

# Before you pack

What you need in order to come to Spain legally.  
A guide for participants in the EYE programme.

## START HERE

This guide has two very different parts.

**If you hold a European passport, your part is two pages and that's it.**

If you don't, there are some important things to know before you book a flight. Read carefully: every year a participant arrives without realising their legal status doesn't cover the whole time they plan to stay, and by the time it comes to light it is usually too late.

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## Mentor / Host Entrepreneur

The specific hosting entity and its contact person are identified in the confirmation document and in the Declaration of understanding and acceptance signed for each exchange.

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## One single question

**Do you hold a passport or ID card from an EU country, Iceland, Liechtenstein, Norway or Switzerland?**

It also counts if you are a family member of an EU citizen and hold a residence card as a family member of a Union citizen.

ANSWER

WHAT TO DO

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**YES**      Read Part 1 (two pages) and you're done. The rest of this guide does not apply to you.

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**NO**      Go straight to Part 2. That's where your situation begins.

If you're not sure which group you're in, send us a photo of your passport and we'll tell you straight away.

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### Part 1

## If you hold a European passport

**Good news: you have no problem at all.**

You need no visa, no permit and no paperwork before travelling. You can come to Spain and stay for the whole exchange, whether that's three months or six. There are only four things you need. None of them is complicated.

### The four things

|   | WHAT                                                                      | DETAIL                                                                                                                                                                       |
|---|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <b>Valid ID card or passport</b>                                          | Make sure the expiry date covers your whole stay and a bit more. Check it now, not the week before you fly.                                                                  |
| 2 | <b>Health cover</b>                                                       | European Health Insurance Card (free from your own social security) or private health insurance.                                                                             |
| 3 | <b>If staying more than 3 months: EU citizen registration certificate</b> | Applied for here, at the immigration office, within your first three months. It's a simple, cheap procedure. We'll point you in the right direction, but you do it yourself. |
| 4 | <b>Send us a copy of your ID</b>                                          | Before we confirm the exchange, so we have it on file.                                                                                                                       |

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#### ABOUT NUMBER 3

Plenty of people skip it and nothing happens immediately, but it is compulsory and it gives you a number (the **NIE**) that you'll need for almost everything: opening a bank account, signing a phone contract, even some programme paperwork.

**Our advice: do it in your first few weeks.** Book an appointment as soon as you arrive.

## **And that's it**

Really. There's nothing more. You can stop reading here.

The rest of this guide is about day limits, visas and residence authorisations. None of it applies to you.

If any question comes up during your stay, write to us. And if you know someone who wants to take part and doesn't hold a European passport, pass them the full guide: it will save them serious trouble.

## Guide for participants without a European passport

If you hold an EU, EEA or Swiss passport, you don't need to read any of what follows.

### The essentials in one minute

If you only read one page of this second part, make it this one.

- **The EYE programme does not give you permission to be in Spain.** It is an exchange programme with European funding, but it has nothing to do with entry or residence permits. An approved exchange does not mean you may stay.
- **Your right to be here depends only on your nationality and your documents.** Nothing else.
- **There is a limit most people don't know about: 90 days within any 180-day period.** EYE exchanges last between 3 and 6 months. That's where the problem lies.
- **If you live in a European country with a residence permit, that permit does NOT let you stay in Spain for the whole exchange.** It is the most common misunderstanding and the one that causes the most damage.
- **We cannot get the permit for you.** There is no procedure a mentor can carry out on your behalf under the EYE programme. You have to resolve it, with your sending organisation.
- **We will ask you to prove it before we confirm anything.** This isn't distrust: it's the only way to keep you out of trouble.

#### THE SENTENCE WE HEAR MOST OFTEN

**“But my sending organisation told me there was no problem.”**

They may have said it in good faith. But you, not they, bear the consequences of being in an irregular situation. Check the dates yourself.

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### Part 2

## How this works, in plain language

### Three words you'll see constantly

If you already know them, skip to the next section.

|                         |                                                                                                                                                                                                                                                                                                  |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Schengen Area</b>    | A group of European countries that have removed the borders between them. Enter one and you can move through the others without further checks. Spain is in it. It is not the same as the European Union: some EU countries are outside Schengen and some Schengen countries are outside the EU. |
| <b>Visa</b>             | A permit issued by a consulate or embassy BEFORE you travel. It goes into your passport. It lets you enter and, depending on the type, stay for a set period.                                                                                                                                    |
| <b>Residence permit</b> | A card issued by a country where you live, stating that you may live there. Careful: it gives you the right to live in THAT country, not in all the others.                                                                                                                                      |

## The rule almost nobody knows, and the cause of every problem

It's called the 90/180 rule. It works like this:

### THE 90/180 RULE

**You may stay in the Schengen Area a maximum of 90 days within any 180-day period.**

The key word is "any". It isn't 90 days and then the counter resets. It's a window that keeps moving.

Picture it this way: on every day you are here, someone looks back over the last 180 days and counts how many of them you spent in Schengen. If the total goes above 90, you are in an irregular situation.

The practical consequence: days don't come back all at once when you leave. They come back one at a time, 180 days after each day you used.

## A worked example with real dates

Nour holds an Egyptian passport and lives in Croatia with a Croatian residence permit. She comes to Spain for her exchange.

| DATE             | WHAT HAPPENS                                                                                             |
|------------------|----------------------------------------------------------------------------------------------------------|
| <b>1 January</b> | Nour enters Spain. The count begins.                                                                     |
| <b>31 March</b>  | She has been here 90 days. Her limit is used up. She must leave TODAY at the latest.                     |
| <b>1 April</b>   | If she is still here, she is in an irregular situation. From day one.                                    |
| <b>30 June</b>   | She could re-enter: 90 days have passed outside. But she'd be right at the limit, with no margin at all. |

Note that Nour's exchange was approved for five months. Her 90 days ran out in month three.

#### DETAILS THAT TRIP PEOPLE UP

- Arrival and departure days each count as full days. Land at 23:00 and that day counts in full.
- The whole Schengen Area counts, not just Spain. A weekend trip to Portugal or Italy adds days too.
- If you hold a residence permit from a Schengen country, days spent IN THAT COUNTRY don't count. Nour can stay in Croatia as long as she likes.

The European Commission has an official calculator for this. Look for the “**Short-stay visa calculator**”. Use it: doing the maths from memory is how mistakes happen.

### Part 3

## Which of the two cases are you in?

### Case 1 — You live in your own country, outside the EU

The EYE programme includes several countries that are not EU members. There aren't many, so you'll probably find yours below.

| YOUR COUNTRY           | VISA? | WHAT IT MEANS FOR YOU                                                                   |
|------------------------|-------|-----------------------------------------------------------------------------------------|
| Iceland                | NO    | Iceland is in the European Economic Area. Go back to Part 1: you're in the easy group.  |
| Albania                | NO    | You enter without a visa on a biometric passport, but the 90-days-in-180 limit applies. |
| Bosnia and Herzegovina | NO    | Same as above: no visa, subject to the 90-day limit.                                    |
| Kosovo                 | NO    | Same as above: no visa, subject to the 90-day limit.                                    |
| North Macedonia        | NO    | Same as above: no visa, subject to the 90-day limit.                                    |
| Moldova                | NO    | Same as above: no visa, subject to the 90-day limit.                                    |
| Montenegro             | NO    | Same as above: no visa, subject to the 90-day limit.                                    |
| Serbia                 | NO    | Same as above: no visa, subject to the 90-day limit.                                    |
| Ukraine                | NO    | Same as above: no visa, subject to the 90-day limit.                                    |
| Armenia                | YES   | You must apply for a visa at the Spanish consulate before travelling.                   |
| Türkiye                | YES   | You must apply for a visa at the Spanish consulate before travelling.                   |

#### THREE WARNINGS ABOUT THIS TABLE

- The list of programme countries changes between calls. Check the current one at [erasmus-entrepreneurs.eu](https://erasmus-entrepreneurs.eu) and confirm with your sending organisation.
- Visa exemption usually requires a biometric passport. If yours is an older one, you may still need a visa.
- ETIAS, an online travel authorisation that even visa-exempt travellers will have to obtain, is expected to come into force. Check whether it is already mandatory when you plan your trip.

**If your country is in the “No” group:** you can enter freely, but the 90/180 rule applies. If your exchange lasts more than three months, you have a problem to solve before travelling. Go to Part 4.

**If your country is in the “Yes” group:** you must apply for a visa before travelling, and of the right type for the planned duration.

#### THE MOST EXPENSIVE MISTAKE

A tourist visa is no good for a five-month exchange. It is a short-stay visa: it lets you stay 90 days maximum, exactly like someone who needs no visa at all. If your exchange is longer, you need something else. See Part 4.

Example: Deniz holds a Turkish passport and lives in Istanbul. His exchange is approved for five months. He books an appointment at the Spanish consulate in Türkiye, but if he applies for a tourist visa he'll only get 90 days. He needs to consider one of the options in Part 4 from the outset, or shorten the exchange.

## Case 2 — You live in an EU country with a residence permit

#### CAREFUL: THIS IS WHERE NEARLY ALL THE PROBLEMS ARISE

**Your residence permit from another European country does NOT let you stay in Spain as long as you like.**

It only lets you move around Schengen for 90 days in any 180. And EYE exchanges last between 3 and 6 months.

This is Nour's case: Egyptian nationality, Croatian residence. It would equally apply to someone with Moroccan nationality living in Italy, or Indian nationality living in Germany.

Many people assume that because their card is European they can move around Europe without limit. Not so. The card gives you the right to live in the country that issued it. Everywhere else, you are a visitor.

#### ONE THING THAT MIGHT HELP YOU

Look closely at which category your card states.

- If it says “**long-term resident — EU**” (issued after five years living in that country), you have extended mobility rights within the Union.
- If it is a **student or researcher** permit, a simplified intra-EU mobility procedure exists.

Send us a photo of both sides and we'll look at it. It could change everything.

## Part 4

# What you can do if your exchange lasts more than 90 days

These are the options we know of. We are not telling you which to choose and we cannot guarantee any of them will work in your particular case: that depends on your personal situation and you should discuss it with an immigration lawyer.

## Option 1 — Split the exchange into two blocks

The simplest, the cheapest, and the one most people should use. No procedure and no cost.

The idea: instead of coming for five months straight, you come for under 90 days, go home for a while, and return to finish. The programme allows this.

#### THE PRACTICAL RULE, IN ONE SENTENCE

**Count 180 days from the day you FIRST entered.** From that point you can start the second block with complete peace of mind.

Note carefully: you count from the day you ENTERED, not from the day you left. That's the most common error.

Nour wants an exchange of about five and a half months in total. She splits it like this:

| BLOCK          | DATES                    | WHAT HAPPENS                                                                                            |
|----------------|--------------------------|---------------------------------------------------------------------------------------------------------|
| <b>Block 1</b> | 1 March to 24 May        | 85 days. She stays five days below the 90-day limit to leave herself margin.                            |
| <b>Break</b>   | 25 May to 27 August      | She returns to Croatia. She can keep working on her project remotely if she wants.                      |
| <b>Block 2</b> | 28 August to 20 November | Another 85 days. 28 August is day 181 from her first entry, so the first block no longer weighs on her. |
| <b>Total</b>   | 170 days of exchange     | Spread over roughly nine months of calendar time.                                                       |

#### WHY IT WORKS

By 28 August, 180 days have passed since 1 March. Looking back over the 180-day window from any day of the second block, the first block has already dropped out of that window. Nour never exceeds 85 days of presence in any 180-day window. She always has five days to spare.

**Why 85 and not 90?** Because the margin is what saves you. A cancelled flight, a strike, a one-day counting error, and you'd be in an irregular situation. Five days of buffer costs you almost nothing of the exchange and spares you a problem that could mean years of being barred from entry. Leave more margin if you can.

#### TWO THINGS BEFORE FIXING DATES

- If you've been in any Schengen country in the six months before your first block, those days count too and must be subtracted. Do the maths with the official calculator.
- Any trip to another Schengen country during the break (France, Italy, Portugal, Germany...) adds days and throws off your calculation. Days in your own country of residence don't count.

#### THIS MUST BE APPROVED IN ADVANCE, NOT AFTERWARDS

**None of this counts unless your sending organisation has approved it beforehand.**

The programme allows the stay to be split into blocks, with a minimum duration per block and within a maximum period from the start. But the specific dates must be approved in advance by your Intermediary Organisation and reflected in your agreement. If you leave and return on your own initiative without agreeing it, you may lose the funding for the unrecognised days.

How to do it properly, in order:

- 1 Work out your two blocks with the official calculator and leave margin.
- 2 Propose the dates to your sending organisation in writing and ask them to confirm the programme accepts them.
- 3 Once you have their confirmation, send it to us and we'll fix the hosting and accommodation calendar for both blocks.
- 4 Keep the boarding passes for all four entries and exits. They are your proof if you're ever asked.

## Option 2 — A Spanish language course

If you enrol in an in-person Spanish course at a centre accredited by the Instituto Cervantes or at an official language school, you can apply for a stay authorisation covering the whole course.

- **Who it works for:** almost everyone, provided Spanish is not your mother tongue or an official language of your country.

- **Where to apply:** normally at the Spanish consulate in your country of residence, before travelling.
- **Indicative cost:** the course fee, typically between €1,500 and €3,000 for several months, plus administrative fees.
- **Added benefit:** you actually learn Spanish, which you're going to need.
- **Downside:** the course is the main activity and you have to attend. It is not a formality: if you drop out, you lose the authorisation.

### Option 3 — Residence for traineeships

If you completed a degree, master's or higher vocational qualification within the last two years, or you are still studying, there is a specific residence authorisation for formative traineeships.

- Requires a traineeship agreement with a genuine training plan.
- The traineeship must be in the same field as your studies.
- Duration: up to 12 months.
- **Important downside:** this turns your stay into supervised training, which is not quite the same as an EYE exchange. It would need discussing case by case.

### Option 4 — International remote work (the “digital nomad visa”)

If you already have your own company or clients outside Spain and can work remotely, there is an authorisation designed for exactly that. It gives you between one and three years, so it solves the problem comfortably. But the requirements are demanding. Look at them before getting your hopes up.

#### THE FINANCIAL REQUIREMENT IN 2026

You must prove at least **€2,849 per month**, that is €34,188 per year. The figure is 200% of the Spanish minimum wage, which in 2026 stands at €1,221 across fourteen payments. Since the minimum wage rises most years, this amount changes: check the current one before applying. If you bring a partner or children, an additional percentage applies for each person.

And note how it must be proved: a bank balance is not enough. They will ask for invoices, payslips or statements covering several consecutive months showing that the income is stable and recurring, not a one-off spike.

|                                      |                                                                                                                                             |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Age of the company or clients</b> | The company you work for, or your clients, must have been operating for at least one year.                                                  |
| <b>Length of the relationship</b>    | You must have been working with them for at least three months.                                                                             |
| <b>Qualification or experience</b>   | A university or higher vocational qualification, or three years of professional experience in the sector.                                   |
| <b>Source of income</b>              | Most of your income must come from outside Spain. If you are self-employed, there is a cap on the share that may come from Spanish clients. |
| <b>Health insurance</b>              | Full health cover in Spain.                                                                                                                 |
| <b>Criminal record certificate</b>   | From the country or countries where you have lived in recent years, apostilled and translated.                                              |

## PRACTICAL TIPS

- The apostilled criminal record certificate takes the longest. Start there, it can take weeks.
- It is processed by the Large Companies and Strategic Groups Unit (UGE-CE), which is fairly fast compared with provincial offices.
- You can apply at the consulate before travelling, or from inside Spain if you are here legally.

**Who it really works for:** entrepreneurs who are already invoicing. If your project is still at the idea stage or you've just started, this route isn't for you yet. That's fine: look at options 1, 2 and 3.

## Part 5

## What we do and what we don't

### What we do

- We host you, mentor you and collaborate with you throughout the exchange.
- We provide accommodation at our facilities for the confirmed period.
- We explain in advance what you need, as we are doing now.
- We check your documents before confirming, so you don't travel with a problem in your luggage.

### What we cannot do

It isn't that we don't want to. The tool simply doesn't exist.

- **We cannot process your permit.** Under the EYE programme there is no Spanish legal mechanism allowing a mentor to sponsor a participant's stay. It isn't like an employment contract, where the company files the application. Here there is no equivalent.

- **We do not issue invitation letters or hosting letters.** That is not our role in the programme: we are your mentors, not the organisation managing your mobility. See below for who to ask.
- **We are not your lawyer** and cannot give you legal advice. What's in this guide is general information, not advice.
- **We cannot employ you.** Your relationship with us is collaboration between entrepreneurs, not employment: you are not our employee, you are not paid by us and you do not work for us. This is a programme rule.

## If the consulate asks you for an invitation letter

This happens often, so it's worth knowing who to turn to. And above all, knowing that two different documents get confused.

| DOCUMENT                                                            | WHAT IT IS AND WHO ISSUES IT                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Hosting or support letter from the Intermediary Organisation</b> | A letter in which the organisation managing your mobility confirms that you are taking part in the programme, the dates, the purpose of the stay and the hosting arrangements. This is what consulates usually accept for European programmes. Your Intermediary Organisation issues it, not us. |
| <b>Spanish invitation letter (the formal one)</b>                   | A different document altogether: an individual applies for it at a police station when accommodating someone in their home, and it is processed in Spain. It is not a letter issued by a company or an association.                                                                              |

### WHO TO ASK

Your Intermediary Organisation, in coordination with the Intermediary Organisation on the Spanish side. There are four parties in the programme: you, your sending organisation, us as mentors, and the Intermediary Organisation on the Spanish side. Practical management of your mobility at destination is that last one's job, not ours.

Write to them stating exactly which document the consulate wants, in what format and by when. They will know which template to use or who to ask.

We can confirm to them in writing that we accept you as a participant and on what dates. That gives them the basis to issue whatever is appropriate. What we don't do is sign the document addressed to the consulate ourselves.

If your Intermediary Organisation says it doesn't issue that kind of letter, ask them to confirm it in writing and to say what alternative they propose. That usually unblocks things.

## So whose responsibility is it?

Yours and your sending organisation's. The agreement you sign with them expressly covers the legal implications of the project.

If your sending organisation tells you "nothing is needed", ask for it in writing. Not to have grounds for a complaint, but because that question often makes them look into it properly for the first time.

## Part 6

# What we'll ask you for, and when

This is in addition to whatever the programme platform requires. Without it we cannot confirm your exchange.

| WHEN                             | WHAT                                                                               | WHY                                                                         |
|----------------------------------|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <b>When we first talk</b>        | Photo of your passport and, if you have one, your residence card (both sides)      | So we know which case you're in and can tell you early if there's a problem |
| <b>Before confirming</b>         | What your legal basis will be for the whole stay and until what date it covers you | So we can match the exchange duration to what you can actually comply with  |
| <b>Before confirming</b>         | The Declaration signed by you and your sending organisation                        | So everyone knows where they stand                                          |
| <b>Before booking the flight</b> | Copy of the visa or authorisation already granted, if your case requires one       | So you don't spend money on a ticket before the permit is sorted            |
| <b>On arrival</b>                | How many days you've spent in Schengen in the last 180, where applicable           | So we can work out your real deadline together                              |
| <b>During the stay</b>           | Immediate notice if anything changes                                               | So we can react in time                                                     |

### DON'T BOOK THE FLIGHT YET

This is the most expensive piece of advice we'll give you: **do not book the flight until you have the visa or authorisation granted and have sent it to us.**

Cheap tickets are almost never refundable. If you book first and the permit is delayed or refused, you lose the money and have to rebuild the whole calendar. If the consulate requires a flight reservation to process the visa, use an unpaid or cancellable reservation. Never an issued, paid-for ticket.

### WATCH THE DEADLINES

Some procedures must be started two months before your current legal status expires. If you wait until you're here and running out of time, you may no longer make it. Start looking into it as soon as you have approximate dates, not once everything is settled.

## Count your days before you come

Fill this in and send it to us. It will save you grief.

How many days have you spent in the Schengen Area (outside your country of residence) in the last 180 days?

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What date do you expect to arrive in Spain?

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What date do you expect to leave?

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How many days is that in total?

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Does your legal basis cover that departure date?

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## Part 7

### What happens if something goes wrong

We'd rather tell you now than once you're here.

#### If your time runs out while you're in Spain

- 1 We will tell you in writing, with the exact deadline, as soon as we spot it.
- 2 We will recommend that you return to your country of residence before that date.
- 3 If the date arrives and nothing has been resolved, the exchange ends and so does the accommodation.
- 4 If necessary, we will comply with our reporting obligations towards the competent authorities.

That fourth point isn't there to frighten you. It's there because we'd rather be transparent from the outset about how we operate, and because we want to explain why.

#### Why we are strict about this

We'll tell you frankly, because we think that if you understand it you'll agree.

##### OUR REASON

We have been hosting young people from many countries for years and we want to keep doing so for many more. That depends on something very specific: on our relationship with the Spanish authorities being impeccable.

When we accommodate someone we have legal reporting obligations towards the authorities. We always meet them, for everyone, and we are not going to stop doing so in one particular case.

If a single irregular situation reflected on us, we could lose the ability to host anyone at all. And the people who would suffer are all the young participants coming after you.

#### AND YOUR REASON

For you the consequences are worse still than for us. An irregular stay can cost you years of being barred from entering Europe and can jeopardise the residence permit you already hold. It can complicate any visa you apply for in the future, for any country.

**Nobody wins by overstaying. Not you and not us.**

So when we press you about dates and paperwork, it isn't bureaucracy or distrust: it's how this programme carries on existing and how you avoid a setback that would follow you for years.

And if things get complicated at any point, tell us as early as you can. With time, almost everything has a solution; at the last minute, almost nothing does.

And the important part: leaving on time doesn't mean it's all over. You go home, apply for the right visa calmly, and come back with papers for as many months as you need. **The exchange is delayed, not lost.**

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## Frequently asked questions

### **My exchange is approved on the platform. Doesn't that count as a permit?**

No. Approval on the platform means the programme is funding your exchange. Nothing more. Immigration authorities have no connection to that platform and do not recognise the EYE programme as grounds for a stay.

### **I live in an EU country with a residence permit. Isn't Europe all the same?**

No. Your permit gives you the right to live in that specific country. In the rest of the Schengen countries you are a visitor with 90 days out of every 180. It is by far the most common misunderstanding.

### **Can I enter as a tourist and sort the paperwork once I'm in Spain?**

Generally no. Most authorisations are applied for at the consulate in your country of residence, before travelling. There are some exceptions, but they require filing well before your stay expires, so they only work if you move very fast on arrival. Don't leave it to the end.

### **What if I just stay a bit longer? Nobody checks.**

They do check. Schengen exits are recorded, and the European entry-exit system does that calculation automatically. The day you try to re-enter Europe, or renew your card, it will show up.

### **Can you write me an invitation letter?**

Not us. We are your mentors within the programme, not the body organising your mobility, and that document isn't ours to issue. Ask your Intermediary Organisation, which should coordinate with the Intermediary Organisation on the Spanish side. Details in Part 5.

And note: the Spanish invitation letter proper is a different thing, a document an individual applies for at a police station. Clarify with your consulate exactly which document they want before chasing the wrong one.

### **Can I work for you while I'm here?**

No, and it isn't a question of permits but of the nature of the programme. EYE does not fund traineeships or work placements: it is a collaboration between two entrepreneurs. You come to learn and to develop your own project, not to work for us.

### **How much does all this cost?**

It depends on the route. Shortening the exchange to 90 days costs nothing. A Spanish course runs between €1,500 and €3,000 depending on the centre and the length. Administrative fees are in the tens of euros. The remote-work route has almost no procedural cost but requires proving around €2,849 a month in income, which is a different kind of barrier. An immigration lawyer for a one-off consultation usually costs far less than people imagine, and it's worth it.

### **My sending organisation says they'll handle it. So?**

Great, but ask them in writing and get them to specify which procedure exactly and on what dates. Then send it to us. If they really have it sorted, confirming it will take them two minutes.

### **What if I don't manage to get the permit?**

We adjust the exchange to what you can legally do, normally up to 90 days. It is still a complete experience. And if you later obtain a broader legal basis, we can talk about extending it.

### **I have doubts and I don't even know how to phrase them.**

Write to us anyway. We'd take a badly phrased question three months in advance over a perfectly phrased problem once you're already here, every single time.

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## Glossary

| TERM                                            | WHAT IT IS                                                                         |
|-------------------------------------------------|------------------------------------------------------------------------------------|
| <b>Schengen Area</b>                            | Group of European countries with no internal borders. Spain is included.           |
| <b>90/180 rule</b>                              | Limit of 90 days of presence in Schengen within any 180-day period.                |
| <b>Visa</b>                                     | Authorisation obtained at a consulate before travelling.                           |
| <b>Residence permit or card</b>                 | Document certifying that you may live in a particular country.                     |
| <b>Estancia (stay)</b>                          | Short-term presence, without intent to settle.                                     |
| <b>Residencia (residence)</b>                   | Longer-term presence, with a specific authorisation.                               |
| <b>Student stay authorisation</b>               | Permit to remain more than 90 days for studies or training.                        |
| <b>Consulate</b>                                | A country's office abroad where visas are applied for.                             |
| <b>Oficina de extranjería</b>                   | Spanish immigration office where authorisations and cards are processed.           |
| <b>NIE</b>                                      | Foreigner identification number. A number, not an authorisation.                   |
| <b>TIE</b>                                      | Foreigner identity card. The physical document of your authorisation.              |
| <b>Irregular situation</b>                      | Being in the country without a valid legal basis.                                  |
| <b>Mentor / Host Entrepreneur (HE)</b>          | Us: the experienced entrepreneur hosting and mentoring you during the exchange.    |
| <b>Intermediary Organisation</b>                | The programme body managing your application and your funding.                     |
| <b>New Entrepreneur (NE)</b>                    | You: the young entrepreneur travelling.                                            |
| <b>Intermediary Organisation (Spanish side)</b> | The programme body handling the practical aspects of your mobility at destination. |

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## Last step: the signed declaration

To confirm your exchange we need a document signed by you and by your sending organisation. It's a single sheet.

It is called the **Declaration of understanding and acceptance** and you can download it from our website, along with this guide.

#### HOW TO DO IT

- 1 Download the declaration from our website.
- 2 Fill in your details and sign it.
- 3 Send it to your sending organisation so they can sign it too.
- 4 Return it to us scanned, together with a copy of your passport and, if you have one, your residence card.

If you hold a European passport, fill in the details section only and sign: the declarations about legal basis do not apply to you.

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This guide is for information and sets out the hosting conditions of your mentor in the programme. It is not legal advice. Rules can change: always verify current information with the competent authorities or an immigration professional. Document reviewed August 2026. Financial thresholds and country lists are updated periodically.