

Guidelines for Foreigners coming to the University of Deusto



Deusto

Universidad de Deusto
Deustuko Unibertsitatea

This document includes all the necessary information for the admission and enrollment in the PhD programme, as well as compulsory procedure upon arrival to Bilbao including Foreigner Identity Number (NIE) and Social Security Number (SSN) request and accommodation modalities.

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1. PhD Enrollment Procedure

1.1. PhD admission

PhD Programme

The name of the PhD programme is: “**Engineering for the Information Society and Sustainable Development**”

Submission deadline

From 23 April to 22 June 2018. These deadlines may be extended if free places are available on the degree programme. This information will be published on the website: www.deusto.es.

Place of submission

Applications may be submitted by post or at the General Secretariat of the University of Deusto.

Address: **Secretaría General, Avda. de las Universidades 24 48007 Bilbao**

If applications are sent by post or courier service, they must be received by the University of Deusto by the specified deadline. Applications may be submitted in person at the General Secretariat during office hours: **Monday to Friday: 9:00 - 13:00 Tuesday and Thursday: 9:00-13:00 and 15:00 -17:30** Out of office hours, application forms may be submitted at the Information Desk. See www.deusto.es for our bank holidays and special office hours. Submission of application does not oblige candidates to officially enroll in the programme.

Consideration of applications

Once the application has been successfully submitted, the candidate will receive an email confirming that the application is being assessed. Candidates must therefore provide a valid email address on the application form. In this email you will be assigned your student identification number (NIA) that you must keep for future reference.

Supporting documents

- A valid **ID card. Photocopy . Passport**, only for foreign students (for EU citizens, the ID card is also valid).
- **Academic transcript of BA, BSc**, Licenciatura, Engineering, Diploma, Technical Engineering degree studies or equivalent qualifications. Photocopy.
- **Academic Transcript of an official Master’s degree**, Diploma in Advanced Studies or equivalent qualifications. Photocopy.
- **Degree certificate granting access to the PhD programme**, if Diplomas are issued abroad: it must provide proof that the diploma is valid to enter PhD studies in the issuing country. Photocopy
- **Curriculum Vitae**, with a photocopy of the relevant supporting documents.

-
- **Certificate of Foreign Language Competence.** Certificates providing proof of foreign language level for assessment. In case of not having them, or not having submitted them, those candidates who pass the first selection stage may be called to interview. Photocopy
 - **Motivation letter.** 800 words maximum.
 - **Two reference letters.**
 - **Initial proposal of the research area and topic.**
 - **Proof of being a research grant holder, if applicable.** Photocopy.

Requirements for documents issued abroad

Documents issued abroad must:

- Be **official** and issued by the competent authorities, in accordance with the legal system in the country concerned.
- They must be accompanied, if appropriate, by the **corresponding certified translation into Spanish, English, French or Italian.**

Important: The degree certificate granting access to the programme, which must be submitted at enrolment, **must be legalised or authenticated by the relevant diplomatic authorities, or, where necessary, certified by the Hague Convention Apostille.** This is not required for documents issued by the authorities of the European Union Member States, or signatories of specific exemption agreements.

Application decisions

The Academic Committee of each programme will take a decision on admission according to the established criteria. Applicants will be notified by e-mail.

For further information, please check the following form: [admission information](#)

1.2. PhD enrollment

Once you have been admitted to the PhD programme in Deusto, the enrolment must be made by the deadline indicated on the letter of admission. Students unable to enrol within the specified period should contact the General Secretariat before the closing date. Unless notification is received, the place in the programme may be given to another applicant.

Where to apply

Application forms along with the supporting documents, and the application for PhD registration may be submitted by post to the address below, or handed in at the General Secretariat during office hours:

Monday to Friday: 9:00 -13:00 (July and August)

Address: **Secretaría General, Avda. de las Universidades 24 48007 Bilbao**

Documents required for enrolment

- **Enrolment forms:** [Click here](#) (further information are also found in this form) Don't forget to sign!!
- **A valid ID card** (Passport only for foreign students) Certified photocopy (or original document and photocopy for verification purposes). For EU citizens, the ID card is also valid.
- **2 photographs:** Original, passport-sized photographs, with full name on the back.
- **Degree certificates granting access to PhD programmes: Bachelor's and Master 's degree certificates' or the equivalent** (or proof of having applied for them) Certified photocopies of degree certificates, or photocopies together with original documents for verification purposes. If the degree certificates (or proof of having applied for them) do not state the date when the degree was completed, students will be required to provide an academic certificate containing this information.
- **Degree Certificates: Bachelor's and Master 's degrees or equivalent qualifications** This is only required in the following cases:
 - ❖ if the diploma granting access to the PhD programme is foreign or
 - ❖ the student enters the PhD programme by having earned 60 credits at the Master's degree level without holding the Master's diploma

Original documents in Spanish, English, French or Italian.
- **Certificate granting access to PhD studies Original.** Original document. Foreign applicants must submit an original certificate issued by their home institution, or relevant body, indicating that the degree obtained provides access to PhD studies in the issuing country. (Royal Decree 99/2011, of 28 January).
- **Proof of having applied for transfer of official academic transcript** This is only required for students who began but did not complete their PhD studies at another Spanish university. Applicants must provide an original certificate from the issuing university. Students must present the Letter of Admission and pay the established fees to request said certificate.
- **Requirements for documents issued abroad**
 - Documents must be official and have been issued by the competent authorities, in accordance with the laws of the country concerned.
 - Degree giving access must be legalised by the relevant diplomatic authorities or, when necessary, certified by the Hague Convention Apostille. This is not required for documents issued by authorities of the EU Member States or signatories of specific exemption agreements.
 - Documents must be accompanied, if necessary, with the corresponding certified translation into Spanish, English, French or Italian.
- **Additional information**
 - Students entitled to a reduction in fees must provide proof of it at the time of enrolment.
 - See the documents that provide evidence of entitlement to a reduction in fees through the agreement between UD and the Basque Government (large family, disability, etc.) in the Fee Reduction Application.

Financial information

1. **Full-time PhD students** (first 3 years): 3.290,00 €/academic year

2. **Part-time PhD students** (first 5 years): 2.460,00 €/academic year

3. **Extensions** (subsequent years): 1.090,00 €/academic year

The total amount consists of:

a) Contribution fee, which amounts to 20% of the total cost. This amount is charged upon enrolment.

b) Tuition fees, which are 80% of the total cost. Tuition fees are to be paid in four instalments (15 November, 15 January, 15 March and 15 May).

2. NIE/SSN

First of all, welcome to Spain! Just for identification purposes, you will need to have a foreigner's identifier, which must appear on all the documents issued or processed, as well as a social security number to have access to Spanish health system and other benefits. If you have got your Spanish Visa before coming to Spain, then you must have already got your NIE number (which must be written on your Visa) and you will have to request directly the NIE card. Then, the social security number should be requested once you've got your NIE.

2.1. Foreigner Identity Number (NIE)

In order to apply for the **NIE** (NÚMERO DE IDENTIFICACIÓN DE EXTRANJERO), you need to go to the General Directorate of the Police, through the "Comisaría General de Extranjería y Fronteras".

- Address: C/ Gordoniz Nº 8 - 48015, Bilbao
- Phone number: 944709151
- Office hours: Open from 9am to 8pm but accept NIE requests only in the mornings
- Required documents:
 - standard form-application (EX-15), duly completed and signed by the foreigner. (See pages 10 - 13)
You will find the English version of this form (See pages 16 - 17) as a supporting document for non Spanish speakers. **The document that should be given to the commissariat must be the one in Spanish!**
 - Original and copy of the passport or identity card, or travel document or registration certificate in force.
 - Photos
 - Communication of economic, professional or social causes that justify the request - must be in Spanish!
 - Taxes paid. As of 2017 it is €10.60, which you can pay in any bank with the document attached (See page 14 and 15). Or you can go to the bank near the commissariat and they will give you this paper (**La caixa bank**: Urkixo Zumarkalea, 52, 48011 Bilbo, Bizkaia or Santander: 43 Ercilla Kalea, Bilbao)

2.2. Social Security number (SSN)

To obtain it is easy. You just need to go in the morning to the Social security office, get a ticket and ask to get your social security number. They will not speak English in 99% of the cases, so

if you cannot speak a word of Spanish I recommend that you take in a piece of a paper with "Necesito número de la seguridad social" written on it. Then, they will create it for you.

- Address: Don Diego López Haroko Kale Nagusia, 85, 48009 Bilbo, Bizkaia
- Required documents:
 - Training agreement
 - NIE
 - Passport

3. Accommodation

A very important thing to bear in mind is to have your accommodation previously prepared before your arrival.

Usually, students find shared apartments using different available links on internet, such as: Piso [compartido](#) or [Erasmusu](#) or others. And usually the rent price ranges between 300 and 450 euros per month depending on the location, the apartment condition and the number of rooms it contains.

Another option is also possible, if the first one wasn't satisfactory, is to find the accommodation through Deusto accommodation office. They provide you with a [map](#) which contains all the available apartments that their owners have proposed to Deusto for its students. This map contains also all information and pictures of each apartment, as well as the availability. The availability is per semester (from September to January for the 1st semester and from February to August for the 2nd one).

In order to contact the accommodation office, you need to have selected the apartments from the map. Then you send an email to acogida@deusto.es specifying your situation and dates of arrival as well as the chosen apartments. They will request you to fill an application form so that you can be added to the system.

If ever the accommodation isn't set before your arrival, another alternative should be. Maybe 2 nights in a hotel/hostel through [booking.com](#) would be a good option while you will be visiting the apartments and figuring out where you will be staying.



EX-15

Solicitud de Número de Identidad de
Extranjero (NIE) y Certificados
(LO 4/2000 y RD 557/2011)

Espacios para sellos
de registro

1) DATOS DEL EXTRANJERO/A

PASAPORTE	N.I.E.	--	-	
1er Apellido	2º Apellido			
Nombre		Sexo ⁽¹⁾	H	M
Fecha de nacimiento ⁽²⁾	Lugar	País		
Nacionalidad	Estado civil ⁽³⁾	S	C	V D Sp
Nombre del padre	Nombre de la madre			
Domicilio en España		Nº	Piso	
Localidad	C.P.	Provincia		
Teléfono móvil	E-mail			
Representante legal, en su caso	DNI/NIE/PAS	Título ⁽⁴⁾		

2) DATOS DEL REPRESENTANTE A EFECTOS DE PRESENTACIÓN DE LA SOLICITUD⁽⁵⁾

Nombre/Razón Social	DNI/NIE/PAS			
Domicilio en España		Nº	Piso	
Localidad	C.P.	Provincia		
Teléfono móvil	E-mail			
Representante legal, en su caso	DNI/NIE/PAS	Título ⁽⁴⁾		

3) DOMICILIO A EFECTOS DE NOTIFICACIONES

Nombre/Razón Social	DNI/NIE/PAS			
Domicilio en España		Nº	Piso	
Localidad	C.P.	Provincia		
Teléfono móvil	E-mail			

CONSIENTO que las comunicaciones y notificaciones se realicen por medios electrónicos.⁽⁶⁾

Nombre y apellidos del titular.....

4) DATOS RELATIVOS A LA SOLICITUD⁽⁷⁾

4.1. TIPO DE DOCUMENTO (art. 206)

NÚMERO DE IDENTIDAD DE EXTRANJERO (NIE) CERTIFICADO

De residente De no residente

4.2. MOTIVOS

Por intereses económicos Por intereses profesionales Por intereses sociales

(Especificar)

4.3. LUGAR DE PRESENTACIÓN

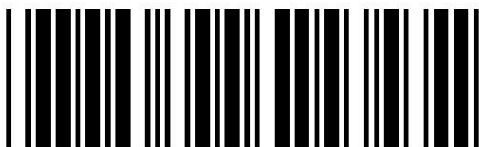
Oficina de Extranjería Comisaría de Policía Oficina Consular

4.4. SITUACIÓN EN ESPAÑA⁽⁸⁾

Estancia Residencia

NO CONSIENTO la consulta sobre mis datos y documentos que se hallen en poder de la Administración (en este caso, deberán aportarse los documentos correspondientes) ⁽⁸⁾

....., a de de



FIRMA DEL SOLICITANTE (o representante legal, en su caso)

Nombre y apellidos del titular.....

ANEXO I. Documentos sobre los que se autoriza su comprobación o consulta

	DOCUMENTO	ÓRGANO	ADMINISTRACIÓN	FECHA DE PRESENTACIÓN
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

ANEXO II. Documentos para los que se deniega el consentimiento para consulta

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

INSTRUCCIONES DE CUMPLIMENTACIÓN

RELLENAR EN MAYÚSCULAS CON BOLÍGRAFO NEGRO Y LETRA DE IMPRENTA O A MÁQUINA
SE PRESENTARÁ ORIGINAL Y COPIA DE ESTE IMPRESO

- (1) Marque el cuadro que proceda. Hombre / Mujer
- (2) Rellenar utilizando 2 dígitos para el día, 2 para el mes y 4 para el año, en este orden (dd/mm/aaaa)
- (3) Marque el cuadro que proceda. Soltero / Casado / Viudo / Divorciado / Separado
- (4) Indique el título en base al cual se ostenta la representación, por ejemplo: Padre/Madre del menor, Tutor.....
- (5) Rellenar sólo en el caso de ser persona distinta del solicitante
- (6) Conforme a la DA 4ª del RD 557/2011, están obligados a la notificación electrónica, aunque no hayan dado su consentimiento, las personas jurídicas y los colectivos de personas físicas que, por su capacidad económica o técnica, dedicación profesional u otros motivos acreditados, tengan garantizado el acceso y disponibilidad de los medios tecnológicos precisos. Si usted no está incluido en alguno de los colectivos mencionados, se le notificará por esta vía únicamente si marca la casilla de consentimiento. En ambos casos la notificación consistirá en la puesta a disposición del documento en la sede electrónica del Ministerio de Hacienda y Administraciones Públicas (<https://sede.mpt.gob.es>).
La notificación se realizará a la persona cuyos datos se indiquen en el apartado "domicilio a efectos de notificaciones" o, en su defecto, al solicitante. Para acceder al contenido del documento es necesario disponer de certificado electrónico asociado al DNI/NIE que figure en el apartado "domicilio a efecto de notificaciones".
Es conveniente además que rellene los campos "teléfono móvil" o "e-mail" para tener la posibilidad de enviarle un aviso (meramente informativo) cuando tenga una notificación pendiente.
- (7) Marque la opción que corresponda.
- (8) Los interesados no están obligados a aportar documentos que hayan sido elaborados por cualquier Administración o que hayan sido ya aportados anteriormente en un procedimiento administrativo. A tal fin, deberá enumerar en el anexo I los documentos en cuestión. Se presumirá que esta consulta es autorizada, salvo que conste su oposición expresa, debiendo cumplimentar el anexo II.

La información específica sobre trámites a realizar y documentación que debe acompañar a este impreso de solicitud para cada uno de los procedimientos contemplados en el mismo, así como la información sobre las tasas que conlleva dicha tramitación (HOJAS INFORMATIVAS), se encuentra disponible en cualquiera de las siguientes direcciones Web:

<http://extranjeros.empleo.gob.es/es/>

<http://extranjeros.empleo.gob.es/es/InformacionInteres/InformacionProcedimientos/>

Según el art. 5.1 L. O. 15/1999, se informa que los datos que suministren los interesados necesarios para resolver su petición se incorporarán a un fichero cuyos destinatarios serán los órganos de la Administración General del Estado con competencias en extranjería, siendo responsables del mismo la Dirección General de Migraciones, la Dirección General de la Policía y las Delegaciones o Subdelegaciones del Gobierno. El interesado podrá ejercitar su derecho de acceso, rectificación, cancelación y oposición ante los organismos mencionados

Los modelos oficiales podrán ser reproducidos por cualquier medio de impresión.

Estarán disponibles, además de en las Unidades encargadas de su gestión, en la página de información de Internet del Ministerio de Empleo y Seguridad Social
<http://extranjeros.empleo.gob.es/es/>

IMPRESO GRATUITO. PROHIBIDA SU VENTA



CENTRO GESTOR

Dirección General de la
Policía y de la Guardia Civil

TASA: RECONOCIMIENTOS,
AUTORIZACIONES Y CONCURSOS

CÓDIGO 012

Modelo

790

Identificación

Espacio reservado para la etiqueta identificativa del sujeto pasivo.
Si no dispone de etiqueta, consigne los datos que se solicitan en las casillas inferiores.

Devengo

Ejercicio

790012349544 2



N.I.F.

Apellidos y nombre o razón social

Calle/Plaza/Avda.

Nombre de la vía pública

Número

Esca.

Piso

Puerta

Teléfono

Municipio

Provincia

Código postal

AUTORIZACIONES:

AUTORIZACIÓN PRÓRROGA DE ESTANCIA

PRÓRROGA AUTORIZACIÓN ESTANCIA POR ESTUDIOS

AUTORIZACIÓN RESIDENCIA (DA 1ª RD 2393/04)

AUTORIZACIÓN RESIDENCIA CIRCUNSTANCIAS
EXCEPCIONALES (ART. 46.6.a RD 2393/04)

EXPEDICIÓN TARJETA DE IDENTIDAD DE EXTRANJERO POR AUTORIZACIONES DE:

RESIDENCIA TEMPORAL INICIAL / CIRCUNSTANCIAS
EXCEPCIONALES / TRABAJO TRANSFRONTERIZO
INICIAL / ESTUDIOS

RENOVACIÓN RESIDENCIA TEMPORAL / TRABAJO
TRANSFRONTERIZO 2 AÑOS

RESIDENCIA PERMANENTE / TRABAJO
TRANSFRONTERIZO 5 AÑOS

RÉGIMEN COMUNITARIO:

CERTIFICADO DE REGISTRO / TARJETA RESIDENCIA
FAMILIAR CIUDADANO DE LA UNIÓN

EXPEDICIÓN DOCUMENTOS DE IDENTIDAD:

AUTORIZACIÓN INSCRIPCIÓN INDOCUMENTADOS

EXPEDICIÓN CÉDULA INSCRIPCIÓN

DOCUMENTO IDENTIDAD REFUGIADO O APÁTRIDA

EXPEDICIÓN DOCUMENTOS DE VIAJE:

TÍTULO DE VIAJE / DOCUMENTO DE VIAJE CONVENCION
DE GINEBRA O APÁTRIDA

OTROS DOCUMENTOS:

AUTORIZACIÓN DE REGRESO

AUTORIZACIÓN EXCEPCIONAL ENTRADA O ESTANCIA

ASIGNACIÓN DE NIE

CERTIFICADOS / INFORMES

AUTORIZACIÓN EXPEDICIÓN CARTA DE INVITACIÓN

CARTA DE INVITACIÓN

COMPULSA Y DESGLOSE POR CADA DOCUMENTO
RELATIVO A CARTA DE INVITACIÓN

EXPEDICIÓN DE VISADO EN FRONTERA:

TRAMITACIÓN SOLICITUD AUTORIZACIÓN O VISADO DE
TRÁNSITO O VISADO DE ESTANCIA EN FRONTERA

DECLARANTE

....., a de de

Firma:

INGRESO

Ingreso efectuado a favor del Tesoro Público, cuenta restringida
de la A.E.A.T. para la Recaudación de TASAS.

Importe Euros:

Forma de pago: En efectivo

E.C. Adeudo en cuenta

Entidad			Código cuenta cliente (C.C.C.)			
Oficina	D.C.	Núm. de cuenta				

OBSERVACIONES

HECHO IMPONIBLE

Constituye el hecho imponible de la **Tasa 012, "Reconocimientos, Autorizaciones y Concursos"**, la tramitación del expediente administrativo relacionado con la estancia y residencia de un extranjero en España, así como la expedición del documento de reconocimiento o autorización correspondiente.

DEVENGO DE LA TASA

El devengo de la tasa se producirá cuando se conceda la autorización o se expida el documento en que se concreta la actuación administrativa que constituye el hecho imponible de la misma.

SUJETOS PASIVOS

Serán sujetos pasivos de la tasa las personas físicas que soliciten la referida actuación administrativa.

LIQUIDACIÓN

Hay que cumplimentar todos los espacios previstos: **identificación** del sujeto obligado al pago; ejercicio de **devengo**, es decir, año de concesión de la autorización y/o expedición del documento; la casilla que proceda del apartado **autoliquidación**, marcándola con una "X"; y el importe del **ingreso** a efectuar. Dicha cuantía le será facilitada en la dependencia policial correspondiente.

Importe a ingresar expresado en euros:

De acuerdo con lo dispuesto en el artículo 23 de la Ley 46/1998, de 17 de diciembre, sobre introducción del euro (BOE del 18), a partir del 1 de enero de 2002 el importe a ingresar deberá expresarse en euros, consignándose en la parte izquierda de la correspondiente casilla la parte entera y en la derecha la parte decimal, que constará de dos dígitos en todo caso.

Recuerde que para la conversión de pesetas a euros se dividirá el importe monetario en pesetas entre 166,386 (tipo de conversión). La cantidad resultante deberá redondearse por exceso o por defecto al céntimo más próximo. En caso de obtenerse una cantidad cuya última cifra sea exactamente la mitad de un céntimo, el redondeo se efectuará al céntimo superior.

Ejemplos:

1.- Importe a convertir: 1.270.000 pts.

1.º División entre el tipo de conversión:

$$1.270.000 / 166,386 = 7.632,85372567$$

2.º Redondeo al céntimo más próximo: 7.632,85 euros.

2.- Importe a convertir: 8.750.000 pts.

1.º División entre el tipo de conversión:

$$8.750.000 / 166,386 = 52.588,5591335$$

2.º Redondeo al céntimo más próximo: 52.588,56 euros.

EL OBLIGADO AL PAGO (sujeto pasivo) **deberá firmar y fechar** en el espacio reservado para ello en la parte inferior izquierda del anverso de este documento.

LUGAR DE PAGO

A través de **ENTIDADES COLABORADORAS** (Bancos, Cajas de Ahorro y Cooperativas de Crédito), en las que no es preciso tener cuenta abierta, mediante la presentación de este documento de ingreso.



Application for Foreigner's Identification Number
(NIE) and Certificates
(Organic Law 4/2000 and Royal Decree 557/2011)

Spaces for registration
stamps

THIS IS NOT AN APPLICATION FORM

**ITS PURPOSE IS TO FACILITATE FILLING THE OFFICIAL FORM.
TO APPLY FOR ANY OF THESE PERMITS YOU MUST USE THE OFFICIAL SPANISH VERSION FORM.**

1) FOREIGNER'S DETAILS

N.I.E. (Foreigner's ID No.) _____ PASSPORT NO. _____
 1st Surname _____ 2nd Surname _____
 Name _____ Sex (1) M F
 Date of Birth (2) ____ / ____ / ____ Place _____ Country _____
 Father's name _____ Mother's name _____
 Nationality _____ Marital status (3) S M W D Sp
 Address in Spain _____ No. _____ Flat _____
 Town/City _____ Postal Code _____ Province _____
 Telephone _____ E-mail _____
 Legal representative, if applicable, Mr/Mrs _____ PASS _____ National/
 Foreigner's ID No. _____ Capacity (4) _____

2) DETAILS OF THE PERSON SUBMITTING THE APPLICATION (5)

Name/Company name _____ PASS _____ National/
 Foreigner's ID No. _____
 Address in Spain _____ No. _____ Flat _____
 Town/City _____ Postal Code _____ Province _____
 Telephone _____ E-mail _____
 Legal representative, if applicable, Mr/Mrs _____ PASS _____ National/
 Foreigner's ID No. _____ Capacity (4) _____

3) ADDRESS FOR NOTIFICATION PURPOSES

Name/Company name _____ PASS _____ National/
 Foreigner's ID No. _____
 Address in Spain _____ No. _____ Flat _____
 Town/City _____ Postal Code _____ Province _____
 Mobile _____ E-mail _____

I request/ give my consent that communications and notifications be made by electronic means (6)

4) DATA CONCERNING THE APPLICATION (7)

4.1. Document type (Art. 206)

FOREIGNER'S IDENTIFICATION NUMBER (NIE)

CERTIFICATE

- Of being a Resident
 Of being a Non-resident

4.2. Motivation

- Economic interests Professional interests Social interests
 (Specify) _____

4.3. Place of submission

- Foreigner's Office Police Station Consular Office

4.4. Situation in Spain (8)

- Stay Residence

I CONSENT to the verification of my identity through ID Data Verification Systems (otherwise, the corresponding documents must be provided)

....., on of



SIGNATURE OF THE APPLICANT (or legal representative, if applicable)

INSTRUCTIONS FOR COMPLETION

PLEASE FILL OUT THIS FORM IN BLOCK CAPITAL LETTERS USING A BLACK BALL-POINT PEN OR TYPE.
PRESENT AN ORIGINAL AND COPY OF THIS FORM

- (1) Tick the appropriate box. **Male / Female**
 - (2) Fill in using 2 digits for the day, 2 for the month and 4 for the year in the following order (dd/mm/yyyy)
 - (3) Tick the appropriate box. **Married/ Single / Widowed / Divorced / Separated**
 - (4) Indicate in which capacity he/she is the legal representative, for example, Father/Mother of the minor, Guardian
 - (5) Fill in only in the case of a person other than the applicant
 - (6) Under the Fourth Additional Provision of Royal Decree 557/2011, legal persons and groups of natural persons who, due to their economic or technical capability, professional dedication or other justified grounds, are guaranteed access to and availability of the necessary technological media, are obligated to receive notifications via this medium. If you are not included in any of the aforementioned groups, you will be notified by e-mail only if you tick this box. In either case, notification will consist of making the document available on the electronic site of the Ministry of Finance and Public Administrations (<https://sede.mpt.gob.es>).
- Notification will be made to the persons whose details are specified under the heading "address for notification purposes" or by default, to the applicant. To access the content of the document, **it is necessary to have an electronic certificate** associated to the National Identification Document (DNI)/ Foreigner's Identification Document (NIE) that appears under the heading "address for notification purposes".
- It is also recommended to fill in the "mobile" or "e-mail" fields so that you can be sent a message (for informative purposes) when a notification is pending.
- (7) Tick the appropriate box
 - (8) Tick only in the case of being in Spain and submitting the application to the Foreigner's Office or Police Station

Specific information on the formalities to be completed and documentation that must accompany this application form for each of the procedures referred to herein (FACTSHEETS), is available on any of the following websites:

<http://extranjeros.empleo.gob.es/es/> Information on formalities and procedures - Factsheets

<http://extranjeros.empleo.gob.es/es/InformacionInteres/InformacionProcedimientos/>

In accordance with Art. 5.1 of Organic Law 15/1999, it is informed that the information provided by the interested parties that is necessary to decide on their request, shall be incorporated into a file addressed to the General State Administration bodies in charge of immigration, being responsible for same the Directorate-General of Migration, the Directorate-General of Police and Government Delegations or Sub-delegations. The interested party may exercise his/her right of access, rectification, cancellation and opposition to the aforementioned bodies.

The official forms may be reproduced using any print media.
They will be available from the Units in charge of their management and on the information web page of the Ministry of Employment and Social Security
<http://extranjeros.empleo.gob.es/es/>

THIS APPLICATION FORM IS FREE OF CHARGE. ITS SALE IS PROHIBITED.