

Important directions for all non-EU language assistants

You can find your NIE number (*Foreigner's Identification Number*) on your passport / visa. NIE means "Número de Identificación de Extranjero".

But the NIE number is not a document for your legal stay in Spain. You must get the "TIE" card:

It is the *TIE* card that credits the assistant's legal stay in the country AS A STUDENT, taking part in the Comunidad de Madrid Language Assistant Programme, for the period of time specified in the letter of appointment.

The *TIE* card indicates the NIE number and your personal details, picture, and fingerprint, as well as the validity of the card and the reason why the document has been granted.

HOW TO GET THE TIE CARD

The assistant must make an **online appointment** in order to apply for the "Tarjeta de Identidad de Extranjero (TIE)" (*Foreigner's Identification Card*) **WITHIN ONE MONTH** from the entry into Spain.

The appointment must be made on the following web site:

<https://sede.administracionespublicas.gob.es/icpplus/citar>

A dropdown menu will provide a list of Spanish provinces. Click on the province of "Madrid". Click on "Aceptar."

Then, another dropdown menu will be available. Click on "TOMA DE HUELLAS (EXPEDICIÓN DE TARJETA) Y RENOVACIÓN DE TARJETA DE LARGA DURACIÓN". Click on "Aceptar."

Click on "Entrar" and fill out the form.

Once you have finished, print out the appointment slip and keep it, since it will be required on the day of the appointment.

On the day of the appointment:

- ✓ You must go to the "Brigada de Extranjería de Madrid" office, which is located in *Avenida de los Poblados, sin número, Madrid*.

Metro stop: Aluche (Line 5, green line) (Take the “Avenida de los Poblados” exit, turn left and keep walking. The office is about 200 metres away).

NOTE: It is your responsibility to make the online appointment right after your arrival in Spain. The *Consejería de Educación, Juventud y Deporte* will advise you on the procedures to be carried out during the Orientation Sessions which will take place on September 24-28, but it will not make the appointment for you.

- ✓ You must bring the following documents:
 1. The document stating the date and time of the appointment (the one you have previously printed out)
 2. The letter of appointment stating that you will be working as a language assistant (one copy).
 3. The EX17 form “Solicitud de Tarjeta de Identidad de Extranjero TIE,” which can be downloaded on the following link:

<http://www.interior.gob.es/web/servicios-al-ciudadano/modelos-de-solicitud/extranjeria>

The address specified in The EX17 form will be considered as your permanent address in Spain. If you later change residence, you will be required to communicate it to the “Brigada de Extranjería de Madrid” office (SACE office, on 1st floor) (see information stated above). In this case, no appointment has to be made.

4. Proof of payment of a fee of € 15,45 (this fee applies until 12/31/15 and will be increased on January 1)

This fee must be paid in cash (not by credit card) at ANY bank. MAKE THE PAYMENT BEFORE GOING TO THE “BRIGADA DE EXTRANJERÍA DE MADRID” OFFICE. In order to pay this fee you will need to fill out the “790 código 012” three-colored form, which cannot be downloaded from the internet. You can get it at the “Brigada de Extranjería de Madrid” o other Police stations, although it will also be available during the Orientation Sessions at “CRIF Las Acacias” centre.

5. Valid original passport and photocopies of the following pages:

Personal details (first name, last name and picture)

Visa

Entry stamp (* SEE BELOW)

6. A passport size photo, bare-headed, on white background. In many metro stations there are photo booths available. There is also one in the “Brigada de Extranjería de Madrid” office, but it is highly recommended that you bring the picture yourself.

After handing over those documents an officer, you will stamp your fingerprints. Then you will be given a justifying slip to collect your TIE card after about 40 days.

About 40 days after the appointment (and without prior notice), you must go to the “Brigada de Extranjería de Madrid” office in order to get your *TIE* card. You will need to bring your passport and the justifying slip with you.

(*) THIS IS EXTREMELY IMPORTANT:

It is mandatory to provide evidence that you arrived in Spain on a certain date. The date will be really important for the “Brigada de Extranjería de Madrid” office. The best thing to do is to have your passport or visa stamped when you cross the border (normally this is done as you go through the security check at the airport). The entry date must be clearly visible. Make sure the officials at the airport understand how important this date is for your legal stay in Spain.

In the event that your passport / visa are not stamped, keep the plane ticket.

If you have entered the country through an airport located in a city belonging to the Schengen Area, you must have your passport / visa stamped. In this case, make sure you also keep your transportation ticket safe and secure. For instance, an assistant may fly from the USA to Paris, where they get their passport / visa stamped. Then, they buy a train/bus ticket to Madrid. This train/bus ticket must be kept.

If you travel to Spain by car, when you cross the border you must ask to have your passport / visa stamped.

WARNING: In the event that you enter our country without any document that can prove the date of your arrival, within 72 hours you must go to the “Brigada de Extranjería de Madrid” office (no appointment is required). In this case, the proceeding is called “Declaración de entrada” (Declaration of Entry). Go directly to the SACE office on 1st floor (building on your left).