

ADMINISTRATIVE PROCEDURE: 'APPLICATION FROM SPAIN FOR A LONG-TERM STAY PERMIT FOR HIGHER EDUCATION STUDIES'

(SHEET 1 – TYPE 3 ON THE MINISTRY'S WEBSITE), ARTICLE 52.1 a) RLOEx

Instructions for making an appointment / Documents to be submitted / Instructions for completing the EX00 form

1. INSTRUCTIONS FOR MAKING AN APPOINTMENT

You will need a Spanish telephone number with the +34 country code.

You also have more chance of getting an appointment if you have previously obtained a digital certificate such as that issued by the National Mint and Stamp Factory (FNMT).

If you are unable to obtain a face-to-face appointment, you can hire a lawyer to submit the application electronically on your behalf.

Below is a step-by-step guide to making an appointment on the Immigration Department's website.

Link: [Request an appointment over the Immigration Department's website](https://icp.administracionelectronica.gob.es/icpplus/index.html)
<https://icp.administracionelectronica.gob.es/icpplus/index.html>

Step 1

Select the province of Bizkaia, Gipuzkoa or Araba/Álava from the drop-down menu and click Accept ('Aceptar').



Step 2

2.1. Select the corresponding Immigration Office / sub-delegation. The procedure can be carried out at any Immigration Office, delegation or sub-delegation in the province in which you reside (Bilbao, Donostia-San Sebastián or Vitoria-Gasteiz).

2.2. Open the drop-down menu and select the procedure under IMMIGRATION OFFICE PROCEDURES ('TRÁMITES OFICINAS DE EXTRANJERÍA'):

- Select the option AUTHORISATION REQUEST ('SOLICITUD DE AUTORIZACIONES').
- Once you have selected the procedure, click Accept ('Aceptar').

Step 3

Next, check all the information provided and press ENTER ('ENTRAR').

LEE ATENTAMENTE

La solicitud debe presentarse personalmente por el extranjero ante el órgano competente para su tramitación, correspondiente a la provincia donde esté residiendo, salvo en el caso de menores o incapaces en el que podrá presentar la solicitud su representante legal.

Step 4

On the next page, enter your personal details and click Accept ('Aceptar').

- Select PASSPORT ('PASAPORTE') and enter your passport number.
- Name and surname(s)
- Year of birth

CITA PREVIA EXTRANJERÍA
SOLICITUD DE AUTORIZACIONES

Tipo de documento

☐ N.I.E. ☐ D.N.I. ☒ PASAPORTE

* PASAPORTE
Campo obligatorio

IMPORTANTE: Comprueba que **LOS DATOS QUE CONSTAN EN LA CITA: n° pasaporte, nombre y apellidos SON IDÉNTICOS** a los que constan en el **DOCUMENTO DE PASAPORTE**.

Cualquier alteración en el número del pasaporte o en el nombre y apellidos producirá la **INADMISIÓN** de todas las citas duplicadas.

Si por error en los datos se solicita nueva cita, previamente deberá haberse anulado la errónea.

*Nombre y apellidos
Campo obligatorio

Año de nacimiento (aaaa)

Step 5

Check that your details are correct (full name and passport number) and then click REQUEST AN APPOINTMENT ('SOLICITAR CITA').

CITA PREVIA EXTRANJERÍA

Identidad del usuario de cita

A continuación puedes seleccionar cualquiera de las siguientes opciones

Step 6

Enter a Spanish mobile phone number on which you will receive a confirmation code.

Enter your email address twice, making sure it is correct as the appointment confirmation will be sent there.

Click NEXT ('SIGUIENTE').

CITA PREVIA EXTRANJERÍA

Identidad del usuario de cita

INFORMACIÓN COMPLEMENTARIA

*Teléfono
 Campo obligatorio

*Correo electrónico
 Campo obligatorio

*Repite Correo electrónico
 Campo obligatorio

Asegúrate de introducir un correo electrónico válido donde te enviarán el justificante de la reserva de cita

Step 7

A calendar will then be displayed showing the days and months when appointments are available. Select the day, fill in the CAPTCHA code and finally, choose the time.

Keep in mind that it is sometimes quite difficult to find a date.

CITA PREVIA EXTRANJERÍA

Selecciona una de las siguientes citas disponibles

Abril 2026

Lu	Ma	Mi	Ju	Vi	Sá	Do
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

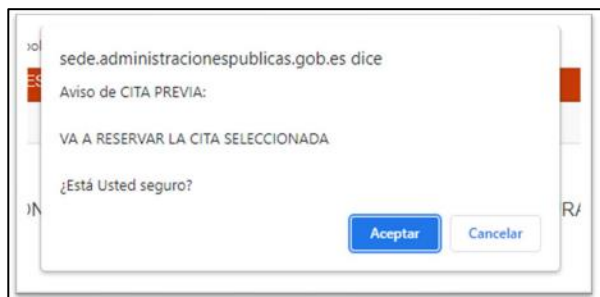
*Por favor, valida el Captcha para poder continuar
 Campo obligatorio

y7cg4

	11/04/2026	26/05/2026	27/05/2026
09:25	LIBRE	OCUPADO	OCUPADO
09:30	LIBRE	OCUPADO	OCUPADO
09:35	OCUPADO	OCUPADO	OCUPADO
09:40	LIBRE	OCUPADO	OCUPADO
09:45	OCUPADO	OCUPADO	OCUPADO
09:50	LIBRE	OCUPADO	OCUPADO
09:55	OCUPADO	OCUPADO	OCUPADO
10:00	OCUPADO	OCUPADO	OCUPADO
10:05	OCUPADO	OCUPADO	OCUPADO
10:10	OCUPADO	OCUPADO	OCUPADO

Step 8

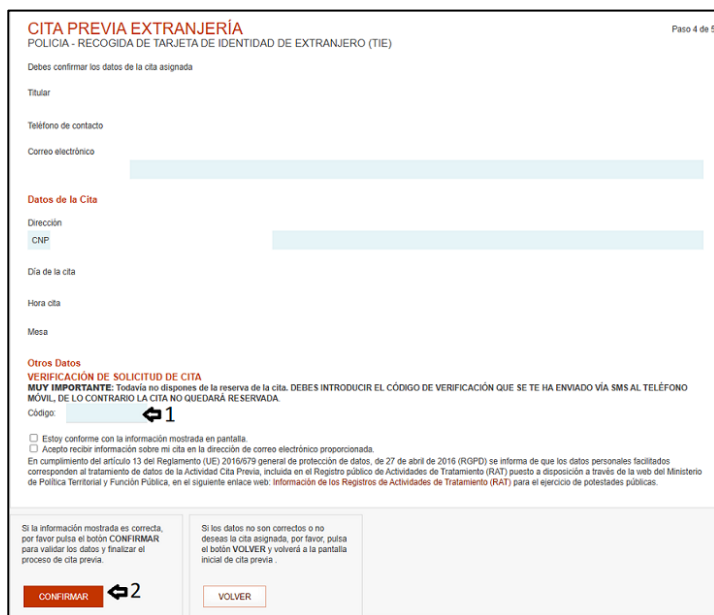
8.1. Once you have selected the day and time, a prompt will appear asking if you are sure you want to make the appointment. Click Accept ('Aceptar').



8.2. Next, the data you entered earlier will appear on the screen. Check that they are correct.

Next, you will receive a personalised CODE on your mobile phone, which you must enter to continue the process. Once you have entered the code, you must check the boxes 'I agree with the information shown on the screen' ('Estoy conforme con la información mostrada en pantalla') and 'I wish to receive an email with my appointment details at the address I have provided' ('Deseo recibir un correo electrónico con los datos de mi cita en la dirección que he proporcionado').

Finally, select CONFIRM ('CONFIRMAR') to complete the process.



Step 9

Go to the office you selected on the day and at the time of your appointment, taking the corresponding confirmation slip with you. You will also need to take the documents you need to complete the procedure.

2. DOCUMENTS TO BE SUBMITTED

A list of required documents is available on the website of the Ministry of Migration under 'Student mobility within the European Union – Sheet 5 – Type 3 Mobility' ('Movilidad de estudiantes dentro de la Unión Europea – Hoja 5 - Movilidad Tipo 3'), section [PROCEDURE INITIATED FROM SPAIN \('PROCEDIMIENTO INICIADO DESDE ESPAÑA'\)](#). We also strongly recommend you read the clarifications and exceptions outlined in the document published in 2025 entitled [MANAGEMENT CRITERIA REGARDING STUDY STAY AUTHORISATIONS \('CRITERIOS DE GESTIÓN SOBRE AUTORIZACIONES DE ESTANCIA POR ESTUDIOS'\)](#).

The Immigration Offices that handle these requests are:

- ARABA-Government Sub-Delegation: [Calle Olagibel 1, Vitoria-Gasteiz](#)
- BIZKAIA-Government Sub-Delegation: [Calle Barroeta Aldamar 1, Bilbao](#)
- GIPUZKOA-Immigration Office: [Calle Javier Barkaiztegi s/n, Donostia-San Sebastián](#)

In sum, the documents required are as follows:

1. Official [EX00](#) form. See the Instructions for completing the EX00 form below.
2. Copy of all the pages in a valid passport or travel document, recognised as such in Spain and valid for at least a year.
3. Residence or stay permit (valid for further 2 months). If you entered the country without a visa, you will need to provide the entry stamp.
4. Documentation proving you have been admitted to the University of the Basque Country (EHU) as part of a full-time course leading to a recognised higher education qualification. Letter of admission/enrolment from the EHU.
5. Proof of health insurance coverage (travel insurance will not be accepted as valid).
6. Proof that you have sufficient financial means to support yourself during your stay and to return to your country of origin (current IPREM amount per month). ([See table of values](#)). There are different ways for you to prove sufficient financial means:
 - Bank statement with the bank's seal. If the statement is issued by a foreign bank, it must be officially translated by a sworn translator.
 - A notarised certificate from a family member committing to cover your board, lodging and medical insurance (said certificate must be legalised and translated into Spanish by a sworn translator). Some immigration offices accept a simple unilateral declaration from the family member.
 - Scholarship and/or proof of your status as an awardee.
7. If you are planning to remain at the EHU for more than six months, you must submit a criminal record certificate issued by the authorities in your country of residence or the country/countries in which you have resided during the past five years.
8. [Fee 790 Code 052](#): Option 1.1.1 Initial authorisation for a long-term study stay, student mobility, volunteer services or training activities ('Autorización inicial de estancia de larga duración por estudios, movilidad de alumnos, servicios de voluntariado o actividades formativas').

Note: You can pay online or in person at authorised banks (for example, BBVA, Santander, CaixaBank, Sabadell and Bankinter).

Important note: whenever you submit documents from other countries, they must always be translated into Spanish or the co-official language of the region in which the application is being made by a sworn translator. [List of sworn translators.](#)

Furthermore, all foreign public documents must be legalised prior to submission by the Spanish Consular Office with jurisdiction in the country in which the document was issued or, where applicable, by the Ministry of Foreign Affairs, European Union and Cooperation, unless the document has been apostilled by the competent authority of the issuing country in accordance with the Hague Convention of 5 October 1961, or unless the document is exempt from legalisation under an international agreement. [Information on the translation and legalisation of documents.](#)

3. INSTRUCTIONS FOR COMPLETING the EX00 FORM

One of the documents you will need to submit during your appointment is the [EX00](#) form. It is important that this form be completed correctly. Follow the steps outlined below:

Step 1

Download the form from the Spanish government's immigration portal [website](#). Fill in the following sections:

Section 1. Applicant's personal details

Provide your personal details.

You only need to complete the fields labelled Legal Representative ('Representante legal'), National ID/Foreign ID/PAS (DNI/NIE/PAS) and Title ('Título') if you are representing a minor.

Note: Enter your city of birth in the field labelled 'Place' ('Lugar'). Enter your country of birth in the field labelled 'Country' ('País').

1) DATOS DEL SOLICITANTE									
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⁾		

Step 2

Section 2. Information about the institution at which you will be studying, training or volunteering (EHU data only).

2) DATOS DE INSTITUCIÓN/CENTRO DE ESTUDIOS, FORMACIÓN O VOLUNTARIADO			
Denominación		NIF: Q4818001B	
☐ EUSKAL HERRIKO UNIBERTSITATEA / UNIVERSIDAD DEL PAIS VASCO ☒ RUCT ☐ RCD ☐ OTRO (indicar cuál) ☐ Adscripción a Universidad (indicar a cuál) ☐ Otro reconocimiento oficial (DT única) (indicar cuál)			
Registro o reconocimiento oficial (5)			
Código	020		
Dirección	BARRIO SARRIENA (DIRECCIÓN OFICIAL DE LA EHU / LA DEL DEL CENTRO DE ESTUDIOS PUEDE SER DIFERENTE)		Nº s/n Piso
Localidad	LEIOA	C.P. 48940	Provincia BIZKAIA
Representante legal, en su caso	DNI/NIE/PAS		Título(4)

Step 3

Section 3. Details of the study or training programme (provide information about your studies).

3) DATOS DEL PROGRAMA DE ESTUDIOS O FORMACIÓN		
Denominación		Código
Fecha de inicio(2)	Fecha de finalización(2)	Modalidad Presencial ☐ Híbrida/Semipresencial (6) ☐

Note: Where it says Title ('Denominación'), enter the name of your course. You will find the corresponding Code ('Código') on the following website [Register of Universities, Schools and Qualifications \(RUCT\)](#).

Step 4

Section 4. Family member accompanying the student.

You only need to complete this section if the applicant (Section 1) is a family member of a study permit holder. Fill in the details of the student you are related to, indicating your relationship to them.

4) DATOS DEL FAMILIAR ESTUDIANTE AL QUE ACOMPAÑA	
Nombre	NIE/PAS
Apellidos	Parentesco

Step 5

Section 5. Employer details (in the event of having a permit to work as a paid employee)

Only for applications that include a permit to work as a paid employee ('cuenta ajena').

If your study stay includes part-time work or an internship with a formal employment contract, then you should fill in your employer's details here.

5) DATOS DEL EMPLEADOR/A (en caso de autorización para trabajar por cuenta ajena)			
Nombre/Razón Social		DNI/NIE/PAS	
Actividad		Ocupación	
Domicilio en España		Nº	Piso
Localidad	C.P.	Provincia	
Teléfono móvil	E-mail		
Representante legal, en su caso		DNI/NIE/PAS	

Step 6

Section 6. Information regarding the representative, required for the purpose of submitting the application.

You only need to complete this section if someone else (for example, a lawyer) will be submitting the application on your behalf. Leave it blank if you are submitting your application on your own behalf.

6) DATOS DEL REPRESENTANTE A EFECTOS DE LA PRESENTACIÓN DE LA SOLICITUD ⁽⁷⁾			
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⁾

Step 7

Section 7. Address for notifications.

The Immigration Office will send all official communications to the address provided here.

7) DOMICILIO A EFECTOS DE NOTIFICACIONES			
Nombre/Razón Social		DNI/NIE/PAS	
Domicilio en España		Nº	Piso
Localidad	C.P.	Provincia	
Teléfono móvil	E-mail		

☒ **CONSENTO** que las comunicaciones y notificaciones se realicen mediante puesta a disposición en la Dirección electrónica habilitada Única (Dehú), para lo cual será obligatorio disponer de certificado electrónico válido o sistema c@ve.⁽⁶⁾



IMPORTANT, check the box: I CONSENT to communications and notifications being sent by electronic means ('CONSENTO que las comunicaciones y notificaciones se realicen por medios electrónicos')

Step 8

Section 8. Type of permit being requested

This section is very important.

Select the type of permit you require:

- Initial ('Inicial')
- Higher education studies (art 52.1.a) ('Estudios superiores (art 52.1.a)')
- Legal status in Spain ('Situación regular en España')

8) TIPO DE AUTORIZACIÓN DE ESTANCIA SOLICITADA^(*)

☒ **INICIAL**

☒ Estudios superiores (art. 52.1.a)

☐ Situación regular en España ☒ Solicitada por institución

☐ Educación secundaria postobligatoria (art. 52.1.b). Titular de autorización de residencia en España

☐ Programa de movilidad de alumnos de secundaria (art. 52.1.c). Titular de autorización de residencia en España

☐ Voluntariado (art. 52.1.d). Titular de autorización de residencia en España

☐ Actividades formativas (art. 52.1.e).

☐ Auxiliar de conversación (art. 52.1.e.1^o) Titular de autorización de residencia en España

☐ Estudios idiomáticos de castellano o lengua cooficial (art. 52.1.e.2^o) Titular de autorización de residencia en España

☐ Cursos preparatorios para las pruebas selectivas de formación sanitaria especializada (art. 52.1.e.3^o) Titular de autorización de residencia en España

☐ Certificación de aptitud técnica o habilitación profesional (art. 52.1.e.4^o) Situación regular

☐ Certificado profesional (art. 52.1.e.5^o) Titular de autorización de residencia en España

☐ Formación sanitaria especializada (art. 58). Situación regular en España

☐ Comunicación de movilidad en programa UE o multilateral (art. 59.2)

☐ Movilidad sin programa UE o multilateral (art. 59.3)

☐ Estudios Convenio con Andorra.

☐ Familiar de titular autorización de estancia para estudios superiores (art. 56). Situación regular en España

☐ Familiar de titular autorización de estancia para formación sanitaria especializada (art. 56). Situación regular en España

☐ Familiar de titular autorización de estancia por estudios convenio con Andorra

☐ **PRÓRROGA** (de acuerdo con el art. 55.4, deberá solicitarse por medios electrónicos)

☐ **AUTORIZACIÓN PARA TRABAJAR para titular de estancia de larga duración** (art. 57.1)

☐ Cuenta ajena ☐ Cuenta propia

Step 9

Section 9. Sign the document

First, specify the place (for example: Bilbao), the day (for example: 02), the month (for example: June) and the year (for example: 2026). Then, sign where it says: 'Applicant's signature' ('Firma del solicitante'). You can sign with a pen or on a computer.

Leave the line beginning with 'ADDRESSED TO' ('DIRIGIDO A') blank unless someone at the National Police office tells you what to write there.

....., a de de

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

DIRIGIDA A Código DIR3 PROVINCIA EX - 00



International Welcome Centre
info.welcomecentre@ehu.eus
946 015868

If you have any questions, please contact us so that we can help you with the process:

EHU International Welcome Centre
info.welcomecentre@ehu.eus
946 015868