Key information about:

✓ Immigration  ✓ Health  ✓ Accommodation

2014 - 2015
Welcome!

Now that you are officially enrolled in IE University, the IE University Student Office Team would like to give you a warm welcome. Our aim is to assist you from day one in making your time at IE and your stay in Madrid a unique experience!

How can we help?

We want to assist your integration to your new student life on campus, so we provide personalized services on:

- Immigration
- Health
- Accommodation
- Services in Madrid
- Extracurricular Activities
- Student life

CONTACT THE MADRID TEAM:

Housing Madrid
ieuhousing.madrid@ie.edu
Tel.: +34 917875138

Student Life Madrid
student.life@ie.edu
Tel.: +34 917875138

Host Office Madrid
host.office@ie.edu
ana.martinl@ie.edu
+34 921415312

Calle Castellón de la Plana, No.8, 28006. Madrid, España.
If your country does NOT appear in one of the lists below, you will most likely need a **STUDENT VISA** to study at IE University:

### EU Member States:

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<thead>
<tr>
<th>Austria</th>
<th>Belgium</th>
<th>Bulgaria</th>
<th>Cyprus</th>
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<td>Czech Republic</td>
<td>Denmark</td>
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<td>Ireland</td>
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<td>Spain</td>
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#### Signatories of the European Economic Zone Agreement & other countries:

- Norway
- Liechtenstein
- Iceland
- Switzerland

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**If your country is listed:**

Although you don’t need a Student VISA, you still need to bring the following documents:

- Your letter of acceptance to IE University
- Passport
- National ID Card
- European Health Insurance Card or private insurance policy translated into Spanish
- Information relating to economic means translated into Spanish (for details, contact us)

Once you arrive to Madrid and start classes, we will assist you in the process of getting your Foreigner Identification Card, also known in Spanish as NIE.

**If your country is not listed:** You need a Student VISA.

Student VISAS must be applied at least **two months before** your intended arrival

Contact your local **Spanish Consulate or Embassy** ASAP to find out what you need for the application of your VISA.

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**TIP:**

To see the contact data of a Spanish Embassy or Consulate, visita the page of the [Ministerio de Asuntos Exteriores de España](https://www.made.es/)

Once you enter, you will also be able to find general information for foreigners.
IMMIGRATION

Student VISAS

Depending on the country, consulates and embassies may require the VISA applicant to bring different documentation: It is advisable to simply contact them directly. However, be prepared for them to ask for:

✓ A filled VISA application form
✓ A valid passport with at least 6 months remaining until expiry
✓ Four recent passport-sized photographs
✓ Official admission letter, in Spanish, that is sent to you by our Admissions Department
✓ Medical exam certificate done at a designated doctor or center close to your Spanish Embassy or Consulate
✓ Criminal records check certificate issued by your country of origin and the country or countries where you have been living for the last 5 years, translated into Spanish
✓ Letter or certificate guaranteeing that you have sufficient economic means to (A) be able to pay study expenses and to (B) pay for living expenses during your stay as well as a return flight. In case of having been granted a bursary or scholarship, an official letter or certificate is required that shows this has been awarded. This usually is required in Spanish.
✓ Proof of accommodation in Spain. Please contact us directly confirming whether you will be residing in Madrid or Segovia during your stay, which consulate you are using to request your VISA, and including a copy of your passport.
✓ Private medical insurance. You must have a global policy valid for use in Spain, or alternatively, we recommend a trusted insurer here in Spain called SANITAS, with which IE University has an agreement. Regardless of the insurer you choose, a “repatriation” option must be included as this means in case of death or grave injury it will be arranged for you to be sent home. For more information, please contact us directly. The policy must be translated into Spanish.

ADVICE:

ASK FOR A STUDENT VISA SCHENGEN WITH MULTIPLE ENTRIES.

ENTERING SPAIN WITHOUT A VISA, WHEN IN FACT YOU NEED ONE, MAY INCURR LEGAL ISSUES WITH THE IMMIGRATION AUTHORITIES.

ENTERING SPAIN AS A TOURIST:

Getting your VISA before entering Spain as a student is mandatory.

You CANNOT apply for a STUDENT VISA from within Spain.

If you entered officially as a tourist and the three months maximum permitted stay has expired, you must return to your country of origin or residence. Otherwise, your continued presence in the country will be considered illegal. Since attendance is taken seriously in each program at IE University, this could have grave consequences to your studies.
In general, Spain offers mainly two types of insurance: those that reimburse the cost of medical services after the client has already paid, and those that cover all medical expenses, whether for regular checkups or larger medical costs.

IE University has an agreement with Sanitas, a well-known local medical insurance that provides plans to cover major and minor medical expenses when needed. Sanitas permits our students to sign up for a policy from their country of origin without needing to wait until they arrive to Spain. There are two types of insurance available to IE University students depending on whether it is necessary to include a repatriation option (required for Student VISAS). Before contacting the company, please be sure you have the following prepared:

- **Proof that you have been admitted as an IE University student** (e.g. have your formal admission letter ready)
- **Current bank account in Spain or VISA / Mastercard credit card details** with expiry date for payment of the policy
- Mention that you are a student of IE University and you would like to contract policy #81025438. Alternatively you can request details via email by sending a message to Ms. Maria Victoria Barroso at mbarroso@sanitas.es
- You will need to fill out an application form, provide proof of enrollment at IE University and make the first payment by bank transfer, following the instructions given to you. These steps are often best done by email

**NOTE:** Your Spanish consulate / embassy will likely require a minimum insurance coverage of at least 30000 euros. **SANITAS does not provide a minimum amount but instead provides unlimited expense coverage.**

**European Health Card**

This card allows citizens of the European Union to access public health care services during temporary visits abroad. If you’re European, **make sure you have obtained this card before coming to Spain, and revise the card it is valid during the length of your stay.** It will help you save time, inconveniences and money if you need medical assistance.

- You will get the same access to public sector health care as nationals of the country you’re visiting.
- If you need medical attention in a country that charges for health care you will be reimbursed.
- This card does not cover health care costs abroad if you had an existing illness or injury, nor does it cover private sector health care providers.

You can contract a **SANITAS policy from outside of Spain** by calling: +34 902 400 232 (English customer service) from 8:00 to 22:00 hours (local time)
ACCOMODATION

The first thing you need to know when searching for accommodation is where the IE University Madrid Campus is located: Castellón de la Plana No.8, Madrid. This is really near Calle Serrano, inside the great area called Barrio de Salamanca.

Why is this important? Because living near campus (either walking distance or just a couple metro stations away) will make your life a LOT easier. Please note there is no IEU Student Residence in

Your options:

1. Renting a flat
2. Renting a room
3. Student Residences
4. Colegios Mayores
5. Family Stay
6. Short-term Housing

1. Renting a Flat

• Medium price for a decent 1 or 2 bedroom flat: between 800 and 1,000 euro/month.
• Contracts are usually for 1 year but you can negotiate it with landlord.
• Landlords usually ask for a refundable security deposit known as “fianza”. The amount can vary, between 1 to 6 months of rent. Sometimes they might also ask for a bank deposit called “aval”, keep in mind fianzas are better and easier than aval.
• Utilities (water, electricity, etc.) are usually not included in the rent.

Renting a Flat: Best Websites

www.idealista.com
www.fotocasa.es
www.yaencontre.com
www.airbnb.es

www.enalquiler.com
www.segundamano.es
www.pisos.com
www.easypiso.com

We have an official housing website only for IE Students!
Check out: accommodation.ie.edu
Renting a Flat: Accommodation Agencies

Real estate agencies are an option if you haven’t found anything online or if you are in a rush. It is important to note that they usually charge a finders’ fee of one month’s rent, after you have signed the contract. IE University Student Service Office has developed agreements with some of them.

**TO CONSIDER:** The agency charges fees according to the contract.

**CONTACT:** Calle Serrano, 78. 28006 Madrid. Phone: 911103339 union.remax.es

**Agencies with special relocation services:**

**PyR solutions**

- Run by to IE Alumni, it specializes in rental to our students.
- Provides extra services and charge reduced fees for students.
- Possibility for short or long term renting periods.

**TO CONSIDER:** This agency requires a 2-month security deposit. However, instead of charging a month’s fee, it charges €175+ VAT, of which the €175 is refundable if you find a new suitable renter.

**CONTACT:** César Rivera

- info@dflathousing.com
- www.dflathousing.com

**TIPS:**

Make a search in the official IE Housing Database http://accommodation.ie.edu Where you will find offers of rooms and apartments close to campus.

You can also send us an email with questions or information to ieuhousing.madrid@ie.edu and we will add you to our flatmate lists.

**PyR solutions**

- Since 2006 they have focused their services on housing for students, short and long term.
- Provides a customized housing search, addressing your needs and budget. Reservation and payments made from abroad.
- Wide range of services – transportation from airport, personalized customer service.

**TO CONSIDER:** PYR charges a fee according to the contract, equivalent to a month of rent. All IE Students have a 50% discount off fee.

**CONTACT:** Alfonso Pérez, Karla Anguiano

- info@pyr-solutions.es
- www.pyr-solutions.es

**sherpa relocation**

**CONTACT:** Elsa Repulés

- info@sherparelocation.com

**moving2madrid**

**CONTACT:** +34 622 691 827

- email@moving2madrid.com

**RELOCATE MADRID**

**CONTACT:**

- info@relocatemadrid.com
2. Renting a Room

For those who don’t mind sharing with others and saving some money, a good housing solution is simply finding a spot in an already rented apartment. Expect to pay anywhere between €200 - €400 per month, plus the share of utility expenses (electricity, gas, etc.) with your flatmates.

Search the web: [http://accommodation.ie.edu](http://accommodation.ie.edu)

Renting a Room: Best Websites

Try the Room Rental search tools in the following websites:

- www.idealista.com
- www.easypiso.com
- www.fotocasa.es
- www.airbnb.es
- www.madrideasy.com

Agencies for Room Rentals

- **Aluni.net**
  - Reservation and payment can be made remotely.
  - You can contact other students to get feedback and additional information about the properties.
  - Provides extra services and charge-reduced fees for students.
  - Possibility for short or long term renting periods.

  **TO CONSIDER:** Prices of rooms vary depending on location and the property. The agency charges a 77€ administrative fee and you have to pay a deposit, which is returned at the end of the contract.

  **CONTACT:** +34 91 543 20 31
  - www.aluni.net

- **easyworld**
  - Online webpage specialized in international and Exchange students.
  - Offers the possibility for short or long term renting periods.
  - Provides extra services such as activities with other students, help with immigration.

  **TO CONSIDER:** The agency has various rooms and flats for rent in the surroundings of IE University. There are special discounts to IE Students depending on the contract’s duration. If you reserve online, use the code IEUNIVERSITY to apply the discounts. Otherwise, mention you are an IE student!

  **CONTACT:** +34 914441894
  - www.easyworldmadrid.com

- **DFLAT Housing**
  - DFLAT provides extra services and charge-reduced fees for IE students. Gives possibility for short or long term renting periods. Specialized in rentals around campus and in shared apartments with other IE students.

  **CONTACT:**
  - www.dflathousing.com

- **PyR Solutions**
  - Agency specialized in international students, gives IE a 50% discount over finder’s fee. Their offer around the IEU Madrid campus is large and may provide extra services such as cleaning, amongst others.

  **CONTACT:**
  - www.pyr-solutions.es

TIPS:

1. Don’t hesitate to contact us at ieuhousing.madrid@ie.edu and we will add you to our flatmate lists.

2. Visit our accommodation website [http://accommodation.ie.edu](http://accommodation.ie.edu) as well as the Facebook groups “IE University Student Office” and “IE Rentals and Home Affairs”, where IE students also post various housing offers.
3. Student Residences

The ones we recommend

**THINGS TO KNOW**

- All – inclusive solution and protected environment
- For single fixed price you get basic housing and often a full meal plan, security and cleaning services plus you don’t need to pay for other expenses as gas, electricity, water, etc.
- You get to meet other cool students like you!

**Residencia Neo Magna**

- Located in Barrio de Salamanca, just 25 minutes walking from IE University’s Madrid Campus.
- This residence offers high quality rooms, cooking and beautiful common areas. All services are specialized for students who expect great quality and location.

TO CONSIDER: The prices vary between 1,200€ for a double room in half board basis, and 1500€ for a single room in half board basis. Depending on length of stay, IE students can have up to 30% discount in the final price!

CONTACT: +34 663446407  
Calle Don Ramón de la Cruz, 94, 28006  
www.residencialnemagna.com  
info@neomagna.com

**The Residence in Madrid**

- Residence located in María de Molina 1 (5 minutes away from campus).
- Half board: 2 meals a day, daily bedroom cleaning, weekly washing, access to common areas, fridge, etc.
- Founded by an IE Business School Alumni and professor!

TO CONSIDER: Prices vary between 850 and 950 for a double room, 1000 and 1200 for a single room. IE Students have 15% discount in María de Molina 1.

CONTACT: +34 609204276  
+34 629134489  
Calle María de Molina, 1. 28006. Madrid  
info@theresidenceinmadrid.com  
www.theresidenceinmadrid.com

**Residencia Palacio de Barradas**

- Located just 4 stops away from Gregorio Marañón metro station
- 125 spots available. Applications can be submitted online. Mixed residence that promotes personal values.
- Offers full and half board, or bed and breakfast. In addition to the others it also includes medical services. Offers vegetarian meals!

TO CONSIDER: Prices vary between 820 and 880€ for a double room and 935€ to 995€ for a single room. To reserve a spot a fee of 200€ + 1 month’s rent is necessary. Minimum 6-month stay.

CONTACT: +34915228996  
Calle de San Bernardo, 63. 28015 Madrid  
residencia@palaciodebarradas.com  
www.palaciodebarradas.com
Student Residences: The ones we recommend

**Residencia Mirasierra**
- 30 minutes away from Campus by metro.
- Rent of rooms ranges from 638€ to 1096€ per month. Contracts over 10 months 4% discount.
  Calle de Rosalía de Castro, 80 28035 Madrid
  www.residenciauniversitariamirasierra.es

**Residencia San Lorenzo**
- Residence for women located just 10 minutes away from school by metro.
- Rent ranges from 947 € to 1,100€.
  Calle San Lorenzo, 11. 28004 Madrid
  www.residenciasanlorenzo.com

**Club Universitario**
- Located very close to the Gregorio Marañón metro station.
- Offers full board, prices vary between 700€ and 918€
  Calle García Paredes, 78. 28010 Madrid.
  www.club-universitario.com

**Residencia Galdós**
- Located four stations away from Avenida de América metro station.
- Offers full board, prices between 1066€ y 1439€
  Calle Ramiro de Maetzu, 2. 28040 Madrid.
  www.residenciagaldos.com

**La Inmaculada**
- Women’s residence next to Santiago Bernabeu Stadium.
- Full board, prices range from 829€ to 1054€. 10% discount for IE Students.
  Calle Darro, 21. 28002 Madrid
  www.peretarres.org/residencia

*In the Student Office we try to provide you with a variety of the best options available for students, however, in all cases we are not responsible of particular situations that might occur during your stay or accommodation contract.*

4. **Colegios Mayores**

**Spanish University Residences**

- Colegios Mayores are student residences linked to a Spanish higher education institution.
- Around April each year, Spanish universities publish a catalogue that offers a large number of rooms in diverse Colegios Mayores. Spots are allocated in July on a priority system that takes into account academic performance.
- Facilities and prices vary, but lodging at a Colegio Mayor is often approximately **1.000€ per month on a full board basis**.
- Reservations are for a full academic year (10 months).
- Most of them are located near Moncloa, are run by religious communities, being strict and usually either male or female.

To see the full list of Colegios Mayores click [here](#).
5. Home stay

Live in a Family Environment

- If you prefer living in a family environment, practice your Spanish and eat delicious home cooked meals.
- At the IE University Student Office we sporadically receive offers from Spanish families who have a spare room and are willing to host an IE student! Contact us if you are interested and we will let you know if we have any offers.

Some websites for finding host families are:
- www.mapamundicultural.com
- homestaybooking.com/homestay-in-madrid
- www.hostfamilymadrid.com/Home.html

6. Short-term accommodation

Haven’t found anything yet?

Ok, so time’s running out and you haven’t got housing? Don’t worry! You can get a short-term accommodation that will buy you a couple of days until you find the best option.

- Maybe rent a room only for a month only? Student residences also have options for short-term accommodation...
- There are other companies that offer high-quality apartments in central areas with flexible rental periods varying from days, weeks or months.
- More expensive compared to the regular rental market.
- Book in advance: Availability also depends on whether the time of stay coincides with

Some useful websites:
- www.pyr-solutions.es
- www.mad4rent.es
- www.accommadrid.com
- www.dflatmadrid.com
- www.gavirental.com
- www.innovate.es
- www.madridcoolapartments.com
- www.airbnb.es

If you’re in desperate search for housing, walk around the areas of Madrid you’re interested in living and watch out for these signs!
CHECKLIST
What not to forget before arriving!

Once you have flights booked, accommodation and immigration issues solved, make sure to check all of the following:

- Student Visa and all immigration documents
- When you enter Spain, make sure the authorities stamp your passport. This stamp is very important during the residence process!
- Loose cash and a credit/debit card supported in Spain, with a 4-digit pin!
- 5 ID photographs (32x26mm, white background, no sunglasses)
- Your official and definitive letter of acceptance to IE University
- Contact information and directions of the place where you will stay and of the Madrid Campus!
- If you’re thinking about sending things through mail to IEU, please let us know beforehand. Otherwise, it might get lost.
- The IE Campus Online user and password the Student Office will send you soon
- Electronics compatible with 110V electricity or a transformer and a 2 pin round plug adapter
- Unlocked mobile phone, with a roaming service if possible!
- In case you rented a room or a flat, bring or buy sheets! Most of them do not provide you with these
- Don’t forget a camera to take pictures of Spain and your IE Experience!

Have a great trip!

We will see you soon at

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