

We recognize that immigration procedures are especially complex for Non-UE/EEA/Swiss nationals; not only because of evolving legal requirements but also because of the heavy administrative burden associated with these processes.

<b>Overview of immigration procedures to be undertaken by NON-UE/EEA/Swiss students</b>
<p><b>BEFORE ENTERING SPAIN (90 DAYS BEFORE)</b> Apply for Student Visa Type-D for Spain at the corresponding Spanish Consulate</p> <p><b>ONCE IN SPAIN</b></p> <ul style="list-style-type: none"> <li>▪ IMMEDIATELY AFTER ENTERING SPAIN WITH VISA:           <ul style="list-style-type: none"> <li>- Secure and attend appointment to register at Madrid City Hall</li> <li>- Replace student visa for a student residence permit (only valid for one year)</li> <li>- Secure and attend fingerprint appointment at Police to obtain the Foreigner Identification Card (only valid for one year)</li> <li>- Collect Foreigner Identification Card at Police</li> <li>- Secure and attend appointment(s) for Authorization to Return (if traveling out and back to Spain, and Card is not yet ready)</li> </ul> </li>   <li>▪ BEFORE END OF YEAR 1:           <ul style="list-style-type: none"> <li>- Apply for student residence permit renewal (procedure very similar to applying for the Student visa)</li> <li>- Secure and attend appointment(s) for Authorization to Return (if traveling out and back to Spain while renewal application is in process)</li> </ul> </li>   <li>▪ IN YEAR 2:           <ul style="list-style-type: none"> <li>- Secure and attend fingerprint appointment at Police to obtain a renewed Foreigner Identification Card (only valid for one year)</li> <li>- Secure and attend appointment(s) for Authorization to Return (if traveling out and back to Spain, and Card is not yet ready)</li> <li>- Collect renewed Foreigner Identification Card</li> </ul> </li> </ul>

Additionally, and especially in the last two years, we have witnessed how greater attention in terms of policy and regulations is being placed on matters related to minors in general, as well as to those directly related to international unaccompanied minors and immigration in the context of child protection. As a result, all Spanish Authorities (Consular offices, Immigration Offices, Police, Administration) are being stricter in ensuring that guardianship arrangements are compliant with legal requirements.

<b>Role and responsibilities of Guardians</b>
<p>The guardian (also referred as “tutor”, “academic guardian” or “custodian”) must be a capable and reliable adult residing in Spain, duly appointed by the parents, who acts in their place as required, and who is entrusted with the responsibility to ensure the child’s adequate care, well-being and welfare while studying in Spain. The guardian should be residing within a reasonable distance from Madrid to be able to provide the necessary support.</p> <p>The guardian therefore <b>holds delegated, temporary parental responsibility for the child</b>. It is important to understand the <b>legal considerations of becoming a temporary guardian</b>, as well as any financial implications that accompany this responsibility. That is why, if parents/legal guardians do not have in</p>

Spain a family, relative or friend that might act as guardian, it is highly advisable to name a trusted professional that might act as such.

The guardian's designation must be executed by parents through a **notarized document** (called Power of Attorney) and must clearly specify what is expected of the guardian. There are quite a few **technical requirements** for completing a valid power of attorney. Furthermore, the agreement will need to **outline the extent of authority granted to the guardian** over the child's care in terms that will be **compliant to expectations from the Spanish Authorities**. That is why it is highly recommended to consult an expert (immigration lawyer/attorney) when establishing this kind of temporary guardianship.

To have a guardian appointed in Spain is **a CONDITION BEFORE APPLYING FOR THE STUDENT VISA and, ONCE IN SPAIN, a CONDITION TO OBTAIN THE STUDENT RESIDENCE PERMIT AND ITS RENEWAL.**

The guardian will **REMAIN ON FILE WITH THE SPANISH POLICE & IMMIGRATION AUTHORITIES AS THE CHILD'S LOCAL REPRESENTATIVE** and therefore becomes the primary point of contact for any major emergency, accidents, or incidents.

The guardian is responsible to ensure that **the child remains with legal status at all times** while studying in Spain (keeping up the Student Residence Permit up to date and applying for extension in good time before permit expires) and will **act on behalf of the parents in all immigration procedures** or in any procedure to be followed in Spain for which parental authority is required by law and/or under the guardianship notarized document.

Given the intricacies involved, we strongly recommend families to seek support from a specialized professional or firm who may handle their child's student visa and student residence permit processes from end-to-end, and, when required, may also provide guardianship services.

The Global College has reached a collaboration agreement with Duguech & Dip, a Spanish law firm based in Madrid, specializing in immigration services, offering special rates to our families. Mr. Gustavo Duguech, founder/Senior Partner at the firm, has been collaborating with numerous families within our community in the past two years and we highly recommend his services.

We will be organizing an Immigration Information Session (in early May) with Mr. Duguech's participation. Following the session, families who confirm interest in enlisting their services, will be directly connected with them.

## INFORMATION ON SERVICES AND FEES

Families can choose between two offerings, depending on the level of support they need:

### OPTION 1

#### **IMMIGRATION SERVICES + GUARDIANSHIP SERVICE**

**Annual fee: Euro 1,758 + 21% VAT**

### OPTION 2

#### **IMMIGRATION SERVICES (ONLY)**

*Exclusively for families who can arrange the appointment of their child's guardian independently. Please note that guardianship must be in place before applying for the student visa.*

**Annual fee: Euro 778 + 21% VAT**

*\*Please note: Parents/legal guardians will enter a private arrangement with the firm. Fees charged for services provided will be directly paid by parents/legal guardians to the firm. There is no involvement from The Global College.*

Detailed description of what is included under each service:

<p><b>Immigration services: full end-to-end student visa and student residence permit(s) applications service</b></p> <ul style="list-style-type: none"> <li>• Individualized advice and guidance</li> <li>• Paperwork, documentation, forms, etc. preparation and/or verification</li> <li>• Submission of application(s) as applicable</li> <li>• Monitoring: tracking status and renewal as applicable</li> </ul>
<p><b>Annual fee: Euro 778 + 21% VAT</b>  <b>Included:</b></p> <ul style="list-style-type: none"> <li>- All Government Taxes charged for Immigration procedures related to the student residence permit (Note that the Student Visa fee payable at the Spanish Consulate/Embassy is not included)</li> <li>- All Taxi Expenses from accompanying the child to attend the several appointments at different entities within Madrid</li> </ul>
<p><b>Guardianship service (required by Spanish Law when child is under the age of 18)</b></p> <ul style="list-style-type: none"> <li>• Guardianship agreement (Power of Attorney) preparation (does not include Notary Public Fees and/or Translation Services Fees)</li> <li>• Guardianship service</li> </ul>
<p><b>Annual fee: Euro 980 + 21% VAT</b>            Note: if Guardianship agreement is made in front of a Notary Public in Spain, Notary fees are Euro 107</p>