.) (PRÓRROGA DE ESTANCIA POR ESTUDIOS - EXTENSION OF STAY FOR STUDIES):

You must apply for **an extension of stay for studies** at your Government Sub-delegation's *Oficina de Extranjeros* (Immigration Office) **during the 60 days before your student card expires**. You may also apply during the 90 days after the card expires (notwithstanding possible initiation of sanction proceedings for the infraction in which you have incurred). To this end, you must prove, in addition to other circumstances, that you are continuing as language assistant during the following school year.

Renewals for these permits take place in two different steps. **The first part is to apply for renewal of the procedure with the Government Delegation**, which requires payment through immigration offices of the [fee 790 \(code 052\)](#).

Once **the extension of the stay has been approved**, step 2 is to apply for issue of the *Tarjeta de Identidad de Extranjero* (Foreign ID Card) (TIE) at National Police documentation units. To this end, you must pay the [fee 790 \(code 012\)](#).

To apply for the **new card (T.I.E.)**, you must provide the following documents:

- **Original passport and photocopy.**
- **NOMBRAMIENTO (APPOINTMENT)** received, informing you of your assigned school and the dates of your activity.

- **Certificate that you completed the year prior to renewal.**
- **Official form application print-out (EX-00)** in duplicate, duly completed and signed by the foreign national. You may obtain this form at:
[Solicitud PRORROGA DE ESTANCIA \(Application EXTENSION OF STAY\) - EX00](#)
- **ID-sized photographs** with a white background.
- **Fees paid** in the [FORM 790 \(Code 052\)](#).

ONCE THE EXTENSION HAS BEEN GRANTED, WITHIN ONE MONTH AFTER NOTIFICATION, you must make an appointment to obtain the new card, providing the following documentation:

- **Ruling on granting of extension of stay for studies**
- **Fees paid** in the [FORM 790 \(Code 012\)](#).
- **Original passport and photocopy.**
- **Application** for foreign ID card ([form EX-17](#)), completed with applicant information.

And for greater ease, you can make an appointment for **fingerprints (card issue)** at:

<https://icp.administracionelectronica.gob.es/icplus/index.html>



COMMUNITY CITIZENS (European Union Countries):

You must make an appointment at *any National Police Station in your province for the “Certificado de Registro de Ciudadano de la Unión (Certificate of Registration of Union Citizens)”*. This procedure is called “*POLICÍA-CERTIFICADO DE REGISTRO DE CIUDADANO DE LA U.E. (POLICE-CERTIFICATE OF EU CITIZEN REGISTRATION)*”. You can make an appointment online at this link:

<https://icp.administracionelectronica.gob.es/icplus/index.html>

To this end, you must provide the following documents:

- **Original and photocopy of passport or Documento Nacional de Identidad (National ID Document) (ID)**
- **NOMBRAMIENTO (APPOINTMENT)** received, informing you of your assigned school and the dates of your activity.
- **Fees paid** on FORM 790 (Code 012). You can download the form to pay the fee at this link:
[Immigration FEES](#)
- **Application** for certificate of registration as community resident (form EX-18), completed with applicant information. It can be obtained at this link:
[CERTIFICATE OF REGISTRATION AS EUROPEAN UNION CITIZEN](#)



More detailed INFORMATION on these procedures at these links:

www.policia.es/es/extranjeria_portada.php

https://sede.policia.gob.es/portalCiudadano/es/tramites_extranjeria.php

www.mptfp.gob.es/portal/delegaciones_gobierno/delegaciones/paisvasco/servicios/extranjeria.html