

REQUESTING PRELIMINARY APPOINTMENT for:

-RENEWAL OF NIE ON YOUR OWN ACCOUNT

-AUTHORIZATION TO RETURN

In order to arrange a preliminary appointment to present your application to renew your authorisation to stay and study or authorisation to return, you must access the following website www.mpr.es and follow the steps detailed below:

- 1- Select the 'Trámites' (Transactions) option in the in the menu on the right of the screen.
- 2- Select the 'Extranjería' (Foreigners) option
- 3- Select 'Cita previa para extranjería' ('Preliminary appointment for foreigners')
- 4- Select 'Acceder al procedimiento de cita previa de extranjería' ('Access procedure for preliminary appointment for foreigners')
- 5- In the drop-down menu, select the province (Barcelona)
- 6- In the other drop-down menu select the type of transaction for which you require an appointment, and then select 'Aceptar' (Accept).
- 7- Fill in the details you are asked for in order to arrange an appointment.
- 8- Print the appointment and when you go to it, take all of the documentation required as indicated on the page.