Key information about:

- Immigration
- Health
- Accommodation

2014 - 2015
Welcome Guide

SEGOVIA CAMPUS

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 Segovia a unique experience!

How can we help?
We want you to integrate to campus life, so we provide personalized services for:

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

CONTACT THE SEGOVIA TEAM:

Housing Segovia
ieuhousing.segovia@ie.edu
Tel.: +34 917875138

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

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

Inside this guide you will find information and tips about:
- Immigration
- Segovia Housing
- The “Before you Leave Home” Checklist

Calle Cardenal Zúñiga, No.12, 40003. Segovia, Spain.
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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<tr>
<th>Austria</th>
<th>Belgium</th>
<th>Bulgaria</th>
<th>Cyprus</th>
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**Signatories of the European Economic Zone Agreement & other countries:**

| Norway       | Liechtenstein | Iceland | Switzerland |

**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.
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.
Private Insurance

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.
ACCOMMODATION

The first thing you need to know when looking for accommodation is where the Segovia Campus is located: **Cardenal Zúñiga 12 40003**. This is only ten minutes walking from the center of Segovia!

This beautiful city, full of culture and history, has been declared World Heritage by UNESCO, and is also an ideal place to study. The town has several accommodation options for you.

**NOTE:** The Segovia Campus enjoys its own 66-spot official residence hall.

**Your options:**

1. Student Residences
2. Renting a flat
3. Renting a room
4. Home stay

### 1. Student Residences

- It is an all – inclusive solution and offers a 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 students!
- They can be more expensive than other housing options.
Student Residences: the ones we recommend

‘Los Reyes Católicos’
IEU Residence Hall

- The residence has 66 spots available exclusively for IEU Students.
- All rooms have private bathroom, wifi, daily cleaning service and full board (three meals a day served in the University’s cafeteria).

TO CONSIDER: The prices vary between 830 and 1025€ per month, depending on the room being double or individual. To reserve, it is necessary to pay a non-refundable fee of 950€.

CONTACT: +34 921442688
residencehall@ie.edu
Cardenal Zúñiga, 12. 40003 Segovia

The Factory Residence Hall

- Located only 5 minutes away from campus, IE University recommends this high quality residence in case our own is already full.
- Both single and double rooms are available, with a private bathroom, they provide services as: wifi, cleaning, strongbox, mini fridge, etc.

TO CONSIDER: Price starts at 690€/month breakfast and dinner included. The cafetería meal plan can be added, as well as other extra services.

CONTACT: +34 921 424 650 / +34 639 479 614
reservas@factoryresidence.com
www.factoryresidence.com
Calle de los Vargas 17 40003 Segovia.
2. Renting a flat

**TIP:**
Look in the official IE accommodation search engine: [accommodation.ie.edu](http://accommodation.ie.edu)

**THINGS TO KNOW**

- Although prices vary when renting an apartment in Segovia, a good quality flat with one or two rooms can range between 500 and 700€ a month.
- The contracts are usually for one year, although you can negotiate with your landlord to rent for less time. In this case, they might raise the rent price a bit more.
- The landlords will usually ask for a security deposit that can be the equivalent from 1 to 6 months of rent. You can negotiate the terms with them.
- Expenses such as electricity, water, gas, etc., are usually not included in the rent.

**Renting a Flat in Segovia: The best websites**

- [www.idealista.com](http://www.idealista.com)
- [www.fotocasa.es](http://www.fotocasa.es)
- [www.yaencontre.com](http://www.yaencontre.com)
- [www.enalquiler.com](http://www.enalquiler.com)
- [www.pisos.com](http://www.pisos.com)
- [www.airbnb.es](http://www.airbnb.es)

**Veladiez Apartments**

- These are touristic flats that offer IEU students special prices and the flexibility to rent for either long or short-term.
- Studios for one or two people and bigger apartments are available, as well as a cleaning service.

**TO CONSIDER:** The prices vary between 615 and 715€ monthly. Located 10 minutes away from the aqueduct of Segovia by bus.

**CONTACT:** +34 921439078
info@apartamentosveladiez.com
www.apartamentosveladiez.com
Ctra. De Soria 12, Portal 12 A-8-C. 40196, La Lastrilla.

**Casa Villena Apartments**

- High quality apartments, normally rented for short term stays. IEU has an agreement to rent these with flexibility of short or long term to lower rates.
- Includes a cleaning service and weekly laundry.

**TO CONSIDER:** The prices are 1200€ per month for a two room apartment, and 2000€ monthly for one for 2 or 4 people. Located only 5 minutes away from campus!

**CONTACT:** +34 689999212
casavillena@casavillena.com
www.casavillena.com
Marqués de Villena 2 y 4. 40003, Segovia.
Renting a Flat in Segovia: Real estate 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 Office has developed agreements with some of them.

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<th>AGENT</th>
<th>AGENCY</th>
<th>ADDRESS</th>
<th>CONTACT</th>
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</table>
| Julia García | RE/MAX Acueducto      | Calle Cervantes, 30    | Mobile Phone: +34 635661392  
Office Phone: +34 921445556  
acueducto@remax.es          |
| Héctor Fernández| Atico Inmobiliaria | Calle Coches, 13       | Mobile Phone: +34 637590520  
Office Phone: +34 921445556  
hectorfernandez@aticodesegovia.com |
| Gonzalo Marina | Siete Picos Inmobiliaria | Calle Alférez Provisional, 6 | Mobile Phone: +34 696957574  
Office Phone: +34 921413068  
inmosietetpicos@terra.es     |
| Lucía Terrón | Casco Viejo           | Calle Serafín, 8       | Mobile Phone: +34 655557565  
Office Phone: +34 921461878  
cascoviejosg@gmail.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 expenses (electricity, gas, etc.) with your flat mates.

Renting a Room: Best Websites

You an use the room rentals tool in the following websites:


http://www.easypiso.com/segovia/piso-compartido-segovia

http://spain.gabinohome.com/es/habitaciones+piso+compartido/segovia

TIPS:

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

2. Visit our accommodation website http://accommodation.ie.edu as well as the Facebook groups “IE University Student Office” where IE students also post various housing offers.
4. Home Stay

Live in a family environment

- If you prefer living in a protected family environment, practice your Spanish and eat delicious home cooked meals.
- The price of this type of housing ranges around 32 to 35€ daily, or between 900 and 1100€ monthly. This usually includes full board (3 meals a day), weekly cleaning service and laundry service.
- At the IE University Student Office we have an extensive list of Spanish families who have a spare room and are willing to host an IE student!
- Most of them already have experience hosting international students. Contact us if you’re interested in this option and we will let you know if there’s something available.

Finally, if you are still searching for housing when you arrive, walk around the areas of Segovia you’re interested in living and watch out for the “Se Alquila” signs!
Once you have flights booked, accommodation and immigration issues solved, make sure to check 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 your home and of the Segovia Campus
☐ The IE Campus Online user and password the Student Office will send you
☐ 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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TIPS:

- If you’re thinking about sending things through mail to the University, please let us know beforehand. Otherwise, it might get lost.
- In Segovia, winters can be very cold. Make sure you bring the right clothes!
How do I go to Segovia?  
Detailed instructions

The most common route of getting to Segovia is by passing through Madrid. Because of this, both cities are very well connected and travelers have several traveling options between both destinations to choose from:

**By car:** By using the national and municipal roads in addition to the toll motorways AP6 and AP61.

**By bus:** A private company called “La Sepulvedana” offers frequent trips between Segovia and Madrid. In terms of public transport, this is probably the best-balanced offer, as a one-way ticket costs approximately 6,00€ and the trip takes approximately an hour and fifteen to arrive. The coach station itself is attached to the Principe Pio metro station and shopping centre (on Paseo de Ezequiel González, 12). For information regarding timetables and extra rates, visit [www.lasepulvedana.es](http://www.lasepulvedana.es) or call them at +34 921 436 782. Once you arrive at the Segovian bus station, it is only a 10-15 minute walk to the University. Alternatively, you can also get one of the taxis that are parked at the exit of the station.

**By train:** The national rail system (RENFE) provides multiple options for transport between Segovia and Madrid, as well as links to the rest of the country. Segovia’s main train station is located on Obispo Quesada, 1. Spain’s high-speed train (AVE) station is situated four kilometers from the center of the city. From AVE the station you can take the [number 11 bus](http://www.11bus.es) directly to the Aqueduct of Segovia at Plaza del Azoguejo. The buses are scheduled to coincide with the train arrivals from Madrid and wait directly outside the station entrance - click here for the timetable and route details.

**By plane:** The closest international airport to Segovia is Barajas International Airport in Madrid. The airport has its own metro station and you can therefore use the subway to travel to either the train station (at the Chamartin metro stop) or coach station (at Principe Pio metro stop) to continue your journey to Segovia.

**CONTACT OUR SEGOVIA TEAM:**

**Housing Segovia**
jehousing.segovia@ie.edu  
Tel.: +34 917875138

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

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