

THE GLOBAL COLLEGE

STUDENTS FROM EU, EEE AND SWITZERLAND

ENTRY YEAR 2025-26

Families at The Global College can now enlist the services of Sagardoy Legal & Expat (<https://sagardoylegalexpat.com/>) a trusted and reliable Spanish Law firm, specializing in immigration, based in Madrid, at special rates.

You are encouraged to **contact directly the firm by sending an email to Ms. Ana Garicano** at ags@sagardoylegalexpat.com

IMMIGRATION SERVICES

Application for Certificate of registry as EU national (CRUE)
<ul style="list-style-type: none">• Full information and assessment about the process, requirements, documentation required and obligations.<ul style="list-style-type: none">○ Tailored Guide Document regarding the process will be provided.• Preparation of the application package<ul style="list-style-type: none">○ Personalized document checklist tailored to the certificate○ Personalized Drafts of Economical Responsibility for Minors○ Personalized Draft of POA [to grant the Guardianship]○ Personalized Draft of Acceptance to the POA Granting Guardianship○ Complete permit application form and additional review○ Review required documents & confirm suitability/advise on any changes/additions needed○ Guidance on how to complete all required document conditioning/authentication needed, to obtain Student permit, such as legalizations / Apostilles, notarizations, translations, medical checks.○ Review issued documents and advise on terms and conditions of entry/stay of Visa• Assistance and accompaniment for certificate application and collection.
One-time fee: 700€

OUT OF SCOPE SERVICES

Census certificate
One-time fee: 250€
<ul style="list-style-type: none">• Full information and assessment about the process, requirements, documentation required and obligations.

- Booking appointment to submit the application
- Preparation of the application package
 - o Personalized document checklist tailored to the certificate
 - o Complete permit application form and additional review
 - o Review required documents & confirm suitability/advise on any changes/additions needed
- Application Submission and certificate collection on behalf of the student.

Guardianship service (required by Spanish Law when child is unaccompanied and under the age of 18)

Fee: TBC on a case-by-case basis

The fee proposal does not include applicable taxes, government fees or any other disbursements that the firm may incur on behalf of the client. Any disbursements incurred by the firm will be charged at cost. Furthermore, the fee does not include the costs of obtaining any document that may be necessary for the procedure. Should the firm be required to assist with the obtaining of any document, a service & fee proposal will be sent regarding the document request.

The fee is to be paid as follows:

- 50% upon fee proposal acceptance.
- 50% the week before the application is submitted.



EU/EEA/SWISS BOARDING STUDENTS

ENTRY YEAR 2025-26 Families at The Global College can now enlist the services of Duguech & Dip

(<https://duguechdip.com/>) a trusted

and reliable Spanish Law firm, specializing in immigration, based in Madrid, at special rates.

You are encouraged to **contact directly the firm by sending an email to Mr. Gustavo Duguech** at

g.duguech@duguechdip.com

Families can choose between THREE offerings, depending on the level of support they need: [OPTION 1 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 registering at the Central Registry of Foreign Citizens in Madrid

One-time fee: Euro 677 + 21% VAT

OPTION 2

GUARDIANSHIP SERVICES (ONLY)

Annual fee: Euro 980 + 21% VAT

OPTION 3

IMMIGRATION + GUARDIANSHIP SERVICES

Year 1 fees: Euro 1,657 + 21% VAT

Year 2 fees: Euro 980+ 21% VAT

Detailed description of what is included under each service

Immigration services: Registration as an EU/EEA/Swiss student in Spain (end-to-end service)
<ul style="list-style-type: none">Individualized advice and guidancePaperwork, documentation, forms, etc. preparation and/or verificationAppointments arrangementsSubmission of application(s) as applicable
One-time fee: Euro 677 + 21% VAT Included: <ul style="list-style-type: none">All Government Taxes charged for Immigration procedures related to the RegistrationAll Taxi Expenses from accompanying the child to attend the several appointments at different entities within Madrid

Guardianship service (required by Spanish Law when child is unaccompanied and under the age of 18)
<ul style="list-style-type: none">Guardianship agreement (Power of Attorney) preparation (does not include Notary Public Fees and/or Translation Services Fees)Guardianship service
Annual fee: Euro 980 + 21% VAT Note: * If Guardianship agreement is made in front of a Notary Public in Spain, Notary fees are Euro 154 + 21% VAT **If Declaration of Economical responsibility is made in front of a Notary Public in Spain, Notary fees are Euro 240 + 21% VAT *** If parents additionally require a Guardianship Drafting & Document Preparation Service to grant the Guardianship to a different Guardian in Spain our firm will charge the Drafting and document preparation at legal fees of EURO 490 + 21% VAT **** If parents additionally require a Travel Authorization Preparation Service to grant the authorization to travel to their children our firm will charge the Drafting and document preparation at legal fees of EURO 240 + 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.