Preparation before you arrive:

Student Visa
Hunting for housing
Final checks

Contact us:
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If your country of citizenship does not appear in one of the following lists, you will probably need a Student Visa in order to study at IE University:

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<th>EU member states</th>
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[ Signatories of the European Economic Zone Agreement & Other Countries]

| Norway                  | Liechtenstein | Iceland | Switzerland |

On the other hand, if your country is listed above, then no Visa is necessary: just make sure to bring your passport, your national ID card (if possible), your European Health Insurance Card, and information relating to your economic means (for more information about the latter, please send an email to ana.martinl@ie.edu).

Student VISAs must be applied for at least a month and a half to two months before your intended arrival. Please contact your local Spanish Consulate or Embassy to find out what you need to bring with you to apply for a Visa.

OK, so I think I need a Student Visa, what do I do now?

Because consulates and embassies may require the Visa applicant to bring different documentation depending on the country, it is advisable simply to contact them directly. Generally, however, be prepared for them to at least ask you for the following:

- 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.
- 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.
- Proof of accommodation in Spain. If you are planning to live in University Residence, this proof will be sent to you by our Admissions Department. Otherwise, please contact us directly (ana.martinl@ie.edu) 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 to be sent home. For more information, please contact the Student Office directly.

TIP

To see the contact details of the Embassy closest to you visit the Spanish Ministry of External Affairs website at www.maec.es. On the right side of the page under “Servicios al Ciudadano” click on “Embajadas y Consulados” and select the nearest Spanish Consulate or Embassy from one of the drop down lists.

*IMPORTANT* Those entering without a Student Visa when in fact they need one may incur legal issues with the Immigration Authorities

Entering Spain as a Tourist:

Please remember that getting your student Visa before arriving to Spain is obligatory. If you arrive without having done so, you cannot apply for the student Visa from within Spain, nor can you apply for an extension.

Furthermore, 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 addition to being a mixed residence, Residencia Palacio de Barradas also values promoting coexistence and personal virtues as part of the experience of lodging with them. There are 125 places available in a relatively central location in Madrid, just four Metro stops from Gregorio Marañón station. Applications can be submitted online via the (bilingual) webpage and contract agreements are for at least 6 months.

Prices range from 810€ per month for a shared room only including breakfast up to an individual room for 990€ per month on a full board basis. All prices include internet access and full room furnishings, the building itself has a warden service, medical bay and dining room with its own kitchen. Visit www.palaciodebarradas.com for more information.

Rocío at residencia@palaciodebarradas.com or call +34 91 522 8996.

Calle San Bernardo, 63. 28015 Madrid

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This is a quality private residence for women consisting of seventy-seven spots, distributed over two floors with attic. All rooms are equipped with a full bathroom, closet, study table with flex-lamp, telephone, book shelves, air conditioning and adjustable heating.

The price varies between 930€ and 1060€ for double bedrooms and 1065€ and 1080€ for individual rooms (taxes included). This is a full board service which provides 4 meals a day from Monday to Sunday along with a daily bedroom cleaning from Monday to Friday and bed-sheet washing once a week. Additionally, the residence has wi-fi as well as recreation and study rooms. To reserve a spot, interested parties must pay 225€ + one month’s rent, this is used as a deposit but is also applied to pay for the last month of stay. For more information visit their webpage at www.residenciasanlorenzo.com.

Mrs. María Vega Pulido (residence director) at +34 91 204 8484 or via email at info@residenciasanlorenzo.com.

Calle San Lorenzo, 11. 28004 Madrid.

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Located in the center of Madrid close to Retiro park and at about 20-25 minutes from the IE campus, this residence offers quality rooms for 16 students. The manager, Mrs. Aurora Bardón, was an MBA student from the Instituto de Empresas and is currently professor at IE. Lodging is half-board (meals from Monday to Friday, breakfast and dinner) with pricing that includes: bedsheets / towels / eiderdown with a weekly laundry wash, bedroom cleaning and maintenance of the common areas, wi-fi internet, air conditioning and access to a common room equipped with TV and daily newspapers. Guests also have free use of a shared fridge, microwave and coffee and tea machines.

For the 2012-2013 academic year, rates are 850-950€ / month for a double room and 1100-1200€ / month for an individual one. A reservation fee of 200€ is required as well as one month rent of deposit that is returned at the end of the stay. Visit their webpage at http://www.theresidenceinmadrid.com/en/ for more information.

Aurora Bardón (info@theresidenceinmadrid.com) or call +34 609 204 276 / +34 606 378 389.

Calle Recoletos, 13. 28001 Madrid
Located in the heart of Madrid on Calle Garcia de Paredes, 78 close by the Gregorio Marañón metro station, this recently renovated residence offers full board for 700 – 920 € per month (month by month rentals available) in mainly individual bedrooms (12 for men and 13 for women).

The price includes daily room cleaning, weekly laundry, free internet as well as dedicated study and common rooms. To see pictures and more information, visit their website at http://club-universitario.com/.

Mrs. Raquel López (director) at +34 630 649 173 or by email at club.universitario@hotmail.es

Calle Garcia de Paredes, 78.

HUNTING FOR HOUSING: Residences (cont) and colegios mayores

Residencia Universitaria Mirasierra

Mirasierra is actually an apart-hotel where you pay only for lodging and take care of meals yourself in individual apartments. They have 12 loft units with American style kitchens, 50 with double bedrooms + kitchen and another 50 apartments which are composed of 2 individual bedrooms + kitchen. The residence is located in a peaceful environment, approximately 30 minutes Metro journey from Gregorio Marañón station.

Month-to-month stays are available and prices range from 490€/person per month to 950€/person per month (not including IVA). If you are interested in adding half-board or full-board meal coverage you need to add from 240€ to 390€ per month (IVA included). All base pricing includes wired internet in the rooms, 24-hour security, and access to study and common rooms. In addition, cleaning services and parking spot rentals can be added, and paid for, apart.

Visit their website for more photos and information at: http://www.residenciauniversitariamirasierra.es/

Factors to Consider: Students who pay the whole stay in advance and intend to stay at least 10 months receive a discount of 4%.

Contact Toni at +34 913 604 192 or +34 675 341 742, you can also send an email to info@residenciauniversitariamirasierra.es

Rosalia de Castro, 80. Madrid

Colegios mayores

“Colegios mayores” are essentially university residences linked to a specific post-secondary institution. Although in some cases such housing is limited to exclusive use of the host institution, there are also many that are open to general student use.

Such is the case regarding the enormous catalogue of colegios mayores linked to the Universidad Complutense of Madrid and other Universities in the area (Autónoma, Politécnica, San Pablo CEU etc.). Together they offer a large number of rooms. The website of the UCM publishes availability annually, usually in April of each year. Spots are then allocated in July operate on a priority system which takes into account factors such as academic performance and whether the student is enrolled in the UCM, amongst other things. Facilities and prices vary, but lodging at a colegio mayor is often approximately 1.000€ per month on a full board basis.

To see a complete list, please ask the Student Office for the document “colegios mayores y residencias en Madrid”

Factors to Consider:

✔ Rooms are not allocated until July which means there is limited time to find an alternative if no places are available.

✔ Reservations are for the full academic year (10 months).

✔ Many of these residences are run by religious communities, which imply the acceptance of particular beliefs and participation in campus life.

✔ Most of the female residences require authorization from the parents in order to leave the building and are strictly controlled.

✔ One final note: most of these residences are located close to the UCM campus and the Moncloa area.

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Calle Garcia de Paredes, 78.

Clubs Universitarios

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Renting a Flat Yourself or With Others:

The price of renting apartments in the center of Madrid can be fairly expensive although good deals can always be found with some careful hunting. For example, you should be able to rent a decent one/two flat for €700 - €800 per month.

Keep in mind that if you are willing to rent a flat, you will be asked for a refundable deposit that can be anywhere from one to six month’s rent. Additionally, it is possible that the landlord may request you to secure the contract against a bank deposit or other guarantee. Try to avoid finding a flat renting through a real estate agency, as they are likely to charge a finders’ fee of one month rent once you sign a contract.

Finally, be aware that most of the time utilities (i.e. electricity, water etc) are not included in the rent and must be paid apart on a monthly or bi-monthly basis. Here are some of the best flat-hunting options for Madrid:

INTERNET SEARCH PORTALS: Idealista.com is the leading property search website in Spain. In addition to their accommodation catalogue they offer other services such as mobile phone or email alerts when suitable properties become available. Other useful resources are:

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

Please note that most of these alternative portals are available solely in Spanish.

A Housing Consultancy specifically for IE students:

The Student Office has an agreement with Liderfinc Consulting SL, a financial advisory and real estate company, to rent properties in Madrid for short (internships) or long periods (full academic year). Their catalogue includes properties in the areas Chamberí, Tetuán, Salamanca, Centro y Arganzuela from €650 per month (studios) to €1,200 per month (2 bedrooms). There is also the possibility to rent flats with 3 or 4 bedrooms.

The normal minimum rental period is 6 months. For shorter stays, the basic price is increased by between 10% and 30% and the payment conditions vary.

Factors to Consider: The agency requests a month’s deposit which will be returned at the end of the contract and charge a fee equivalent to a month’s rent. Community charges are included in the price, but not other general expenses (electricity, gas, water, telephone...).

Contact: Elmi José Odor (liderfinc@hotmail.com)

Other Accommodation Agencies with extra services:

D-FLAT HOUSING is run by two 2003 IE Executive MBA graduates who, having already gone through the difficulties of the accommodation process before, focus on meeting all your particular needs when arriving in Madrid. They work on a reduced commission basis for IE students. Unlike other rental search companies, who charge a non-refundable one month’s rent as their commission, D-FLAT Housing offers a 175 Euros (+VAT) -around 203 Euros in total- finders fee, which is refundable if you find a renter to take your place when moving out. D-FLAT Housing manages a selected portfolio of apartments, and specializes in rental to IE students, offering many valuable services to its clients. You can obtain more information about D-FLAT Housing on their web page [www.dflathousing.com](http://www.dflathousing.com), writing to info@dflathousing.com, or calling Mr. César Rivera +34 645 186 233.

Bedrooms in Flats:

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 €150 - €350 per month plus the share of expenses to join with others.

The company Aluni.net offers accommodation to students in shared flats with the option to rent for short periods. Both the reservation and payment can be made remotely and there is the option to contact other students to get feedback and additional information about the properties. Their catalogue is extensive but the majority of the properties are in residential areas outside the center of Madrid. Prices vary depending on location and the characteristics of the particular property. The agency charges a 77€ administrative fee and you have to pay a deposit which is returned at the end of the contract.

In addition the Aluni.net, you may want to investigate the following websites and services:

- [http://www.idealista.com](http://www.idealista.com) (has a bedroom search option)
- [http://www.fotocasa.es/](http://www.fotocasa.es/) (has a bedroom search option)

TIP

IE University also has a very active page on Facebook through which IE students communicate regarding all kinds of needs. To access the page, simply search for ‘IE University Student Office’ in Facebook and request to be added as a member.

We also highly recommend searching for and adding the ROOMMIS Facebook plug-in developed by Idealista.
RENTING

Other Accommodation Agencies with extra services (continued):

SHERPA RELOCATION is a company based in Madrid assisting people with their move to the city. They help either nationals or internationals find a home, get settled and find their way around Madrid in every possible aspect. Sherpa Relocation has joined forces with MadridCoolApartments for temporary or long stays. You can get more information about Sherpa Relocation on their website www.sherparelocation.com, or mailing Ms. Elsa Repullés elsa@sherparelocation.com.

WELCOME2SPAIN has different welcome packs to support students and guide them after their arrival. You can get more information about Welcome2Spain on their website www.welcome2spain.es, by mail app@welcome2spain.es or phone +34 91 563 52 72.

LIVING IN MADRID focuses on finding family housing for students interested in a complete immersion experience in Spanish culture. Part of their service package includes providing Spanish lessons and organizing various cultural activities for their clients to participate in. If you are interested, please visit their website at http://www.livinginmadrid.es/ing/home.php to learn more.

IE’s Accommodation Search Database:

Finally, when a student accesses Campus Online they can find a direct link to the accommodation search of IE Business School, in Madrid. This features a database which includes regular adverts from property owners and is used by many postgraduate students.

Factors to Consider: The Student Office does not have information regarding the other occupants of these flats.

FINAL CHECKS

Once you have taken care of your housing and any possible immigration paperwork, you need to make sure you have the following items and documents before you leave:

- Loose cash + a credit card or bank card supported in Spain (with a maximum 4-digit PIN)
- Passport and medical insurance policy
- 5 ID photographs (on white background, no sunglasses, 32 x 26 mm official Spanish size)
- Student VISA (if applicable)
- Mobile phone in international “roaming” mode
- IE University official and definitive acceptance letter
- Contact information for your housing (if applicable)

Here are a few extra packing tips:

- Make sure your electronics are either compatible with 110V electricity or carry a transformer and an a 2-pin round plug adapter
- The center of the country can get cold in the winter (in Segovia it can even drop down to -10ºC!) so make sure you pack warm clothes.
- Please bring your own personal sports equipment such as tennis rackets, a bathing cap, etc.
- Make sure you remember your camera! There are beautiful sights all around here 😊