



## Step 1

**You will need to gather the following original documents along with a photocopy of each to take with you to the address provided on “STEP 2”<sup>1</sup>:**

- Application form [EX-00](#). Be sure to fill out the form online before printing it out. For assistance in filling out this form, please click [here](#).
- Passport (NB: Each page must be photocopied) - **Note: DO NOT turn in your original passport, only a photocopy.**
- Expired *tarjeta de estudiante* - **Note: DO NOT turn in your original *tarjeta de estudiante*, only a photocopy.**
- Certificate and from the Registrar (registrar-madrid@slu.edu). Be sure to let the Registrar know you need the letter for the card renewal.
- Proof of Sanitas coverage through the University along with your valid Sanitas card. You may obtain this letter through the Registrar.
- Documentation from the last 12 months which shows that you have the financial means to cover your stay and purchase a ticket to your country of origin. For 2011 this amounts to at least 532,51€ per month. Financial statements from non-Spanish entities must be translated into Spanish and legalized through a Spanish Consulate and carry an *Apostille*.
- Form 790 *modelo* 052 that shows that you have paid the corresponding fee. As of October 24, 2011 the application fee is 16,32€. You may also fill out this form electronically and print it out by clicking [here](#). Your selection is 1.3.

## Step 2

If you are within 60 days of your card's expiration, please deliver all documents along with a photocopy of each to the *Registro* located on García de Paredes, 65 (Metro: Gregorio Marañón; L7 and 10). Inform them that you would like your documentation to be delivered to the *Oficina de Extranjería* on Calle San Faustino, 23. **Note: Be sure to keep a stamped copy of EX-00 for your records. This is the only proof of renewal available.**

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<sup>1</sup> Information current as of February 20, 2012

## Step 3

**You will receive a letter which will give you instructions for your follow-up appointment. For this appointment you will need:**

- Application form [EX-17](#) and photocopy. Be sure to fill out the form online before printing it out. For assistance in filling out this form, please click [here](#).
- Original passport (no photocopies)
- 3 *carnet* photographs
- *Empadronamiento* certificate (To make an appointment, click [here](#). For assistance in making this appointment, click [here](#). For the application form, click [here](#). Click [here](#) for assistance in filling out the application form.) If you live with a University-approved host family, please make an appointment with our Housing Office ([housing-madrid@slu.edu](mailto:housing-madrid@slu.edu))
- Form 790 *modelo* 012 that shows that you have paid the corresponding fee. As of October 24, 2011 the card processing fee is 18,00€. You may pick this form up at the police station on San Felipe, 7-9 (metro: Tetuán) or in the Office of Student Life.

### **To obtain proof of your appointment:**

Once you deliver your documents to García de Paredes, 65, keep the stamped copy of form [EX-00](#) that the civil servant will return to you.