1 TIE RENEWAL
REQUIRED DOCUMENTS

All the documents should not exceed **6MB**, and only the following file formats are accepted: **pdf, jpg, doc, gif** and **tiff**

1. **Complete scanned copy of your passport**
2. **"Informe del Expediente"** - which you can find on miUNAV > Gestión Académica
3. **"Informe de la Matricula"** - which you can find on miUNAV > Gestión Académica
4. **Proof of economic means** - Official document from your bank showing the balance of your account, the minimum requirement is 600€
5. **Health Insurance** - Copy of your insurance policy indicating the start and end dates of the coverage from your provider
6. **Processing fee (Tasa 790 052)**
7. **Registration of residence (Empadronamiento)** - only required if you have changed address
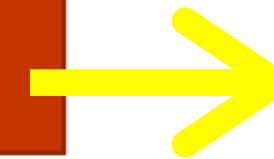
2

TIE RENEWAL
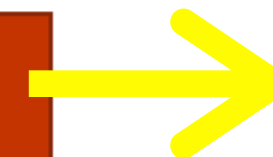## PROCESSING FEE: TASA 790 052

🔗 **Link**

The processing fee can be paid online or in any bank.
For the online payment, you will need your digital certificate and your spanish bank account must be registered under your TIE (and not your passport)

Acceder a Pagar y enviar la liquidación de la tasa 052 a través de Internet. ➡️ **Online**

Acceder a Rellenar e imprimir el formulario de liquidación de la tasa 052. ➡️ **Bank**

Select the option **1.3: Prórroga de la autorización de estancia por estudios, movilidad de alumnos, prácticas no laborales o servicios de voluntariado (titular principal y sus familiares)**

It should cost **17.15 €**

3 TIE RENEWAL
EMPADRONAMIENTO

To register your residence (empadronamiento) you will need
- **The contract of your apartment and a copy of the Identification (DNI) of your landlord**
  - If you live in an apartment under CampusHome or other similar services, they can provide you with the necessary documents
  - If you live in a University Residence or Colegio Mayor, ask for a document that certifies you are a resident
- **Identification (Both TIE and passport)**

This process is done in **Civivox Condestable** (Calle Mayor 2) and you will need to reserve an appointment
  - For online reservations, you will need your digital certificate
  - You can also reserve by calling **010**