

International Students  
of **UPC** BarcelonaTech

# Welcome Guide



UNIVERSITAT POLITÈCNICA  
DE CATALUNYA  
BARCELONATECH

*International Campus of Excellence*

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### **Note**

This guide addresses international students arriving at the Universitat Politècnica de Catalunya • BarcelonaTech. The following shortened forms are used throughout.

- *EU students*: students who are nationals of countries that are members of the European Union (or nationals of Switzerland);
- *Non-EU students*: students who are nationals of countries that are not members of the European Union.



# 01

## The Universitat Politècnica de Catalunya · BarcelonaTech (UPC)

The **Universitat Politècnica de Catalunya · BarcelonaTech (UPC)** is a public institution of higher education and research that specialises in science, engineering and architecture.

The UPC is the technical university with the highest percentage of doctoral-level graduates in Spain. It has 8 campuses, 20 schools and 30 departments. It teaches 64 bachelor's degrees, 68 master's degrees and 46 doctoral degrees.

Every year the UPC receives a great number of international students. During the 2017-2018 academic year, there were 1,490 incoming students from exchange programmes. Most of them came through the Erasmus programme, although a significant percentage came as a result of mobility agreements with South American universities.

There are also a great number of international students enrolled at the UPC as regular students (4,105 students in the 2017–2018 academic year). Fifty percent of the students enrolled in doctoral programmes are international students.

**The UPC is the Spanish university with the highest number of international students on master's and doctoral degrees.**

**The UPC is the Spanish university with the highest scientific output and research income, thanks to the research projects carried out.**

# 02

## On arrival

### Accommodation / Public transport in Barcelona / Useful telephone numbers

There are a number of things you should consider when you arrive in Catalonia.

### 2.1. Accommodation

The University has an agreement with a company called Resa Housing that specialises in housing for students.

Contact them online, by e-mail, by phone or by fax to find the most suitable accommodation (flat sharing, rented apartments, student residence) well enough in advance, so that on arrival you can go directly to the accommodation you have booked.

#### Resa Housing

[www.resahousing.com](http://www.resahousing.com)

[info@resahousing.com](mailto:info@resahousing.com)

C. Torrent de l'Olla, 219

08012 Barcelona

Tel: +34 93 238 90 72

Fax: +34 93 228 92 59

Office hours:

- July and August: from Monday to Friday, from 9.00 a.m. to 2.00 p.m.
- Rest of the year: from Monday to Thursday, from 9.30 a.m. to 1.30 p.m. and from 3.30 p.m. to 5.30 p.m., and Fridays from 9.30 a.m. to 2.00 p.m.

If you prefer to contact the owner of the flat or apartment directly, we recommend you three housing platforms:

- **UNIPLACES ([www.uniplaces.com](http://www.uniplaces.com))**  
They act as intermediaries between the owners and people who are looking for accommodation. They have a wide range of housing opportunities in Barcelona (and in other cities in Europe).
- **HOUSINGANYWHERE ([www.housinganywhere.com](http://www.housinganywhere.com))**  
They put people who are looking for accommodation in contact with people who have rooms to let in Barcelona (and in other European cities).
- **BEROOMERS ([www.beroomers.com](http://www.beroomers.com))**  
They offer accommodation in shared flats, student's residences, complete flats to rent, accommodation with families, etc.

The following website managed by the Barcelona City Council may also be useful:

**[www.compartir-habitatge.net](http://www.compartir-habitatge.net)**

It provides information on flats and rooms for rent in different neighbourhoods in Barcelona, their price and the owner's contact details.

## 2.2. Public transport in Barcelona

### The public transport service

The Barcelona area has an extensive public transport network.

On the website of the Barcelona public transport service, **Transports Metropolitans de Barcelona, TMB ([www.tmb.cat](http://www.tmb.cat))**, you can check timetables, ticket prices, etc.

The TMB network is composed of the metro (eight lines), the bus (over 100 lines), the Montjuïc cable car, funicular railway and the Tourist Bus.

With the corresponding TMB ticket (check the zones), you can also take the train (Rodalies Renfe) and the Catalan railway (Ferrocarrils de la Generalitat de Catalunya, FGC) to get to and from the cities and towns around Barcelona.

Timetables and information on public transport in the Barcelona area are available on the following websites:

- Rodalies Renfe (train lines in the Barcelona area)  
**[www.renfe.com](http://www.renfe.com)**
- Ferrocarrils de la Generalitat de Catalunya (FGC)  
**[www.fgc.cat](http://www.fgc.cat)**

### Fares and special tickets

A one-way ticket for the bus, metro or tram costs €2.20 in Barcelona.

On arrival, we recommend you buy the T-10 travel card, which you can use 10 times, as it works out cheaper than single tickets. You can buy it at metro stations, tram stations, newsagents and kiosks.

A travel card or pass allows you to change between several means of transport to reach your destination, but you have to take the next means of transport within 15 minutes of leaving the last one.

There are also many other types of tickets. If you want to save money, check what kind of ticket or travel card best meets your needs.

You can use, for instance, the “T-mes” (T-month) or the “Tarjeta T-jove” (T-young card) if you are under 25 years old.

### Fine for travelling without a valid ticket

**Travelling without a valid ticket may be subject to a €100 fine.**

Remember to validate your ticket or travel card when you get on the bus, metro or tram. When you travel by train (Rodalies Renfe) or on the Catalan railway (FGC), you will have to validate your ticket again when you reach your destination.

## 2.3. Useful telephone numbers

Several useful telephone numbers are listed below.

# 112

**In the European Union, is the telephone number for emergencies** (police, ambulance, fire brigade, etc.).

Telephone number	Service
<b>061</b> <b>catsalut.gencat.cat</b>	<b>CatSalut respon (public health care hotline)</b> Service available all day (24 hours a day, 365 days a year). Medical assistance, contact with hospitals, etc.
<b>010</b> <b>www.barcelona.cat</b>	Information service of the <b>Barcelona City Council</b> (or 807 117 700, if you are calling from outside the Barcelona area)
<b>012</b>	<b>Information number for the Generalitat de Catalunya</b> (Catalan government)
<b>010 / 93 244 07 10</b> <b>www.farmaceuticonline.com</b> <b>farmaceuticonline@farmaceuticonline.com</b>	<b>24-hour chemists</b>
<b>93 285 38 34</b> <b>www.barcelonaturisme.com</b>	<b>Barcelona Tourist Office</b>
<b>93 298 70 00 / 93 214 80 00</b> <b>www.tmb.cat</b>	<b>Barcelona public transport service (TMB)</b>
<b>012/900 901 515</b> <b>www.fgc.cat</b>	<b>Catalan railway (FGC)</b>
<b>912 320 320</b> <b>www.renfe.es</b>	<b>Renfe trains</b> Information on the Spanish train service
<b>902 404 704</b> <b>www.aena.es</b>	<b>Airport information</b> For all airports in Spain. Information on flights, lost luggage, airlines, etc.
<b>902 197 197</b> <b>www.correos.es</b>	<b>Postal service</b>



# 03

## First steps when you arrive at the UPC

Student welcome office / Services we offer / Your school or department at the UPC / Applying for a UPC card

### 3.1. Student welcome office

When you arrive, go to the students welcome office. This OMI office gives useful information and practical orientation to international students.

#### **International Students Office (OMI)**

C/ Jordi Girona, 1-3  
Building C-3, plaza Telecos  
Campus Nord  
08034 Barcelona  
Tel.: +34 93 401 69 37  
**[oficina.mobilitat.internacional@upc.edu](mailto:oficina.mobilitat.internacional@upc.edu)**

Office hours:  
from Monday to Friday, from 10 a.m.  
to 2 p.m.

**[www.upc.edu/sri/en/students](http://www.upc.edu/sri/en/students)**

### Services we offer

The Student Mobility Unit is part of the International Relations Bureau.

Through the welcome office (the OMI in Barcelona), the International Relations Bureau promotes student mobility, gives welcome information to incoming students and facilitates their integration at the UPC. We also provide information and advice on the compulsory legal procedures that you will have to carry out to make your stay in Spain legal.

During the first days after your arrival at UPC, you should go to the OMI (Students welcome office). We will be happy to help you.

At OMI we will assess you about the procedure/s that your relatives and you could have to do at your arrival and also during your whole stay. During the rest of your stay, we can mainly assess you about the procedure of TIE renewal for you and your relatives.

## 3.2. Your school or department at the UPC

### Exchange students

You should contact the international relations office at your destination school at the UPC. They will help you with the following:

- Enrolment and other academic issues (subjects, academic calendar, enrolment periods, changes in the learning agreement, arrival certificate, etc.).
- Access to your UPC e-mail account, internet and Wi-Fi.
- UPC student card.
- Access to the library.

### Regular international students (coming for a full study programme)

You should contact the secretary's office for your study programme (bachelor's, master's or doctoral degree). There they will help you to enrol. They will also give you information on the following:

- Access to your UPC e-mail account, internet and Wi-Fi.
- UPC student card.
- Access to the library.

## 3.3. Applying for a UPC card

The UPC card identifies you as a UPC student during your stay at the UPC and gives you access to the library and sports facilities, if you have joined and paid the membership.

You should apply for the UPC card when you enrol. The card uses to be prepared around 4 weeks after the enrolment. In the meanwhile, you can identify yourself as a UPC student by showing your registration ("matricula"; in order to enter the library, for instance).

- **If you are an exchange student**, further information will be available at the international relations office of your school.
- **If you are not an exchange student but a regular student** following a full programme, further information will be available at the secretary's office of your department or school.

In addition, if you are one of the following:

- An exchange student who has come to the UPC to carry out the bachelor's or master's thesis, or
- An international student taking a master's or doctoral degree who has to carry out the master's or doctoral thesis

and you need to use a laboratory, you will have to ask your department to activate your card in order to obtain access to the lab. If you need to use a specific laboratory while your UPC card is being processed, ask your department for a provisional access card.

To solve any incidences with your UPC card, please contact: **identitat.digital@upc.edu**

### 3.4. The e-secretaria intranet

The e-secretaria intranet is a digital portal that, as a UPC student, you can use to enrol, consult your academic record, apply for certificates, modify your personal and contact details and carry out administrative procedures involving the secretary's office at your school.

Use the login details provided by your school/faculty after the enrolment to access the intranet.

### 3.5. The ATENEA platform

ATENEA is the UPC's virtual teaching environment, which professors use to provide students with teaching material, statements of practical problems, exercises and sample exam papers, etc.

Use the login details provided by your school/faculty after the enrolment to access the platform.

**[atenea.upc.edu](http://atenea.upc.edu)**

### 3.6. Libraries Service at UPC

The UPC Libraries Service has 12 libraries in the different UPC campuses.

Through the libraries catalogue you can find books, magazines, and more than 70,000 documents in electronic format (digital books, electronic magazines and

databases) and you can also search for references in other university libraries.

In addition, in the institutional repository you can consult the full text of the books published by UPC, doctoral thesis, final master thesis or bachelor projects, teaching materials and exams of previous years.

The libraries can also lend you laptops or scientific calculators. They also offer you the reservation of rooms with all that you need to study in groups.

You must use your login and password UPC to manage your reservations (of books, applications for laptops, to reserve a group study room, etc.).

You will find more information about all the services and opening hours of the UPC libraries in the Bibliotecnica website: **[bibliotecnica.upc.edu](http://bibliotecnica.upc.edu)**

### 3.7. Sports Service at UPC

The UPC Sports Service offers you a wide range of possibilities of practising sports during your stay. It also allows you to take part in sports competitions and in other varied activities.

You can find information timetables and activities at the website: **[www.upc.edu/esports](http://www.upc.edu/esports)**

# 04

## Languages at the UPC

**Hola! Programme / Language courses / SALSAM / Contact details**

In Catalonia, the main languages used for communication are Catalan and Spanish. Catalan is the native language and shares official status with Spanish. This means that students and professors can use either of the two languages.

In degree courses, around 60% of classes are taught in Catalan and 40% are taught in Spanish. In postgraduate, master's and doctoral degrees, Spanish is prevalent and English is becoming widespread.

### 4.1 Hola! Programme

The Hola! Programme offers language and cultural services designed to help you adapt to life at the UPC.

#### Catalan for Beginners

Learn basic Catalan to follow classes and start making friends:

- Intensive 6-week course
- Basic level
- Weekly face-to-face sessions with a tutor
- Guided virtual learning
- Tips on local culture
- Various timetables
- €20
- ECTS credits

#### ONLINE REGISTRATION

[www.upc.edu/slt/en/reception/catalan-beginners](http://www.upc.edu/slt/en/reception/catalan-beginners)

#### 30 tips

This pocket guide provides tips on the customs and manners of Catalan society, such as how to greet a person you have just met, punctuality, family ties and body language.

#### FREE DOWNLOAD

[www.intercat.cat/en/info/pistes.jsp](http://www.intercat.cat/en/info/pistes.jsp)

## 4.2 Language at the UPC

The UPC has agreements with the Catalan universities UAB, UB, UOC and UPF so that you can take Spanish, English and other language courses at their language schools at the same price as their members.

### Spanish courses

Gain a good grounding in Spanish and learn how to communicate accurately and fluently.

- All levels
- Face-to-face and online courses
- Year-long and intensive courses
- Certification exams
- Official university language certificates
- Special prices for UPC members
- ECTS credits

#### MORE INFORMATION

[www.upc.edu/slt/en/learn-spanish](http://www.upc.edu/slt/en/learn-spanish)

### English courses and other language courses

Make the most of your stay at the UPC and continue to improve your foreign language skills.

- English, French, German, Italian and other languages
- All levels
- Face-to-face and online courses
- Year-long and intensive courses
- Certification exams
- Official university language certificates
- Special prices for UPC members
- ECTS credits

#### MORE INFORMATION

[www.upc.edu/slt/en/learn-english/courses](http://www.upc.edu/slt/en/learn-english/courses)

## 4.3 Salsa'm: the UPC buddy programme

SALSA'M is the UPC buddy programme. We connect local students and incoming students who are studying at our university for one semester. The buddies provide academic, cultural and linguistic support. There are also outings and social activities.

#### REGISTRATION

[www.upc.edu/slt/ca/formulari/international-students](http://www.upc.edu/slt/ca/formulari/international-students)

## 4.4 Contact details

For further information on fees, timetables and registration, please contact:

Language and Terminology Service  
[demana.slt@upc.edu](mailto:demana.slt@upc.edu)  
<https://demana.upc.edu/slt>  
[www.upc.edu/idiomes](http://www.upc.edu/idiomes)



Biblioteca FME  
Servis →  
← Audio-Vs  
Videos

Biblioteca FME  
Llibres →  
Matemàtiques  
i estadística  
← Videos

# 05

## Orientation Week: a welcome week for international exchange students

The Orientation Week consist of some welcoming activities that International Relations Bureau at the UPC organises for international exchange students arriving at the University. It takes place at the beginning of the autumn and spring semesters. Several activities take place on the North Campus in Barcelona, including cultural visits and the presentation of the main university services.

Some UPC schools also organise other welcoming activities for their international students, adapted to their specific background.

At any point in the academic year you can find information on the latest edition of the Orientation Week on the International Relations Bureau website:

**[www.upc.edu/sri/en/students](http://www.upc.edu/sri/en/students)**

# 06

## Compulsory legal procedures for international students

### On arrival / During your stay

At the International Students Office (OMI) in Barcelona, we can inform you in detail about the compulsory legal procedures you must carry out depending on your nationality and situation.

- **On arrival**

Registration as a resident of a town or city, registration as a citizen of the European Union, applications for the Foreigner Identification Card (*Tarjeta de identidad de extranjero*, TIE) and Foreigner Identification Number (*Número de identificación de extranjero*, NIE) or equivalent certificate.

- **During your stay**

Renewal of the TIE for students from outside the European Union and application for a re-entry permit if you are planning to travel abroad.

The OMI can help and assess students who are NOT nationals of European Union countries (non-EU students) to renew their TIE, which they will have to do every year during their stay in Spain.

For further information, consult Section 6.2. of this guide and the website [www.upc.edu/sri](http://www.upc.edu/sri), write to [oficina.mobilitat.internacional@upc.edu](mailto:oficina.mobilitat.internacional@upc.edu) or ask at the OMI (on the telephone or in person).

### 6.1. On arrival

In the next page there is a summary of the **compulsory legal procedures** that international students must carry out when they arrive in Spain depending on their nationality, the type of visa they arrived with and the length of their stay.

In the next pages you will find some information about these procedures.

Nationality of the international student	Arrival	Visa	Procedures
EU students citizens of European Union countries (and Switzerland)	EU students do not require a visa to enter Spain	No visa required (stays of more than 3 months and less than 6 months)	Registration as a citizen of the European Union
		No visa required (stays of more than 6 months)	Registration as a resident of a town or city + registration as a citizen of the European Union



Nationality of the international student	Arrival	Visa	Procedures
Non-EU students: citizens of non-European Union countries	If you are arriving from your country (outside of the European Union), with a STUDENT VISA	Short-stay student visa (less than 6 months)	No procedures required
		Long-stay student visa (more than 6 months)	Registration as a resident of a town or city + procedure to obtain the TIE
	If you are arriving from another European Union country where you have been studying. In this case you can come with a STUDENT VISA and obtain the TIE	Short-stay student visa (less than 6 months)	No procedures required
		Long-stay student visa (more than 6 months)	Registration as a resident of a town or city + procedure to obtain the TIE card
		Without a visa (not recommended)	<ul style="list-style-type: none"> <li>• If you are an Erasmus Mundus Master student or a Erasmus Exchange student: please contact OMI</li> <li>• If you are going to begin a Degree or a Master at UPC: Census Resister + Procedure of “Spanish studies permit due to a mobility inside the European Union”</li> </ul>

The various procedures are briefly described in the following pages. The detailed information about each procedure is available on the International Relations Bureau website:

[www.upc.edu/sri](http://www.upc.edu/sri)

(in the sections in English and Spanish).

Should you have any questions, visit the OMI or request information by sending an e-mail to the following address:

[oficina.mobilitat.internacional@upc.edu](mailto:oficina.mobilitat.internacional@upc.edu)

## Registering as a resident of a town or city

This procedure involves the student registering as a resident of the town or city in which he or she is now living. The result of this procedure is a registration certificate that can be used as official proof of your residence in a town or city and that may be required for various administrative procedures.

## Registering as a citizen of the European Union, for EU and Swiss students

EU students (or students from Switzerland) who are going to remain in Spain for more than three months **MUST** register as citizens of the European Union. The result of this procedure is a document that identifies you and that includes the NIE. **You will need this number to open a bank account in Spain and to use the Barcelona City Council's Bicing bicycle rental service**, for example. You will also need it to work in Spain, make an internship and even to buy certain things such as computers or cars.

**Special case:** students born and living in South America but who are nationals of a European Union country (Italian nationals, in most cases) should register as citizens of the European Union (although this is not necessary if you are Spanish).

In this case, bear in mind that you will have to submit a private health insurance policy with unlimited coverage, because you are not eligible for the European Health Insurance Card. You will find more information in our website: <https://www.upc.edu/sri/en/students> (see the part about the health insurance in “students”).

## Applying for the TIE, for non-EU students who entered Spain with a student visa

If you are a non-EU student and you entered Spain with a long-stay student visa, you must begin the procedure to obtain your TIE (**Foreigner Identification Card**) at a police station. The procedure must be initiated within 30 days from you entering Spain; otherwise, you will be in Spain illegally.

Your student visa is only your “entrance pass” into Spain, and the TIE is an extension of your visa. The TIE is usually valid for a year or until the end of the academic programme. It can be renewed every year if you keep on studying in Spain, and it also includes the NIE (**Foreigner Identification Number**).

If you wish to stay in Spain for longer than a year, see Section 6.2.

## Applying for a European Union mobility stay for studies permit, for non EU-students who have arrived in Spain without a student visa from another EU country where they have been studying

As a student from outside the European Union (non-EU student), and according to your profile:

- a) If you are going on **Exchange to UPC** in the frame of an **Erasmus Mundus Master or PhD**, or if you are an **Erasmus+** exchange student, as you are doing a Master in another EU country: please contact the UPC International Students Office (OMI), as we must submit your documents to the Spanish authorities. Essential requirement: the other permit you have (from the European Union country where you were before) must be valid during the whole period you should remain in Spain.

b) If you have finished your studies (i.e. a master or other degree) in another EU country, and **now are you going to initiate a (full) master or PhD programme at UPC**: you must ask for a “permit of stay as a student in Spain for mobility inside the European Union”. You have to start the procedure in person at the corresponding offices of the legal authorities, during the first month after your arrival in Spain. To obtain more details about the procedure, please contact the UPC International Students Office (OMI).

In any case, **it is always better to enter Spain with a Spanish student visa**, obtained in the Spanish Consulate of your country (or of the EU country where you had a legal residence). Anyway, if you do not have a visa, please ask the UPC International Students Office (OMI) personally or writing to the following electronic address: **oficina.mobilitat.internacional@upc.edu**.

### **Non-EU students WITHOUT a student visa: obtention of the visa from Spain**

A person that has a situation of legality in Spain is allowed to apply in Spain for a student permit. He/she should have **a minimum of one full month more of legality in Spain** when submitting the documents of the application.

The documents to be submitted are very similar to the ones that allow you to ask for a student visa from the origin country: valid passport, application form, medical insurance, economic means, acceptance letter and copy of the academic degree that allowed the entrance in the studies in Spain. If the studies are going to last more than six months, you should also provide: medical certificate and police clearances of the countries where you had lived during the last 5 years.

It is always **better that you arrive in Spain with a student visa**, but this is an option in case it has not been so.

## **6.2. Renewing the TIE during your stay, for non-EU students**

The TIE is the document that allows you to remain legally in Spain. **If you do not initiate the renewal of your TIE before its expiry date, you will be in Spain illegally.**

Therefore, if you wish to keep studying in Spain, you must begin the renewal of your TIE **BEFORE** its expiry date. You can begin this procedure during the last 60 days of validity of your card. Because this is a complex procedure, we advise you to initiate it well in advance: **do not wait until the last day of validity of your TIE to begin the renewal procedure.**

You must also bear in mind that to renew your TIE you must be able to do the following:

- Prove that you have met the academic progress requirements during the last year, and
- Prove that you will continue to study in Spain in the following academic year.

At the International Students Office (OMI) in Barcelona, **we can assess** your relatives and you to do the procedure to extend your Spanish stay as a student permit. We will help you during the whole process in order it ends well.

Remember that you must do this **every year** while you are studying in Spain.

If you want/need to travel during the renewal of your TIE card, ask at the OMI, sufficiently in advance and before buying your travel tickets.

**If you wish to travel abroad during your stay in Spain, read Section 7 very carefully**



# 07

## Travel and stays outside Spain for non-EU students

If you have a Spanish short-stay student visa / If you have a Spanish long-stay student visa and you have to travel soon after your arrival in Spain / If you already have the definitive TIE and you wish to travel to another European Union country in the Schengen area during your stay / If you have a TIE but you plan to spend more than six months outside Spain during that year / If you have a TIE and you must travel during your card renewal period

### 7.1. If you have a Spanish short-stay student visa (less than six months)

Check with the consulate of the country you are travelling to whether there are likely to be any problems. Every country has its own regulations and it is possible that your short-stay student visa for Spain is will not be enough for you to gain entry to some countries (even in the European Union), and you may need to apply for a tourist visa, even for a short stay.

What your Spanish short-stay student visa guarantees is that you can enter Spain as many times as you need to while the visa is valid.

**A student visa or the TIE allows you to stay only in Spain legally. It is therefore very important that you plan any travelling from Spain to other countries (for study or leisure) very carefully and some time in advance.**

### 7.2. If you have a Spanish long-stay student visa (for a more than six months stay) and you have to travel soon after your arrival in Spain

You must take into account that you WILL NOT be able to travel before starting the procedure to obtain the TIE. This means that you will be eligible for travel one month after entering Spain, at the earliest.

Moreover, if you wish to travel before you have the definitive TIE, you should do two things BEFORE travelling:

- Apply for a re-entry permit (see Section 8.1 of this guide) BEFORE travelling. Otherwise, you may not be allowed to re-enter Spain when you return.
- Check with the consulate of the country you are travelling to whether you will need a tourist visa to enter the country, even if it is for a short stay. Every country has its own regulations and it is highly likely that your study visa for Spain will not be sufficient in other countries.

### 7.3. If you already have the definitive TIE (because you are going to study in Spain for at least a year) and you wish to travel to another European Union country in the Schengen area during your stay

The TIE guarantees that you can travel to other European countries that have signed the Schengen agreement. You must take into account that not all European Union countries are Schengen countries. You can travel for a total and maximum period of three months in one year (if your TIE is valid for a year).

It is very important that you return to Spain **BEFORE the expiry date of your TIE**. If not, you will be illegal in the country you are travelling in.

If the country you wish to visit **is not a Schengen country**, check with the consulate of that country in Spain. You may need to ask for a tourist visa, even for a short stay.

In the following links you will find information about the consulates from other countries in Barcelona: <http://sac.gencat.cat/sacgencat/AppJava/organigrama.jsp?codi=2000805&jq=200017> and about the Embassies in Madrid: [https://www.spain.info/es/consultas/oficinas-de-turismo-y-embajadas/embajadas\\_extranjeras.html](https://www.spain.info/es/consultas/oficinas-de-turismo-y-embajadas/embajadas_extranjeras.html)

### 7.4. If you have a TIE (because you are going to study in Spain for at least a year) but you plan to spend more than six months outside Spain during that year

Spanish law does not allow you to remain outside Spain for more than six months within the period in which the TIE is valid (usually one year). For this reason, you should plan your possible stays abroad during the year, in such a way that they never total more than six months. After these six months your card will not be valid, in which case, if you wish to return to Spain, you will have to apply for a new Spanish student visa to re-enter the country (even if your TIE has not yet expired).

Doctoral students may sometimes plan to work on part of their thesis in their country of origin, or even in a third country. If this is your case, you must take into account what has been said in the previous paragraph.

If you have a non-EU nationality and you are going to do an Exchange (Erasmus+ or another kind) in another EU country, you have to contact the Consulate in Spain of your destination country (the country where you are going to do your exchange stay), in order to know if you should apply for a student visa for that country. When you are there, if at the

end of your stay you had to come back to Spain to continue/finish your studies, you can:

- a) Try to renew your Spanish student permit, by means of a letter of your UPC school explaining your situation, as you will be out of Spain for a period. Please take into account that the student permit renewals in Spain use to take a long time and that maybe you should have to travel to Spain a couple of times before receiving your new TIE card.
- b) Once you are in the other EU country, you can contact the Consulate of Spain there, in order to apply for a student visa for the period you will need to remain in Spain when you come back.

## **7.5. If you have a TIE (because you are going to study in Spain for at least a year) and you must travel during your card renewal period**

**You must apply for a re-entry permit BEFORE travelling. Otherwise, you will not be allowed to re-enter Spain when you return. (See part 8.1)**

## **7.6. Limitations of the re-entry permit (transfers on return flights)**

You will find information on the re-entry permit in Section 8.1. We would, however, like to emphasise one of its limitations.

**The re-entry permit is only valid to enter Spain**, so even if you are returning from your country of origin your flight must not involve transferring to another flight at any airport in an EU country that is not Spain.

If you think that your flight may involve connecting flights, you must ask the airline or the consulate of the country in which your flight transfer takes place to ensure that you will not have to buy a direct flight to Spain at the last minute.

# 08

## Non-EU students: other procedures that you may need to do during your stay

Travelling during the TIE renewal period: applying for a re-entry permit / Applying for the NIE, for non-EU students with a short-stay student visa (less than six months)

### 8.1. Travelling during the TIE renewal period: applying for a re-entry permit

During the TIE renewal period, you should plan any travelling so that it DOES NOT coincide with this period. If you cannot avoid travelling in that period, you must apply for a re-entry permit (*autorización de regreso*) BEFORE travelling. If you do not, you will be allowed to leave Spain but you will not be allowed to fly back to Spain when your return.

According to Spanish law, you may only enter Spain with a visa, a valid TIE or a re-entry permit.

You can only apply for a re-entry permit once you have started the TIE renewal procedure.

The re-entry permit will be valid for 90 days at most. It allows you to re-enter Spain without problems even if your TIE has expired.

Nevertheless, you should take into account that the re-entry permit is only valid for entering Spain and that it is not usually accepted for entry in other EU countries (even if they are Schengen countries). Therefore, if you intend to travel to any country that is not your country of origin, you should check with the consulate of that country BEFORE buying your tickets to ensure that there are no problems when you travel there. Moreover, the re-entry permit only guarantees you entry in Spain; flight transfers in other EU countries (even if they are Schengen countries) are not permitted just with the re-entry permit. Check with the consulate of the country in which your flight makes the transfer.

**At the International Students Office (OMI), we can help you to decide on the most convenient time to begin your TIE renewal and, if necessary, ask for an appointment for the re-entry permit application that takes into account your travel dates. Check before you book your tickets!**

Further information on this procedure is available on the following website: <https://www.upc.edu/sri/> (part “Students”, see “Authorisation of return”)



## 8.2. Non-EU students with visa for less than 6 months: if your visa does not include the NIE number

The NIE number uses to be in your Spanish student visa. But sometimes it does not appear there.

You could need this NIE number for:

- use the Bicing service of the City Council of Barcelona to hire a bicycle, or
- to open an account in a bank in Spain (even though not all banks consider this number enough to open an account)

If you have a student visa up to 180 days and the NIE number does not appear there, you should go in person to:

Subdelegación de Gobierno  
C. Murcia, 42  
08027 Barcelona

(from Monday to Friday, from 9h a 14h),  
without an appointment and ask for the  
NIE number.



# 09

## Work for international students

EU students / Non-EU students

### 9.1. EU students

If you are a citizen of a country in the European Union and you have had an offer of employment or internship from a Spanish company, you are allowed to work but you will need to register as a citizen of the European Union (see p. 18 of this guide). You will be given a NIE that, together with a document that the company that hires you will provide, will allow you to apply for a Spanish Social Security number.

### 9.2. Non-EU students

#### 9.2.1. Procedure for a student work permit

**If you have a Spanish student visa or a TIE, you are not allowed to work in Spain, as the main aim of your stay is to study.**

However, it is possible for you to take an internship in a company within the framework of your study programme, and you will not need to carry out any additional procedures.

**Any other kind of paid work outside your study programme obliges you to apply for a student work permit (*autorización de trabajo para estudiantes*).** This permit limits the number of hours you can work per week (because the main aim of your stay in Spain is to study) and is limited to one specific company. The company must

apply for the permit for you and do the procedure for you.

To apply for a student work permit the company will have to ask for an appointment with the corresponding Catalan government department that has the authority to issue the permit. Further information on the procedure is available on the following website: <http://treball.gencat.cat/es/tramits/tramits-temes/Autoritzacions-de-treball-per-compte-daltri-per-a-estudiants-i-investigadors-ores-AUT05a?category=&tipusNom=Permisos%20i%20licencies&evolutiuTramit=1>

#### 9.2.2. Permit in order to stay to look for a job when finishing the studies

The degree or master students who have recently ended their studies can apply for a non-profit residence for a maximum of one year, in order to search for a job during that time.

For more information about this procedure, please consult the web of the UPC International Students Office (OMI) or contact the following address:

**[oficina.mobilitat.internacional@upc.edu](mailto:oficina.mobilitat.internacional@upc.edu)**. When you find a job, that residence permit must be changed into a work residence.

#### 9.2.3. Being hired by UPC

If you are a PhD student and you are going to be hired by UPC (by means of a scholarship or in the frame of some research Project), please contact the Staff Mobility Office of this International Relations Bureau UPC to do the legal procedures related to this situation: **[mobilitat.pdi@upc.edu](mailto:mobilitat.pdi@upc.edu)**.



# 10

## Other useful information

Opening a bank account in Spain / Medical insurance / Recognition of foreign qualifications / Driving licence

### 10.1. Opening a bank account in Spain

To open an account in Spain you must have a NIE (see Section 6).

If you urgently need to open a bank account although you do not yet have a NIE, the best thing to do is to go to any of the banks near the campus, because they are used to dealing with international students who have just arrived.

Banks, nevertheless, are free to impose their own conditions to open a bank account for you. The best option uses to be asking information to several banks and then to choose to open an account in the one that offers the best conditions to you.

You will need to provide your NIE one or two months after opening the account. If you do not, the bank may close your account.

### 10.2. Medical insurance

**Please, ALWAYS keep a copy of your insurance with you.**

#### - EU students

**Before coming to Spain, EU students must obtain the European Health Insurance Card (EHIC) from their national health insurance provider in their country of origin.**

In addition to Spain and other EU countries, the European Health Insurance Card is valid in the following countries: Iceland, Luxembourg, Norway, Finland and Liechtenstein.

The EHIC gives you the right to receive public health care and treatment in the European Union. You will need to present it to receive any kind of health care or treatment. In Spain, medical assistance is provided at a primary health care centre (Centre d'Atenció Primària, CAP) or a public hospital.

**Taking into account the agreements between the Spanish Social Security (*Seguridad Social*) and your country of origin, and also the medical coverage in EU countries, check which services are available to you in Spain, especially if you are undergoing medical treatment.**

If you need additional coverage, you should take out private travel and/or health insurance. A good option would be the health insurance of the company **OnCampus Estudia**, that has an agreement with UPC. You can find information about this insurance at the link:

<http://oncampus.es/en/seguros/oncampus-estudia/>

## - Non EU students

When you apply for a student visa you are required to take out private health insurance. Once in Spain, we **strongly recommend** you to keep up this private health insurance policy or take out another to cover the period of your stay in Spain, as **the Spanish public health system does not cover the medical care of international students.**

Non-EU students should have checked before coming whether there is a bilateral agreement between the public health system of their country of origin and the Spanish one, as this may provide coverage for emergency medical care. If there is, you should have applied, in your country of origin, for a document that allows you to use the Spanish public health system.

Even if there is an agreement between your home country and Spain, you must take into account that these agreements only cover emergency medical care and not the services of a family doctor or specialist. If you do seek medical services from the Spanish public health system, you are likely to be charged for them afterwards, and the fee will be higher than that charged by a private doctor.

Students may take out private health insurance from the company of their choice. A good option would be the health insurance of the company **OnCampus Estudia**, that has an agreement with UPC. You can find information about this insurance at the link:

<http://oncampus.es/en/seguros/oncampus-estudia/>

## Compulsory student insurance

All Spanish students under 28 years of age are covered by compulsory student health insurance, which is paid for every year when paying for tuition. International regular students under 28 years of age and whose countries hold a bilateral agreement with Spain may also benefit from this insurance.

**Note, however, that this insurance only covers accidents that occur on campus or while students are travelling to or from the campus.**

## 10.3. Homologating qualifications

It is currently the Spanish Ministry of Education, through the Department of Qualifications and Recognition of Qualifications (Subdirección General de Títulos y Reconocimiento de Cualificaciones), that has the power to officially recognise qualifications issued in countries other than Spain.

Further information on homologation is available on the following website:  
<http://www.educacionyfp.gob.es/servicios-al-ciudadano/catalogo/gestion-titulos/estudios-universitarios/titulos-extranjeros.html>

You can also ask for information at the Barcelona office of the Ministry of Education:

- Delegación de la Alta Inspección del Estado, dependiente del Ministerio de Educación, Cultura y Deporte.

C. Bergara 12, 5th floor 1°  
08002 Barcelona

Tel.: (+34) 93 520 96 03

Fax: (+34) 93 520 96 88

Office hours: from Monday to Friday, from 9 a.m. to 2 p.m.

Further information is available from the SARU, a service provided by the Catalan government to advise international students on the official recognition of foreign qualifications.

- SARU

Via Laietana, 2  
08003 Barcelona

Tel.: (+34) 93 552 69 89

[http://treballiaferssocials.gencat.cat/ca/ambits\\_tematicas/immigracio/servicio-de-acompanamiento-al-reconocimiento-universitario-saru/](http://treballiaferssocials.gencat.cat/ca/ambits_tematicas/immigracio/servicio-de-acompanamiento-al-reconocimiento-universitario-saru/)

## 10.4. Driving licence

Whether a driving licence issued in a country other than Spain is valid in Spain depends on whether a bilateral agreement is in place between Spain and that country.

Further information is available on the following website:  
<https://sede.dgt.gob.es/es/tramites-y-multas/permiso-de-conduccion/canje-de-permisos/>

Official recognition of foreign driving licences may be applied for at:

Jefatura Provincial de Tráfico en Barcelona  
Gran Vía de les Corts Catalanes, 184  
Tel.: (+34) 93 298 65 39 / 48 / 67

## 10.5. UPC student associations

In UPC there are many student associations, with different profiles: student unions, choral ones, an orchestra, for sports, for cooperation for the development, to organise the students' forum, to organise the school's party, for the edition of a magazine, to organise activities or trips or courses, international student associations, etc.

¡Check the list of UPC student associations in the website and participate!

[www.upc.edu/ca/la-upc/associacions/les-associacions-dels-centres-i-escoles](http://www.upc.edu/ca/la-upc/associacions/les-associacions-dels-centres-i-escoles)

[www.upc.edu/sri](http://www.upc.edu/sri)

[oficina.mobilitat.internacional@upc.edu](mailto:oficina.mobilitat.internacional@upc.edu)



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