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Guide for Foreign Students

International Relations Office

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GENERAL INFORMATION FOR FOREIGN STUDENTS

The Universidad Pontificia Comillas is located in Madrid, at the heart of the political, cultural and economic life of the country, where it offers you a superb opportunity to train, achieve personal growth and build your professional future in an environment of mutual respect and personalised attention. Its particular style is guaranteed by a rich tradition in the humanities and teaching, backed by the recognition of the business world and the public sector.

In addition to the degrees offered by comillas, there are also numerous opportunities to improve your spirit of criticism, through debates, cultural discussions, and through contact with students who have a spectrum of professional interests. The university possesses an international environment that provides fertile ground for cultural growth and improvement at a personal level. Our university mission is carried out within the centuries old teaching tradition of the society of Jesus, recognised throughout Spain and the world. You will find student life offers a rich variety of experiences and opportunities. The friendly atmosphere in the classroom, corridors, cafeteria and sports activities will help you to study seriously and with critical awareness within a sharing environment. The atmosphere of solidarity gives you the opportunity to join associations fighting for justice, peace, dialogue and human rights. Your university experience will be enhanced by contact with students from a variety of degree studies. Student associations organise a wide range of activities, catering to all tastes. A permanent atmosphere of creativity and initiative is encouraged, and opportunities are provided for the student to create activities, and organise initiatives in the field of sports, the arts and social life, business activities and so forth.

HISTORICAL REVIEW

POPE LEO XIII founded the Seminary of San Antonio de Padua in 1890 in the town of Comillas (Province of Santander, Spain) in response to efforts made by the Marquis of Comillas to build an institution for educating candidates to the priesthood. At the time of its foundation, the Seminary was entrusted to the Society of Jesus. In 1904, the Universidad Pontificia was established when Pope Pius X granted "COMILLAS" the power to confer academic degrees in Theology, Philosophy and Canon Law.

During the sixties, the University was transferred to Madrid, where its doors were opened to a range of students. Thus, the old Faculty of Philosophy became the Faculty of Philosophy and Letters, which conferred degrees in Philosophy, Psychology and Education. These degrees are fully recognised by the Spanish State.

In 1908 the "Instituto Católico de Artes e Industrias" (ICAI) was founded in Madrid and its study programmes were officially recognised by the Spanish Government in 1957.

In 1956, the Society of Jesus had approved the establishment of the "Instituto Católico de Administración y Dirección de Empresas" (ICADE) which conferred degrees in Law and in Economics and Business Administration. With a view to constituting a Roman Catholic University with a wider range of academic disciplines, ICAI and ICADE joined the Universidad Pontificia Comillas de Madrid in 1979.

In 1982, the University incorporated the "San Vicente de Paúl" School of Social Work, which became the "Escuela Universitaria de Trabajo Social" in 1983.

The "School of Computer Sciences" and the "School of Nursing 'San Juan de Dios'", were incorporated in 1988.

In recent years, new study and research centres and institutes have been created and information can be found below (The Institute of Postgraduate and Continuing Education, Comillas International Institute).

In 1995 the ecclesiastical degrees in Theology, Philosophy and Canon Law were recognised for law purposes, and the Bachelor in Theology degree was equated with the Degree in Ecclesiastical Studies.

In 1998 the “Escuela Técnica Superior de Ingenieros Industriales” became the “Escuela Técnica Superior de Ingeniería, ICAI” and assimilated the studies provided by the “Escuela Universitaria de Ingeniería Técnica Industrial” and the “Escuela Universitaria de Informática”, which were suppressed.

The latest change in the structure of the centres took place in November 2000 when the “Escuela Universitaria de Trabajo Social” was integrated in the “Facultad de Filosofía y Letras” changing its name to the “Facultad de Ciencias Humanas y Sociales”. The courses leading to the Diploma in Social Work were incorporated into this Faculty together with the implementation of the Degree in Sociology (2nd Cycle). These provisions became effective as from the start of the 2001-2002 academic year.

Currently COMILLAS has 7,700 undergraduates and 4,300 students in special or post-graduate study. There are over 1000 foreign students in Comillas and 1,882 full-time and part-time teachers. The University has Faculties of Theology, Canon Law, Human and Social Sciences, Law and Business Administration and Economics, the “Escuela Técnica Superior de Ingeniería, ICAI”, as well as the Schools of Nursing and Physiotherapy. In addition, there are University Institutes: the Institute of Postgraduate and Continuing Education, the Institute of Education, the University Institute for Research on Liberalism, Krausism and the Freemasonry Movement, the Institute of Technological Research, the University Institute of the Family, the University Institute of Studies on Migrations, the University Institute of Spirituality, the University Institute of Modern Languages, the Institute of Faith and Secularity, and the Institute of Computing for the Legal Profession. The University has a School of Legal Practice and two specialised Chairs: the Chair of Ignatian Spirituality and the Chair of Bioethics.

The Universidad Pontificia Comillas de Madrid is involved in a number of academic exchange programmes, work practice schemes and international projects with over 200 Higher Education Institutions in Europe, Latin America, North America and Asia.

UNIVERSITY COMMUNITY SERVICES

In addition to the General Registry, the Libraries and Computing Centres at the disposal of the students on each campus, the University provides the following services:

- Pastoral Service.
- Service for the Solidarity Movement
- Medical and Psychological Service.
- Sports Service.
- International Relations Service.
- Information and Accommodation Office.
- Job Vacancy Service.
- Cultural Activities:
 - Theatre, Cinema. Music, Art, etc.
 - Photography, Painting, Guitar Workshops, etc.

Detailed information will be provided during the General Guidance Sessions held in September and February.

FACULTIES AND SCHOOLS (<http://www.upco.es/webcorporativo/Centros/>)

• *Faculty of Theology*

The objective of the Faculty of Theology is the in-depth study and analysis of Roman Catholic Doctrine, the advanced training of all its students and a contribution to the spread of the Gospel. The Faculty of Theology is open to all those who comply with the prerequisites and wish to seriously study Theology at an organised advanced level.

Organisation of the studies:

(See Syllabuses at: <http://www.ori.upco.es>)

- Degree in Ecclesiastical Studies and Degree in Theology
- Degree in Ecclesiastical Studies (Bachelor in Theology) for Postgraduates, TUP
- Master in Bio-ethics

- Continuing Education
- Ecclesiastical Statement of Aptitude
- Specialist in Biblical Spirituality.
- Doctor in Theology

• **Faculty of Canon Law**

The Degree in Canon Law provides the capacity to carry out a number of functions: conducting matrimonial cases, obtaining the post of Judge, Notary and Prosecutor in Diocesan Courts, advisory work concerning the specialities of Canon Law, University teaching, etc.

Organisation of the Studies:

- Degree in Canon Law
- Doctor in Canon Law

• **Faculty of Human and Social Sciences**

Philosophical Studies suit those persons who wish to reflect critically on reality, and who would like to combine the skills of argumentation with imagining and conceptualising alternatives when faced with difficulties and who take problems as challenges rather than obstacles.

Social changes, the new needs involved in the fields of human conduct and healthcare, the new perspectives within the scope of Psychology have convinced us of the need to design a new syllabus for the degree in Psychology.

Education experts must be trained to ensure that, from early infancy to old age, people and the institutions that work with them are capable of responding and adapting to this changing reality.

The Educational Psychology studies are structured as a second cycle degree planned to respond to the needs which give rise to psychological mediation in aspects of education related to the areas of Educational Guidance and Special Education.

The Degree in Translation and Interpreting is the COMILLAS response to the challenges of the Europe of the 21st century and the growing need for highly qualified Translators and Interpreters to become involved in events in Spain and abroad. This initiative also responds to the need for technical, business and administrative resources in the European Union and to the creation of a plural society, unified by progress in communications.

The University Social Work Studies have profound human and social connotations. Their objective is to ensure that human beings, individuals, groups and communities, find suitable conditions within their family, work and social environments in order to develop their full human potential.

Through their studies Social Workers must act as agents of social change and transformation. Their functions involve direct attention through social centres and services, preventive measures, planning, promoting and developing, research and critical reflection.

Organisation of Studies:

(See. Syllabuses at:

<http://www.ori.upco.es>)

- Degree in Philosophy
- Degree in Education
- Degree in Psychology
- Degree in Educational Psychology
- Degree in Translation and Interpreting
- Diploma in Social Work.
- Master in Individual and Group Psychotherapy
- Master in Family and Marriage Therapy
- Master in Organisational Transformation
- Master In Religion
- Master in Conference Interpreting
- Specialist in Dynamic Psychological Guidance
- Specialist in Psychological Consulting on Gestalt Guidance
- Specialist in Psychological Consulting on Person-centred Guidance
- Specialist in Clinical and Psychotherapeutic Psychoanalysis: The Child and his/her Family
- Specialist in Clinical and Psychotherapeutic Psychoanalysis

- Specialist in Psychological Diagnosis and Treatment: Psychoanalytical Psychotherapy
- Specialist in Family and Marriage Therapy
- University Specialist in Minors with Problems and Social Conflict
- Specialist in Mental Health for Social Workers.
- Postgraduate Course in Gerontology.

Doctoral Programmes:

Four courses in:

- Philosophy
- Psychology
- Education
- Translation and Interpreting

• **Superior Technical School of Engineering (ICAI)**

The tradition of ICAI in the training of engineers dates from 1908, when Electrical and Mechanical Engineering and Engineering Assistant were taught together with other courses. Since 1996, there have also been studies in Technical Industrial Engineering and since 1980, Industrial Engineering was incorporated. Technical Computer Programme Engineering has been taught since 1994 and Computer Engineering since 1996.

Organisation of the studies:

(See: Syllabuses at: <http://www.ori.upco.es>)

- Industrial Engineering.
- Automatic and Electronic Engineering (2nd cycle).
- Industrial Organisation Engineering (2nd cycle).
- Computer Engineering.
- Technical Industrial Engineering
- Technical Computer Programme Engineering.
- Degree in Applied Technology and Science.

Doctoral Programmes:

Industrial and Computer Engineering.

• **Faculty of Economics and Business Administration**

The Degree in Management and Business Administration provides a sound foundation in economics, mathematics, statistics, informatics and business law for the training of responsible professionals capable of taking economic decisions.

In the Faculty of Economics and Business Administration it is possible to study simultaneously for the Degree in Law and the Degree in Management and Business Administration. During the first five years, the student is taught in the Law Faculty, and in the final year, the studies are coordinated by the Faculty of Economics. On completion of the studies, the student obtains both degrees.

The Faculty of Economics and Business Administration also confers the 2nd Cycle Degrees in Actuarial and Financial Sciences (CAF) and in Market Research and Techniques (ITM). In principle, exchange students may take courses in these Degrees as long as there are places available. In order to take these courses, they must obtain the authorisation of the Heads of Study of the respective Degrees.

The International Business Studies Syllabus constitutes an integrated programme of courses which prepares young entrepreneurs to operate with ease in a changing international environment. The student spends two years studying at ICADE and two years abroad. At the end of the studies, the student obtains the private degree of Superior Graduate in International Business Science from ICADE and another foreign degree depending on the country where he/she has studied.

Organisation of the studies:

(See: Syllabuses at: <http://www.ori.upco.es>)

- Degree in Management and Business Administration, E-2.
- Degree in Market Research and Techniques.
- Degree in Actuarial and Financial Sciences.
- Superior Graduate in International Business Science, E-4.

Doctoral Programmes:

- Business Reality: a Multi-disciplinary Analysis "

• ***Faculty of Law***

Five-year courses of study are offered and are appropriate for any of the professions related to the Degree in Law. On finishing his/her studies, the student will receive the official Degree in Law with the specialities of Private law, Public or Business Law and, depending on the subjects taken, the private Diploma in International Relations or the Diploma in Business Studies.

Organisation of the studies:

(See: Syllabuses at: <http://www.ori.upco.es>)

- Degree in Law and the Private Diploma in Business Studies, E-1.
- Degree in Law and the Private Diploma in International Relations, E-1.
- Degree in Law and Management and Business Administration, E-3.
- Degree in Sciences of Work (2nd Cycle)
- Degree in Politicas and Administration Sciences (2nd Cycle)
- Diploma of the School of Legal Practice.
- Master in Information Technology and Communications Law.

Doctoral Programmes:

- Integrated Law Programme.

• ***University School of Nursing and Physiotherapy***

The Diploma Studies in Nursing and Physiotherapy are for those persons who have the vocation and aptitudes required to provide the care, the techniques and the treatment necessary for the individual and for the community.

Organisation of the studies:

- Diploma in Nursing.
- Diploma in Physiotherapy.
- Specialist in the Management of Nursing Services.

(http://www.upco.es/webcorporativo/Centros/Fac_Esc/Estudios.asp)

UNIVERSITY INSTITUTES (<http://www.upco.es/webcorporativo/Centros/#3>)

The **Institute of Technological Research (IIT)** is a University Institute belonging to the Superior Technical School of Engineering (ICAI) at the University. Its main aim is to encourage research and the training of postgraduates in several fields of technology through participation in specific projects which are of interest to Industry and the Business. It is a non-profit institution which endeavours to be flexible and pragmatic in the way it works. It is funded mainly through projects contracted out by companies and which are known to respond to social needs. (<http://www.iit.upco.es/>).

The **Institute of Computing for the Legal Profession** was set up in September 1988, in order to have a "tool" to co-ordinate the analysis, study and research carried out in all the aspects of the relationship between Information Technology and Law.

(<http://www.upco.es/pagnew/institutos/infjur/portada.htm>).

The **Institute for Research into Liberalism, Krausism and the Freemason Movement** contributes substantially to research into these modern movements which have been of particular importance in recent European history. (<http://www.upco.es/pagnew/institutos/masoneria/index.htm>)

The **Institute of Postgraduate and Continuing Education** is a multidisciplinary Institute of the University, specialised in the planning, organisation and development of continuing training for postgraduates, professionals, businesses and institutions. Its fundamental mission is continuing, permanent, specialised training, in the widest sense, as regards disciplines and levels, in order to respond to the needs faced by the society it must serve. (<http://www.upco.es/Postgrado/>)

The **University Institute of Spirituality** has a specific ultimate aim: to contribute to the training of people who are mature and sound of spirit, capable of guiding and encouraging other persons

and communities amid the challenges and conditions of society today and in response to a call to Christian faith. (<http://www.upco.es/webcorporativo/Centros/institutos/espiritualidad/>).

The objectives of the **Institute of Education (ICE)** are the pedagogical training and development of the University teaching staff and other teachers. The training and development of those who manage and administer educational centres, tutors and those involved in educational guidance. All types of educational research in all its fields, and the publication of the results of this research. (<http://www.upco.es/pagnew/institutos/ice/portada.htm>)

The **University Institute of Studies on Migrations** has the following aims: theoretical and field research into the phenomenon of immigration; promotion of teaching these processes throughout the three cycles of university education; advising and providing support for public and private bodies committed to work involving immigrants. (<http://www3.upco.es/pagnew/iem/>).

The **Institute of Modern Languages** organises language classes at different levels for the University students and Spanish courses for the foreign Exchange students. (http://www.upco.es/webcorporativo/centros/institutos/Idiomas_Modernos/).

The **University Institute of the Family** is a specialised interdisciplinary Centre for Research, Teaching, Advising and public reflection on all those issues which affect the family. The University Institute of the family concentrates on four main areas: Teaching, Research and Publications, International and Institutional Relations and Documentation Resources. (<http://www.upco.es/pagnew/institutos/familia/homeIUF.htm>)

The **Institute of Faith and Secularity**, belongs to the Faculty of Theology, and, among its objectives, it deals with the confrontation of religious thought and contemporary rationalist thought, together with the promotion of a critical dialogue among the current range of conceptions of the world in our society from the Christian standpoint. Its work involves research, teaching at seminars and the organisation of meetings on interdisciplinary issues. (http://www.upco.es/webcorporativo/Centros/institutos/Fe_Secularidad/)

INTERNATIONAL RELATIONS AT THE UNIVERSIDAD PONTIFICIA COMILLAS

The International Relations Service at COMILLAS (SGRI), which serves all the University centres, provides guidance and information on studies and work practice abroad and arranges the exchange of teachers, researchers and students through agreements with other institutions.

The SGRI depends directly on the Vice-Rector for External Relations and University Expansion, D^a. Cristina Gortázar Rotaèche, and is composed of the International Relations Office, ORI, whose Director is D. Andrés González and the Co-ordinators of International Relations in each of the Centres, who receive logistical support from the ORI:

Alberto Aguilera Campus

Faculty of Economics and Business Administration: Prof. Alfredo Arahuetes García (arahuetes@cee.upco.es)

Faculty of Law: Prof. Sara Sieira Mucientes (ssieira@der.upco.es)

Superior Technical School of Engineering (ICAI): Prof. Alexandra Robison Wright (arobis@doi.icae.upco.es)

Cantoblanco and Quintana Campuses

Faculty of Theology: Prof. Enrique Sanz Gimenez-Rico S.J.: (esanz@teo.upco.es)

Faculty of Human and Social Sciences: Prof. Joseph Munz (jmunz@chs.upco.es)

Other Campuses

University School of Nursing and Physiotherapy: Prof. Rosa Olmo (rolmo@euef.upco.es)

Institute of Postgraduate and Continuing Education: Prof. Antonio Royón (aroyon@jpfce.upco.es)

Institute of Technological Research: Prof. Efraim Centeno Hernández (efraim.centeno@iit.upco.es)

International Relations Office

Alberto Aguilera, 23

28015 Madrid

Office 505, 5th floor

Telephone: +34-91-540 6231

Fax: +34-91-542 8807

international@ori.upco.es

<http://www.ori.upco.es>

ACADEMIC PROCEDURES FOR FOREIGN STUDENTS

Before arrival at COMILLAS: Student exchanges only take place through previous agreements between Universities. These exchanges normally involve undergraduates belonging to the following academic disciplines:

- Law
- Economics and Business Administration
- Philosophy
- Engineering (Computer, Industrial, Electrical, Electronic and Mechanical)
- Education and Educational Psychology
- Psychology
- Theology
- Translation and Interpreting

In the case of the European SOCRATES/ERASMUS Programmes:

All the European students who come to study at COMILLAS depend directly on their respective Faculties or Schools. Therefore, the International Relations Offices at the higher Education Institutions abroad must first contact the Co-ordinators of International Relations at the relevant School, Faculty or Institute at COMILLAS and both of them will decide on the selection criteria for student exchanges in accordance with their institutional policies.

As regards other exchanges (Latin America, U.S.A., and Asia), the International Relations Co-ordinators at COMILLAS and those at the foreign University in question will decide on the number

of students for the exchange. The policy of COMILLAS is that, once the candidates for the exchange have been proposed and the documentation has been received (application forms and academic record), the COMILLAS International Relations Office will contact the Faculties and Schools at our University to obtain their approval. Next, the COMILLAS International Relations Office will inform the International Relations Office at the foreign University of the decisions taken by the Faculties and Schools. From then on, the selected students will contact their Faculties or Schools in order to determine the syllabuses:

(<http://www.upco.es/webcorporativo/Centros/>)

Academic Recognition and the European Credit Transfer System (ECTS): In order to ensure that the studies done at COMILLAS are recognised by their own Universities, European exchange students must make sure that they use the ECTS descriptions of their subjects, together with their proper code numbers and credit hours. These can be found in the Information Catalogue in the Web Page:

(<http://www.ori.upco.es/>)

In addition, in order to guarantee full academic recognition for the students from other European Union countries, the person responsible for the ECTS at the foreign student's University must prepare, sign and send the contract for academic recognition of studies to the appropriate International Relations Co-ordinator.

On arrival at COMILLAS: All exchange students are requested to attend the general orientation session (Annex II) which takes place at the end of September for the first semester and during the second week of February for the second semester (Annex II). During the guidance session, information will be provided on the University services and the registration procedures will begin in each of the Centres.

On termination of studies at COMILLAS: The International Relations Office will send the official attestation of the grades obtained by the academic exchange students, and drawn up by the General Registrar, to the person responsible for International Relations at the student's own University.

If you have any queries, please contact the International Relations Office international@ori.upco.es

RECEPTION AND ACCOMMODATION

A general guidance session and reception will take place at the end of September, 2 or 3 days before the start of classes, and again in February for those students who will study during the 2nd semester.

Depending on the Faculty or School they belong to, the students will have a meeting with the relevant International Relations Co-ordinator or, in some cases, with the Head of Studies, who will inform them about registration procedures and the deadlines for registering, lecture timetables and other matters of interest to the students.

The first semester usually ends in the middle of February and the second semester at the end of May. The exam period runs throughout the month of June.

(See the **Academic Calendar**).

COMILLAS tries to help its students find accommodation through the Information and Accommodation Office, as the **University does not have its own student housing facilities.**

To request help in obtaining accommodation, **the application form which is annexed at the end of this document ("Solicitud de información sobre alojamientos") must be filled in and sent or handed in to the Director of the Information and Accommodation Office:**

Alberto Aguilera, 23

28015 Madrid

Telephone: +34-91-540 6120

Fax: +34-91-559 65 69

E-mail: aloja@oia.upco.es

There is a scarcity of university accommodation in Madrid, and the cost of accommodation may be higher than in the student's home country. Therefore, the exchange student must address the

matter of accommodation during his/her stay here in advance. The following information on the types and cost of accommodation is given purely for the sake of guidance:

With a family

- Full board: approximately 700 euros per month (includes three meals a day)
- Half board: approximately 600 euros per month (includes breakfast with lunch or dinner)

Students Residence

Full board: 600-900 Euros per month

Apartment

If a student wishes to rent an apartment together with other students, he or she ought to bear in mind that there is a shortage of apartments for rent in Madrid. IF THE STUDENT DECIDES TO RENT AN APARTMENT, THE INFORMATION AND ACCOMMODATION OFFICE DOES NOT TAKE THE RESPONSIBILITY OF LOOKING FOR THE APARTMENT. On arrival in Madrid, the student will be provided with a list of possible offers currently on the market in order to help in the apartment hunting. BUT WE STRESS THAT THIS IS NOT AN OFFICIAL UNIVERSITY LIST. **As the search for an apartment is the direct responsibility of the exchange students and takes time and involves the signing of a contract with the landlord, those interested in this type of accommodation must arrive in Madrid up to a week in advance.**

In case of emergency, accommodation might be found for a few nights at the following two-star hostels located near the Alberto Aguilera campus:

HOSTAL RESIDENCIA ARRATE

Gaztambide, 61
28015 Madrid
Telephone: +34-91-544 3063
(Underground: Argüelles)

HOSTAL CHOCOLATE

Joaquín María López, 29
28015 Madrid
Telephone: + 34-91-5491058
(Underground: Islas Filipinas)

HOSTAL EL CATALÁN

C/ Hortaleza, 17
28004 Madrid
Telephone: +34-91-532 3017
(Underground: Gran Vía)

ACADEMIC SYLLABUS AND TUTORING

The period of the student's stay at COMILLAS will vary depending on the agreement signed between each Faculty or School and the student's own Institution. The International Relations Co-ordinators or the tutors assigned will advise the student on the choice of subjects.

Once the registration period is over, no changes of subjects will be allowed unless notification is made in writing by the student's Institution.

The International Relations Co-ordinator in the corresponding Centre must be notified in writing of the definitive list of subjects, changes to another group, changes of address and telephone numbers.

Foreign students must sit the exams before returning to their own Universities. The International Relations Office will send official notification of the grades to the corresponding Office of the home university.

SPANISH CLASSES

Logically, exchange students are expected to have sufficient working knowledge of Spanish as lectures are given in this language. Extra language classes are provided free of charge and are partially financed by the SOCRATES/ERASMUS programme. The title of the subject (4,5 credits ,

4ECTS) is "Español para alumnos de intercambio I" and, in order to gain these credits, the student is required to attend classes and pass the exams. **On the day of the Reception Programme a Spanish language level exam will be given to those exchange students who wish to take this subject.** The classes usually begin on the Monday following the level exam. The first week is intensive with 15 class hours, followed by 30 class hours throughout the semester. "Español para alumnos de Intercambio II" (4,5 credits , 4 ECTS) may be offered during the second semester for those students who still need to improve their Spanish.

RESIDENCE PERMIT

Citizens of any European Union country do not require a residence permit nor a visa.

Non-European Union foreign students must have a valid passport before arriving in Spain. Those who do not have Spanish nationality must apply for the special student visa at the Spanish Consular Offices in their home countries. Visa requirements vary from country to country. If a problem arises, the Consular Authorities may be informed that this application is being made "in accordance with the Telegram Memorandums: 1,135 and 1,136 of December 27, 1985". **This visa is normally valid for three months and must be renewed by submitting the following documents to the authorities:**

- Valid passport.
- Special visa issued by the Spanish Consulate in the student's home country or in the country in which he or she was last a resident (See above).
- Certificate of financial resources which are sufficient to cover the expenses involved in the stay here and the return home.
- Certificate of Registration at the University with a schedule which entails more than fifteen class hours per week.
- Documentary proof of medical insurance coverage.
- Application form and three photos.

INTERNATIONAL STUDENT CARD

This card enables the student to visit museums and similar places free of charge, and obtain discounts on travel costs within Spain and other countries (but not urban transport), and an international help line.

This card may be obtained in the student's home county at the Offices of the International Student Travel Centre (ISTC), at www.istc.org. The ISTC card can also be obtained in Madrid at the Offices of Turismo Juvenil de la Comunidad de Madrid.

José Ortega y Gasset, 71
28006 Madrid
Telephone: +34-91-309 27 13

Fernando el Católico, 88
28015 Madrid
Telephone: +34-91-543 74 12
(near the Alberto Aguilera campus)

MEDICAL COVERAGE AND INSURANCE IN GENERAL

IN SHORT, AND AS A GENERAL RULE, it is essential that the foreign students who are not covered by the Spanish Social Security medical service, arrive with insurance taken out in their home countries to cover for illness, hospitalisation, and accidents, as well as for civil liability, repatriation and any other risk, depending on each case, covering the whole period of studies at Comillas University.

All students at Comillas University must have medical insurance coverage for the entire period of study at the school. Students are not permitted to attend classes without medical insurance.

The foreign students who are covered by the Spanish Social Security medical service must arrive in Spain with additional insurance cover for civil liability and repatriation.

SOCIAL SECURITY MEDICAL COVER. *For European Union students:* in order to access the Social Security medical services in Spain, the student must arrive with an **E-128** form which covers temporary stays outside his home country. It does not have to be exchanged for any other type of document. With this form it is possible to receive medical attention at the social security clinic (INSALUD) nearest to the place of residence.

This medical cover extends to other countries where agreements have been made in this regard. These countries are Brazil, Chile, Ecuador, Honduras, Panama, Paraguay, and Peru. The exchange students must apply to the Social Security Offices in their home countries in order to obtain the document that corresponds to the E-128 form used in Europe.

The foreign students **who are not covered for** civil liability or repatriation must obtain the relevant insurance coverage in their home countries before coming to Spain.

BANKING

Bank transfers can take up to two weeks if the bank involved has no branches in Madrid. If the bank in the student's home country has a branch in Madrid, transfers usually take only 3 days. Credit cards can be used everywhere. VISA and AMERICAN EXPRESS are the cards most commonly used.

ARRIVAL IN MADRID

(For further information, consult the booklet VIVIR EN MADRID that will be handed out during the student General Guidance Session.)

If the student arrives in Madrid by train, arrival will normally be at the Chamartín Station, in the north of the city. From there the student can reach his/her destination by the excellent Madrid Underground System, or by bus or by taxi. He/she can also travel to the place of accommodation from Barajas Airport by Underground or taxi. The underground line no. 8 (€ 1.10) enables you to reach any destination in the city and there is also a bus service running to the Plaza de Colón (€ 2.40). The distance from the Airport to the city centre is 13 kilometres, and the **taxi fare usually costs about 18 euros** depending on the destination and traffic.

The climate in Madrid is usually mild, sunny and dry, but it may rain, especially in the spring and winter. In summer the average temperature tends to vary from 25 to 35 degrees centigrade, and from the beginning of autumn to the end of spring it may vary from 0-20 degrees.

The city of Madrid is well known for the outstanding quality of its cultural life, museums and sport. It is also known for the warm nature of its 3,000,000 inhabitants. For further information on Madrid, you can consult the Web page: www.tourspain.es/ciudad/madrid.htm

WELCOME!