

Jaén, February 3, 2026



**WELCOME DAY FOR FOREIGN STUDENTS AT THE  
UNIVERSITY OF JAÉN. COURSE 2025/2026.**



Universidad de Jaén

**Beatriz Valle Delgado**  
**Head of the Immigration Office**



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# BASIC CONCEPTS



**1** THE FOREIGN IDENTIFICATION NUMBER (NIE)  
AND THE FOREIGN IDENTITY CARD (TIE)

**2** VISA AND STAY AUTHORIZATION

**3** THE RESIDENCE AUTHORIZATION

**4** THE WORK AUTHORIZATION



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# BIG PREVIOUS QUESTIONS TO KNOW WHAT PROCEDURE I HAVE TO DO.

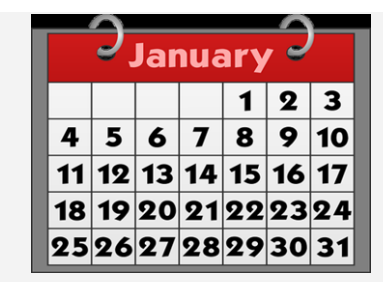


1



What is my  
nationality?

2



How long will I  
stay in Spain  
and when have I  
arrived?

3



Can I work?

30h. weekly at  
most.

Third party  
account or own  
account.

# Union Citizen Registration Certificate

It is the Document issued to citizens of the EU, the EEA and Switzerland, who are going to stay in Spain for more than 3 months.

## What does it involve?

Consideration as residents in the country for all purposes for a period of 5 years (authorization to work).

## Where is it requested?

At the Immigration Office, in person. It is necessary to make an appointment at POLICE-EU CITIZEN REGISTRATION CERTIFICATE

## Necessary documentation

- Application (Model EX18).
- Fee Paid (Form 790, code 012)
- Valid and current Passport or National Identity Document.
- Documentation proving that you have been admitted to a teaching center in Spain Official Erasmus or Talent Student Credential from the UJA.
- European Health Card.



# FOREIGN IDENTITY CARD (TIE)

It is the identity document that all non-EU foreigners who are going to stay in Spain for a period of more than six months must apply for.

## When is it requested?

Within a period of one month from entry into Spain or from notification of the Resolution.

## Where is it requested?

At the Immigration Office, in person. It is necessary to make an appointment at the POLICE TAKING OF FINGERPRINTS. Subsequently, to collect it, it will be necessary to make an appointment at the POLICE-COLLECTION OF FOREIGN IDENTITY CARD (TIE).

## Necessary documentation

Application (EX17 model).

Passport.

Fee Paid (Form 790, code 012).

A recent color photograph, on a white background, passport size.

Resolution granting a residence or stay permit.



# INITIAL AUTHORIZATION TO STAY AT THE OEX

It is the authorization, requested from Spain, in a regular situation, that enables you to remain in Spain to carry out studies. It can last the same as the Bachelor's or Master's degree.

## When is it requested?

At least two months in advance of the expiration date of your regular status in Spain.

## Where is it requested?

- TELEMATICALLY, with digital certificate, through the Mercurio Platform.
- On the Mercury platform through a representative.
- In person, by appointment, in REQUEST FOR AUTHORIZATIONS.

## Necessary documentation

Application: Model EX00.

Complete passport.

Documentation proving financial means.

Documentation proving that you have medical insurance.

Documentation proving admission to a Teaching Center (Registration).

Medical certificate.

Criminal Record Certificate country of origin.

Fee Paid (Form 790 Code 052)



# EXTENSION OF STAY FOR STUDIES

It is the authorization that allows you to continue with your studies once the initial stay has expired.

## When is it requested?

In the two months before or three months after expiration. The resolution period is 3 months and allows the previous authorization to remain in force until resolution. Maximum validity 1 year.

## Where is it requested?

- TELEMATICALLY, with digital certificate through the Mercurio Platform.
- On the Mercury platform through a representative.

## Necessary documentation

Application (model EX00).

Complete passport.

Fee Paid (Form 790, code 052).

Documentation proving financial means.

Documentation proving that you have medical insurance.

# CLARIFICATIONS ON DOCUMENTATION TO BE PROVIDED



## ECONOMIC MEANS

An amount that represents 100% of IPREM, unless if accommodation is paid.

Any means of proof: own or family resources, aid or scholarships.

The existence of an employment contract and an offer of employment will be taken into account.

## MEDICAL INSURANCE

It must cover the entire duration of the authorization.

Limited coverage of no less than 30.000 euros, without co-payments, reimbursements and waiting periods.

The job offer is not valid to prove this aspect, and you must be registered with social security to not provide private insurance.

## FOREIGN DOCUMENTS

they must be updated, translated and legalized or apostilled.

# RETURN AUTHORIZATION



## WHAT IS IT?

Authorize the departure and subsequent return to the national territory of the foreigner whose residence or stay authorization is in the renewal or extension period or whose TIE is being processed. Only to travel to countries for which Spain requires a visa.

## WHERE?

It is requested, PERSONALLY, at the Immigration Office, making an appointment in REQUEST FOR AUTHORIZATIONS.

## TIME

It is issued for a maximum of 90 days, and only if an extension of the stay has already been requested and it is being processed.



# MODIFICATION TO RESIDENCE AND WORK

It means changing from stay status to residence status.

The National Employment Situation is not required, as long as the studies have been successfully completed.

## Who and when requests it?

- Both the employer or the student. Two months before or three months after expiration.

## Where is it requested?

- TELEMATICALLY, with digital certificate, through the Mercurio Platform. If it is a legal entity, only one way.
- On the Mercury platform through a representative.
- In person, by appointment, in REQUEST FOR AUTHORIZATIONS.

## Necessary documentation

- Application: Form EX26.
- Complete passport.
- Work Rate (790, code 062) and Residence Rate (Code 052)
- Certification attesting to having completed the studies.
- Documentation accrediting professional qualification.
- Documentation of the company, identifying it and proving that it has sufficient means.
- Employment contract or self-employed association certification.

# RESIDENCE JOB SEARCH

It means changing from stay status to residence status.

The studies have been successfully completed, but there is no employment contract or it is not possible to develop a business project. It does not authorize you to work.

## Who and when requests it?

- Student. 60 days before or 90 days after expiration.

## Where is it requested?

- TELEMATICALLY, with digital certificate, through Plataforma Mercurio.
- On the Mercurio platform through a representative.

## Necessary documentation

- Application: Model EX26.
- Complete passport.
- Documentation proving financial means.
- Documentation proving that you have medical insurance.
- Rate (790, code 052).
- Completion of studies.

## Resolution and Modification

- Term of 20 days. Positive silence.
- It is granted for 24 months.
- If you find a suitable employment/have started business project → request the corresponding authorization.



# THANK YOU VERY MUCH FOR YOUR ATTENTION



You can contact us:



+ 34 953 999 060

Inquiry Mailbox:

<https://sede.administracionespublicas.gob.es/ayuda/consulta/ExtranjeriaCG>

Appointment request link:

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

Telematic request link:

<https://sede.administracionespublicas.gob.es/mercurio/inicioMercurio.html>

