

Application Checklist for those who have a TIE or NIE

Applicants with a TIE/NIE will not need to obtain a student visa in most cases, but may need to renew their TIE or NIE. All students must have the legal right to be in Spain for the duration of the program.

Step 1: Apply to the program using the online application form (November 20, 2019 - February 20, 2020)	
To apply, you must submit the following documents:	
• PDF scan of undergraduate diploma	
• PDF scan of unofficial undergraduate transcripts	
• PDF scan of passport, valid through December 2021	
• PDF of Statement of Purpose/Personal Essay	
• PDF of resume/CV	
• ID-style photo	
• 100€ application fee, payable via PayPal (non-refundable)	

Step 2: After receiving your acceptance email (within deadline given via email)	
Pay 500€ deposit (Option A)/1 st payment (Options B and C) via PayPal (non-refundable)	
Official transcripts from your undergraduate institution – by mail or via electronic upload	
Scanned PDF copy of Registration Form (sent by email from Instituto Franklin) – via email	
Scan of the front and back of your TIE or NIE card – via email	

Step 3: Submit digital scans of the following documents <u>by email</u> to admissions@institutofranklin.net by June 15, 2020:	
Scanned PDF copy of Criminal Background Check from each country where you have lived for six or more months in the last five years. ***You can submit an old US background check IF AND ONLY IF you have the original Apostille attached to it	
Scan of <i>Certificado de Antecedentes Penales</i> from Spain	
Scan of <i>Certificado de delitos sexuales</i> from Spain	
Scanned PDF copy of Evidence of Financial Support (on bank letterhead)	
Scanned PDF copy of Tax Residency Certificate or a proof of request	
Scanned PDF copy of Medical Certificate	

Step 4: Send or deliver these documents to the Teach & Learn in Spain office by <u>June 15, 2020</u>. It is recommended that you pay for tracking for the documents sent by mail.	
Apostilled Diploma (The apostilled diploma must be a duplicate or a notarized copy of the original undergraduate diploma with the official Apostille. Original diplomas will not be accepted . Note: if your state or country does not give Apostilles to copies, please contact us via email and we will let you know what to do.)	
Criminal Background Check from each country where you have lived for six or more months in the last five years. ***You can submit an old US background check IF AND ONLY IF you have the original Apostille attached to it	
<i>Certificado de Antecedentes Penales</i> from Spain issued no more than 90 days from submission	
<i>Certificado de delitos sexuales</i> issued no more than 90 days from submission	

Step 5: You must submit the following documents (hard copy) to Instituto Franklin-UAH during Orientation in September.	
Tax Residency Certificate from home country	
Evidence of Financial Support (on bank letterhead)	
Medical Certificate	

If you have any questions, please consult the How-To Guide or email Alissa at admissions@institutofranklin.net for clarification.