

# IMMIGRATION PROCEDURES

## A. Non EU citizens (with student visas issued for less than 180 days): Tarjeta de Identificación de Extranjero

Submit the following documents at the Police Station, calle Pascual Madoz 3.

1. Official application form. (EX-17). You can obtain the application form at <http://www.interior.gob.es/extranjeria>
2. Passport with the student visa.
3. Registration certificate of the studies or research at the University of Navarra.
4. Photograph (ID size).
5. A certificate (empadronamiento) from the City Hall (Ayuntamiento) giving evidence of living in Pamplona or in the nearby towns.

If living in Pamplona, the certificate is obtained from Servicio de Atención Ciudadana, Palacio de Condestable (c/ Mayor 2) Mondays to Friday between 8.30 and 14.30.

For that, you require to present following documents:

1. A contract or letter from the property owner.
2. Photocopy of the property owner's ID card (DNI)
3. Your passport.

Take the documents (1, 2, 3, and 4) together with a **photocopy of each**, to the Police Station, prior appointment. You will be asked to pay the corresponding **fee (15,15 Euros)** at a nearby bank.

## B. Students from the European Union (stays longer than 3 months): Certificado de Registro Central de Extranjeros

Submit the following documents at the Police Station, calle Pascual Madoz 3.

1. Official application form (EX-18). <http://www.interior.gob.es/extranjeria>.
2. Identity Card issued by country of origin or Passport.
3. Registration certificate of the studies or research at the University of Navarra.
4. A bank statement giving evidence of having sufficient money (a minimum of 532, 20 Euros per month is required) to cover housing and living expenses during the academic year at the University.
5. Medical insurance to cover the whole period of study or research (European Health Card)
6. A certificate (empadronamiento) from the City Hall (Ayuntamiento) giving evidence of living in Pamplona or in the nearby towns. If living in Pamplona, the certificate can be obtained from Servicio de Atención Ciudadana, Palacio de Condestable (c/ Mayor 2) Mondays to Friday between 8.30 and 14.30. For that, you require to present following documents:
  - a) A contract or letter from the property owner.
  - b) Photocopy of the property owner's ID card (DNI)
  - c) Your passport.

Take the documents (1, 2, 3, 4 and 5) together with a **photocopy of each**, to the Police Station, prior appointment. You will be asked to pay the corresponding **fee (10,40 Euros)** at a nearby bank.

## C. Non EU citizens (with visas issued for 180 days)

Certificate (empadronamiento) from the City Hall (Ayuntamiento) giving evidence of living in Pamplona or in the nearby towns. If living in Pamplona, the certificate can be obtained from Servicio de Atención Ciudadana, Palacio de Condestable (c/ Mayor 2) Mondays to Friday between 8.30 and 14.30. For that, you require to present following documents:

- a) A contract or letter from the property owner.
- b) Photocopy of the property owner's ID card (DNI)
- c) Your passport.