

# TIE RENEWAL DOCUMENTS

2024 -2025



Universidad  
de Navarra

# 1

# TIE RENEWAL

## REQUIRED DOCUMENTS

All documents must be files of **less than 6MB** (each) and in one of the following formats: pdf, jpg, doc, and tiff. However, **PDF** is best.

1. **Scanned copy of your FULL passport:** including blank pages.
2. **Informe del expediente** (grades of 2023-2024 at Unav).
  - You can obtain it by going to portal miUnav > Gestión Académica
3. **Informe de la Matrícula / Enrollment Report 2024 -25**
  - You can obtain it by going to portal miUnav > Gestión Académica
4. **Acreditación de Medios Económicos/Proof of Financial Means** (one of these options):
  - a. Letter from parents certifying financial support + copy of parents' passport (only of the data sheet) + proof of financial solvency (bank statements, income tax return, salaries...).
  - b. Document from your bank certifying that you have a minimum balance of 600€/month.
5. **Seguro médico / Medical insurance:**
  - Copy of the insurance policy or contract with start and end date of coverage (covering the entire academic year 2022-23).
6. **Resguardo Tasa 790 - Code 052** (Filled in, printed, signed and paid):
  - Choose 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)*" > should sum 17,49€.
7. **Volante de empadronamiento** (census certificate):
  - If you have never registered or if you changed your address or have not renewed your registration in +2 years.

**\*If you have changed your major**  
please contact us at [visa@unav.es](mailto:visa@unav.es)

# 2

# TIE RENEWAL

## ACCESS TO THE MIUNAV PORTAL



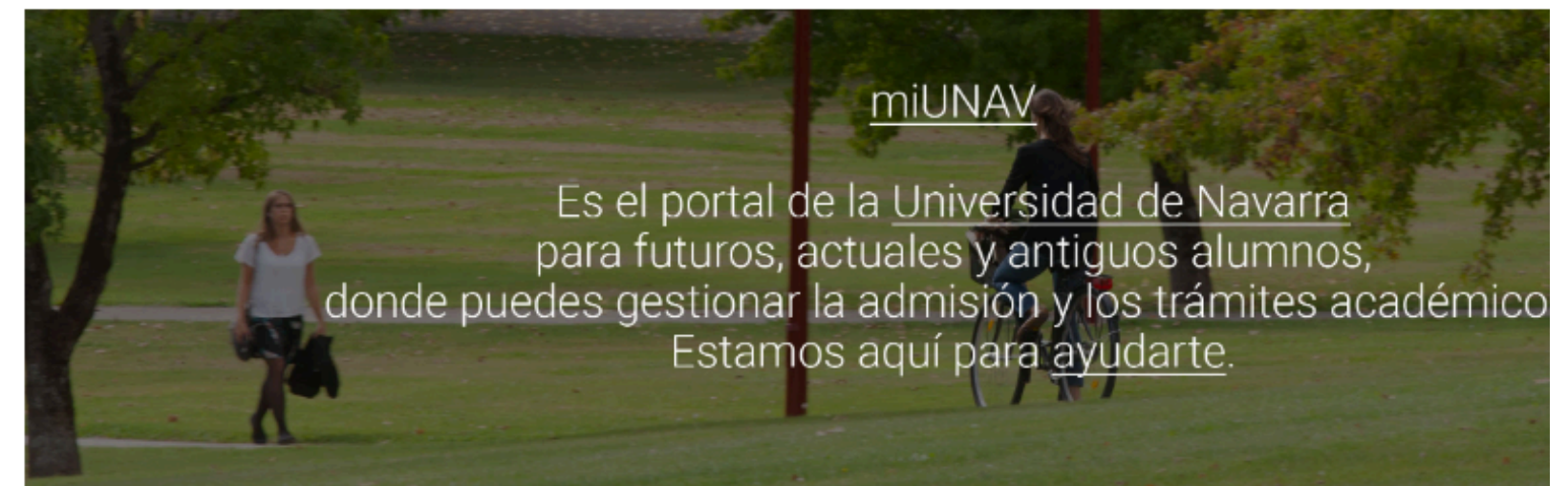
[Go to miUNAV](#)

To download the *informe de matrícula* and *informe de expediente*, you need to access the **miUNAV portal**.

Remember that through this website you managed your admission to the university and enrolled for the first time.

Go to this portal by clicking on the link above, or simply Google "*miunav portal*" and the first result will take you to this page.

You must select the "*Alumnos, antiguos alumnos y empleados*" option to log in. Sign in using your Alumni email address and password.



Iniciar sesión ?

Futuros alumnos

[No recuerdo mi contraseña](#)

[No recibí el correo de la activación](#)

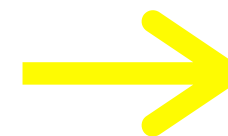
**Alumnos, antiguos alumnos y empleados**

¿Eres nuevo en la Universidad? ?

Nombre del futuro alumno \*

Primer apellido \* Segundo apellido

Fecha de Nacimiento\*



# 2

# TIE RENEWAL

## ACCESS TO THE MIUNAV PORTAL

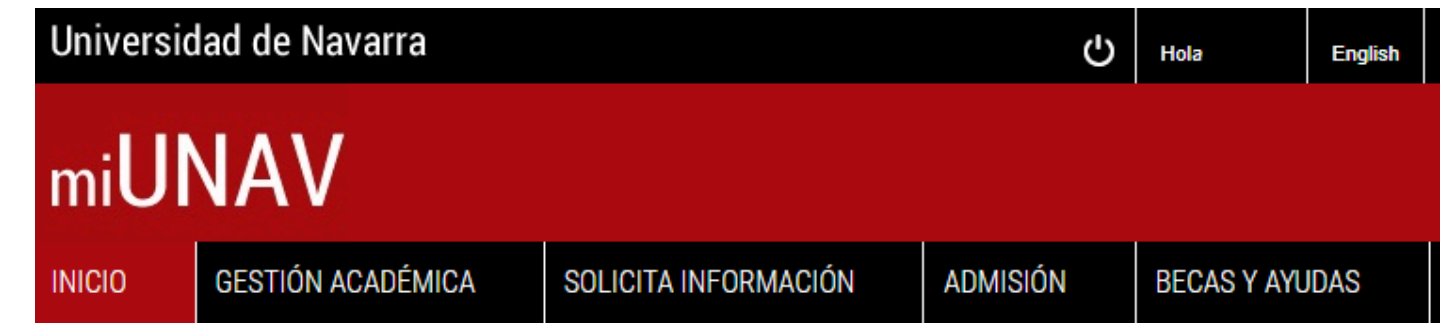


miUNAV

Once you are inside the portal, click on the option that reads "**Acceso a Gestión Académica**" and then select your degree.

In the menu that will be displayed, you must select and download two files: "**informe del expediente (en español)**" and "**informe de matrícula**".

Grado en	
Modificación de datos personales	Consulta de calificaciones
Consulta del expediente	Informe de expediente por Materias
<b>Informe del expediente (en español)</b>	Informe del expediente (en inglés)
Consulta del plan de estudios	Información de asesoramiento
Informe del horario	Confecciona tu horario
Comprobación previa a la automatrícula	Certificado Crédito a la Excelencia (para alumnos ya matriculados que forman parte del Programa)
Certificado Crédito a la Excelencia: información	Instancias
Solicitud de certificados	Estado de solicitudes de certificados
Solicitud del título	[Información económica] - Mandatos Pendientes
<b>Informe de Matrícula</b>	[Información económica] - miDocumentación



# 3

# TIE RENEWAL

**DOCUMENTS: TASA 790 052**



**TASA**

There are two **DIFFERENT** fees to pay in a single renewal process. When you are preparing the documentation for Mercurio, you must pay Fee 790 **CODE 052**.

This fee can be paid online or at a bank. We **DO NOT recommend paying it online** as it can be **very problematic** and you may lose your money.

We **ALWAYS** recommend that you fill out the fee form, print it, sign it and **pay it physically at a bank**.

Access the *Tasa* with the link above or just Google "*Tasa 790 052 España*". Select the payment option you want and fill in the form. Then pay the fee.

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



Online: \*NOT recommended

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



**Physically at a bank**



The category you must select in the form is: **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)** and it should cost 17,49 €. If you choose the wrong option you could lose your money.

# 4

# TIE RENEWAL

## DOCUMENTS: EMPADRONAMIENTO



[Access](#)

To be "*empadronado*" is to be **registered in the list of inhabitants** of a city or county in Spain. When you are correctly registered, you obtain a document called ***volante or certificado de empadronamiento***.

The process can be done in two ways: **in person or online**. If it is the first time, it is better to do it in person. It is faster and you will not get so confused.

To register **in person**, it is necessary to **make an appointment** (using the link below, searching in Google "cita previa extranjería España", or by calling 010). It is very simple, the appointment is given quickly and usually takes about 10 minutes in total.

You must bring specific documents to the appointment...



[Appointment](#)

# 4

# TIE RENEWAL

## DOCUMENTS: EMPADRONAMIENTO



[Access](#)

For the **empadronamiento** you need to present:

- Your physical **passport** and your **TIE**
- If you live in an **independent apartment**:
  - The **contract** of the apartment where you live
- If you live in **CampusHome, Unibooking** or similar service, they must provide you with the necessary documentation.
- If you are living in a **Colegio Mayor**, you must also ask them for an equivalent document that certifies that you reside there.

The in-person Empadronamiento is done at the **Civivox Condestable**, located in the Casco viejo of Pamplona at Calle Mayor 2 (near the San Saturnino Church) and requires an appointment.

- You can book an appointment at the City Hall website
- Or by calling 010



[Appointment](#)

# 5

# TIE RENEWAL

## GENERAL TIPS

Prepare the complete documentation **BEFORE** accessing the Mercurio website as sessions on these government sites **expire quickly**. For proper preparation, please note the following:

- **ALL** documents must be **digital** (scanned).
- The best format to upload them is **PDF**
- You must organize them **VERY** well
- Name the files with numbers, the type of document and your full name.
  - E.g.: 1. Full passport copy - John Smith
- Put them in the same folder to make it easier for you to upload them.
- If you have several sheets or documents that belong to the same category (i.e. proof of financial means) put them together in **ONE PDF**.