

## Student documentation for non-working internship

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### University/Sending institution

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#### Internship Agreement

This is the legal document through which the student can do his/her internship in Spain.

This document is made by the sending institution, and must be signed by the student, the sending Institution, and the receiving organization.

Necessary information:

- description of the internship program
- duration
- conditions
- monitoring plan
- evaluation plan

### Student

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#### ID card/Passport

Students EU: ID card

Student no EU: ID Card + Passport (all pages)

#### Health/accident insurance

This insurance can be personal or from the sending Institution.

The insurance company contracted must be certified to operate in Spanish territory.

#### Economic resources

Only Student no EU

Evidence that the student has the necessary financial resources for the requested period.

#### Criminal record certificate

Only Student no EU

Issued by the authorities of the country of origin or the country where he/she has resided for the last five years. It will be necessary to translate it into Spanish.

*When accepted from the Immigration Department and depending on the country of origin, you will need:*

#### VISA non-working internship

Only Student no EU

The student must apply for the corresponding VISA for the internship at the Spanish embassy or consulate in his/her country.

Response time: 10 days

When the student is in SPAIN > 6 month: Only Student no EU. He/She must apply for the **NIE**.

### Host Organization

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The host organization proceeds to submit the application:

#### Residence Authorization

Only Student no EU

For a maximum period of 6 months.

It is requested by the host organization.

Response time: 1 month