

THE GLOBAL COLLEGE

NON EU/EEA/SWISS BOARDING STUDENTS

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

Families can choose between two offerings:

OPTION 1

Student permit following the visa process
<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 visa type and application location ○ 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 visa 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 visa, such as legalizations / Apostilles, notarizations, translations, medical checks. ○ Review issued documents and advise on terms and conditions of entry/stay of Visa • Assistance for Consular process (not accompaniment) <ul style="list-style-type: none"> ○ Provide address & opening times of visa application center / Spanish consulate ○ Follow up with authorities and troubleshooting. • Assistance at post arrival process for student's card application and collection. <ul style="list-style-type: none"> ○ Booking appointments to apply and to collect the TIE (Foreigner Identity Card) ○ Accompaniment for TIE (Foreigner Identity Card) submission and collection
<p>One-time fee: 1,550€</p>

OPTION 2

Student permit following the in-country process (Applicable only until 20th May 2025 and just if student is in Spain when the application is submitted)

- Full information and assessment about the process, requirements, documentation required and obligations.
 - o Tailored Guide Document regarding the process will be provided.
- Preparation of the application package:
 - o Personalized document checklist tailored to the permit type
 - o Personalized Drafts of Economical Responsibility for Minors
 - o Personalized Draft of POA [to grant the Guardianship]
 - o Personalized Draft of Acceptance to the POA Granting Guardianship
 - o Complete permit application form and additional review
 - o Review required documents & confirm suitability/advise on any changes/additions needed
 - o Guidance on how to complete all required document conditioning/authentication needed, to obtain Student permit, such as legalizations / Apostilles, notarizations, translations, medical checks.
 - o Review issued documents and advise on terms and conditions of entry/stay of Visa
- Submission of the application
 - o Follow up with authorities and troubleshooting.
- Assistance for student's card application submission and collection.
 - o Booking appointments to apply and to collect the TIE (Foreigner Identity Card)
 - o Accompaniment for TIE (Foreigner Identity Card) submission and collection

One-time fee: 1,350€

OUT OF SCOPE SERVICES

Census certificate

One-time fee: 250€

- 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

Student permit renewal

One-time fee: 700€

- Full information and assessment about the process, requirements, documentation required and obligations
- Preparation of the application package
- Submission of the application
- Follow up with authorities and troubleshooting.
- Assistance for student's card application submission and collection
 - o Booking appointments to apply and to collect the TIE (Foreigner Identity Card)
 - o Accompaniment for TIE (Foreigner Identity Card) submission and collection

Re-entry permit

One-time fee: 300€

- Full information and assessment about the process, requirements, documentation required and obligations
 - o Tailored Guide Document regarding the process will be provided.
- Booking appointments to apply and to collect the TIE (Foreigner Identity Card)
- 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
- Assistance and accompaniment for permit application and collection

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.



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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 two offerings, depending on the level of support they need: **OPTION 1**

Pre-Arrival Services:

CONSULAR VISA ASSISTANCE

One-Time fee: Euro 1,322 + 21% VAT

IMMIGRATION SERVICES + GUARDIANSHIP SERVICE

Annual fee: Euro 1,758 + 21% VAT

OPTION 2

Pre-Arrival Services:

CONSULAR VISA ASSISTANCE

One Time fee: Euro 1,322 + 21% VAT

IMMIGRATION SERVICES

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

Detailed description of what is included under each service:

Pre-Arrival Legal services: Consular Visa Assistance – Home Country Assistance with Student Long-Term Visa
<ul style="list-style-type: none">• Individualized advice and guidance• Personalized document checklist tailored to the visa type and application location• 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 visa 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 visa, such as legalizations / Apostilles, notarizations, translations, medical checks.• Provide address & opening times of visa application center / Spanish consulate• Review issued documents and advise on terms and conditions of entry/stay of Visa
<p>One Time fee: Euro 1.322 + 21% VAT</p> <p>Not included:</p> <ul style="list-style-type: none">- All Government Taxes & fees, Notary expenses, legalizations, sworn translations, international couriers, certifications, medical checks, Visa fee payable at the Spanish Consulate/Embassy and any other expenses or fees are not included.- Booking Appointments at Visa Center or Spanish Consulate are not included.

Immigration services: Immigration Legal Services include the proactive management of the post-arrival steps in Spain to allow the student to legally stay in Spain

- Individualized advice and guidance
- Legal advice on the local requirements to comply with Spanish immigration law and support on residency [initial process].
- Advice and legal support on the paperwork related to the Madrid Town Hall registration process.
- Advice and legal support for the procedure to replace the student visa for a Foreigner Identity Card. Support at Process of Fingerprint and biometric appointment at Police Office.
- Advice and legal support for the procedure to collect the Foreigner Identity Card. Support at Process of in person Collection of residency card at Police Office.
- Advice and legal support on the process of renewal.
- Advice and legal support for the procedure to request a Return Authorization [in case of traveling out and back to Spain, and Residency card was not collected yet].
- Monitoring: tracking status and renewal as applicable

Annual fee: Euro 778 + 21% VAT

Included:

- All Government fees & Taxes charged for Immigration procedures related to the student residence permit
- 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)

- 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.