

# 4

## Administrative and legal aspects of your stay



### 4.1. Administration

The ORI centralises the administration of all documentation generated within the framework of the mobility programmes in which the UC participates.

#### 4.1.1. Admissions

Exchange students will automatically receive an e-mail acknowledging receipt of their online application and confirming that their file is pending completion. They will be formally admitted when the required documentation is received by post. The International Relations Office will then send them a message of confirmation.

#### 4.1.2. Arrival and Attendance Certificates

The ORI issues Certificates of Arrival in Santander, on request, upon students arrival at the ORI providing they have presented all their documentation correctly. Certificates of Attendance, including the period during which they are authorised to remain at the UC, are issued when the students leave the UC. This certificate is vital for students to be able to get the ERASMUS financial aids at their home university and includes the duration of their stay in months.

#### 4.1.3. Exchange Student Certificate

Enrolment slips and student accreditation can be collected a week after enrolling. The latter is a document that officially confers student status at the University of Cantabria for the

corresponding academic period. This document may be needed in order to register for different activities at the university or to carry out administrative formalities both at the university and outside it.

#### 4.1.4. University Student Card (TUI)

TUI stands for “Tarjeta Universitaria Inteligente”. This card is issued by the BSCH Bank (Banco Santander Central Hispano) through the ORI. Its uses include:

- **University accreditation:** the card identifies the student as a member of the university and fulfils the role of a student card.
- **Checking student marks:** academic results can be looked up on any of the self-service terminals distributed throughout campus (see illustration below).
- **E-mail account application:** card activation is needed at the campus terminals.
- **Borrowing books from the library:** enables you to take out books quickly and easily.
- **Electronic purse:** for paying for some university services. The card can be topped up with cash at cashpoint terminals placed around the campus.
- **Discounts/special offers in shops:** if you show your TUI when making purchases at certain shops and commercial centres in Cantabria you can get discounts, pay on credit or be entitled to other special offers.

**Self-service Terminal:** it has a touch-screen, although there are also alphanumeric keys to perform certain operations. The Terminal offers academic information and some services that can be accessed even if you are not carrying a TUI, like for example, a map of the campus to find the different buildings that



make up the UC; you can find out what's going on at our university or information about the University Library or the University of Cantabria Sports Service. There is one of these machines available in every faculty or school.

## 4.2. Legalising your stay

### 4.2.1. Residence Permit

As it says on the Ministry of the Interior's website, to enter Spanish territory you need a passport or, where appropriate, a valid identity card showing the holder's nationality. If the stay is to be for longer than three months, you will need to obtain a student visa from the Spanish Embassy in the country which you are coming from.

For stays of longer than three months a Residence Permit must be applied for, except in the case of citizens of one of the Member States of the European Union, of other States that are part of the Agreement on the European Economic Area or the Swiss Confederation, who are self-employed workers or employees, students or beneficiaries of the right to reside in Spain permanently.

When residence permits are compulsory, they must be applied for within a month from the date of entry into Spain. The person concerned will be given a receipt for the application form which, in the case of nationals from Member States of the European Union and other States that are part of the Agreement on the European Economic Area, will be sufficient accreditation of their situation. The foreign office in Santander deals with the processing of applications, and permits are granted or otherwise by the Government Delegation in Cantabria.

Applicants for residence permits should accompany their application with:

- A. Three recent colour ID photographs, on a white background.
- B. The identity card or passport, depending on nationality, under the protection of which the right of residence is held (the original must be presented and a copy handed over).
- C. In exceptional circumstances, for reasons of public order, public safety or public health, a medical certificate accrediting the applicant's state of health may also be requested.

The application and processing of the permit will be no obstacle to the provisional residence of the person concerned in Spain or to the carrying out of their activities.

#### 4.2.2. NIE (Foreigner's Identity Number)

It is essential to have this number in order to open a bank account and authorise direct debiting for the payment of bills, such as phone bills, etc.

To be assigned a NIE the following documents must be produced:

- Standardised application form.
- Identity card or passport (original and photocopy).
- Documentation accrediting reasons or needs stated.

For more information, both on the Residence Permit and the NIE:

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#### **Ministerio del Interior**

Web: [http://www.mir.es/sites/mir/extranje/regimen\\_comunitario/entrada\\_estancia.html](http://www.mir.es/sites/mir/extranje/regimen_comunitario/entrada_estancia.html)

