

Guide for Foreign Graduate Students

INTRODUCTION

This guide will provide graduate students with simple and specific information about the procedure for enrolment in a graduate program at Universidad Europea de Madrid, from the time of gathering admissions documentation to the enrolment itself.

ADMISSIONS PROCEDURE

Before accepting a candidate, we must determine whether their academic and professional profile meets the requirements of a particular graduate program. With this in mind, candidates are required to submit the following documentation:

Admission Application: Includes personal, academic and professional data presented in a generic format. Application forms can be obtained:

- In person at any Universidad Europea de Madrid campus.
- By sending an email request to the address postgrado@uem.es.
- At the following links from the Universidad Europea de Madrid website:

http://www.uem.es/myfiles/pageposts/solicitud_admision_matriculacion_pos_tgrados.pdf http://www.uem.es/myfiles/pageposts/solicitud_iede.pdf
http://www.uem.es/myfiles/pageposts/solicitud_cse.pdf

Curriculum Vitae: Briefly summarizes a candidate's academic and professional profile. We recommend using résumé models that are readily available on the internet.

A certified copy of the candidate's university degree: with the exception of programs that do not require it, candidates must submit a copy of their university degree which has been certified by the home university or by a notary public. The original degree may also be submitted at one of the Universidad Europea de Madrid campuses, where the certified copy can also be made.

Guide for Foreign Graduate Students

If a candidate is not in possession of their degree (for example, because it is in the process of being issued or has been lost), they can submit a copy of an academic certificate verifying that all credits needed for the university degree have been obtained. This copy shall be subject to all of the aforementioned certification requirements.

In the event that the degree that qualifies one for admission to a graduate program has been issued in a non-European Union country, **authentication** of the degree will be required (see AUTHENTICATION OF DEGREES).

Photocopy of the candidate's National Identity Document (DNI) or passport which correctly and accurately identifies the candidate.

3 passport-sized photographs, which are needed to have the student ID card application processed by Banco Santander. The photos must be passport-sized and printed on photographic paper.

This documentation can be delivered to the Admissions Department in the following ways:

- By submitting the documentation in person at any Universidad Europea de Madrid campus.

- By sending the documentation by regular mail to one of the following addresses:

C/Tajo s/n, Urb. El Bosque
28670 Villaviciosa de Odón, MADRID
ATT. Departamento de Admisiones de Postgrado, Edificio B.

Av. De Bruselas 14
28108 Alcobendas, MADRID
ATT. Departamento de Admisiones de Postgrado.

- By emailing postgrado@uem.es

- By faxing 00 (34) 91 141 35 85

Summary of the documentation to be submitted:

- Admission Application
- Curriculum Vitae
- Copy of candidate's National ID Document (DNI) or passport
- Certified copy of the candidate's university degree
- 3 passport-sized photos

AUTHENTICATION OF DEGREES

Students who wish to enroll in a Master's program must submit their university degree duly authenticated (or an accredited academic history verifying that the credits needed for a degree have been obtained), a process which will vary depending on the country from which the degree was obtained:

Countries which have signed the Hague Convention:

We accept degrees with an apostille issued by the competent authorities of the following countries: Andorra, Antigua and Barbuda, Argentina, Armenia, Australia, Bahamas, Barbados, Belize, Belarus, Bosnia and Herzegovina, Botswana, Brunei Darussalam, China (including Macau and Hong Kong), Croatia, Cyprus, Columbia, Dominica, Equador, El Salvador, United States, Russia, Fiji, Finland, Grenada, Honduras, Hungary, India, Mauritius, Iceland, Cook Islands, Marshall Islands, Israel, Japan, Kazakhstan, Lesotho, Liberia, Liechtenstein, Macedonia, Malawi, Malta, Mexico, Monaco, Namibia, New Zealand, Slovakia, Panama, Romania, Samoa, Saint Kitts and Nevis, San Marino, Saint Vincent and the Grenadines, Saint Lucia, Serbia, Montenegro, Seychelles, South Africa, Switzerland, Trinidad and Tobago, Turkey, Ukraine and Venezuela.

Countries which have signed the Andrés Bello Agreement:

The degree must be authenticated through diplomatic channels. For this purpose, it must be submitted to the following authorities:

- Ministry of Education of the country of origin.
- Foreign Ministry of the country where the degree was issued.
- Spanish Diplomatic or Consulate representatives in the country of origin.

This procedure must be carried out in the following countries: Bolivia, Colombia, Cuba, Chile, Ecuador, Panama, Peru and Venezuela.

Countries which have signed both the Hague Convention and the Andrés Bello Agreement may use either authentication procedure, although the latter procedure is recommended because it is less complicated.

Guide for Foreign Graduate Students

Other countries:

The degree must be authenticated through diplomatic channels, which involves submitting it to the following agencies:

- Ministry of Education of the country of origin
- Foreign Ministry of the country where the degree was issued
- Spanish Diplomatic or Consulate representatives in the country of origin
- When the student arrives to Spain, to the Department of Authentications of the Spanish Ministry of Foreign Affairs, located on Calle Juan de Mena 4, Madrid
<http://citaprevia.maec.es/citaprevia/>

STUDENT VISAS

Individuals who are citizens of non-European countries must apply for a **visa** for the length of time of their respective graduate program.

To assist students in the processing of their visas, Universidad Europea de Madrid provides them with an **original acceptance letter** to their respective Master's program. This letter states the name of the program, its starting and finishing dates, the number of course hours and any other specifications about the program that may be required.

The university also provides **private medical insurance** to students who are not citizens of a European Union country. It includes unlimited coverage within Spain at participating health facilities and also covers the price of repatriation during the period of their academic stay (which will be mentioned in the admission letter), with the exception of the international MBA program.

In order for the UEM Graduate Admissions Office to provide these documents, the candidate **must** first submit their pertinent documentation, pass the admissions process and carry out the place reservation for the program they wish to enter.

We recommend that new students initiate procedures for obtaining a visa at least two months prior to the start of their program so that they may begin classes on time. This margin also gives the University sufficient time for cases in which, because of stricter visa policies, the Spanish embassy or consulate may require additional documents or certificates of a particular type.

Guide for Foreign Graduate Students

If a student's academic stay in Spain last longer than six months, they must apply for the appropriate foreign student residency card within six months after having entered Spain.

STUDENT RESIDENCY CARD-NIE

The student residency card shall replace the student visa, which is awarded in the student's country of origin. The card legalizes their stay in Spain and allows them to travel freely between Schengen Agreement member states without the need for visas.

Students must apply for their residency card after one month from their date of entry into Spain and before their visa expires. With this card they will also be assigned a Foreigner Identification Number - NIE. We advise students who do not have a card not to leave Spain, in order to avoid possible problems when attempting to return.

To obtain the student residency card, students must follow three steps:

- Submit the necessary documentation to the Foreigners Office in Spain.
- Approximately three weeks later, return to the office to have their fingerprints taken.
- Approximately one month later, return to pick up their student residency card.

(These time periods are approximate, and may vary depending on the volume of work that the Foreigners Office has).

If a student needs to leave Spain while their first student card is being processed (or is in the process or renewal) and they have already given their fingerprints, they may leave Spain and request a permit to return. This will allow them to return to Spain and other European Union countries.

To obtain authorization for residency as a student, students **must submit documentation which demonstrates:**

That they comply with all of the requirements for entrance and student residency in Spain. This includes having a visa which is issued specifically to study or learn at any officially recognized public or private institution.

That they have been accepted to a Spanish teaching or scientific institution, either public or private, in order to study, learn, or conduct unpaid research or training activities. This documentation must include a schedule which lasts at least three months and specifies the study, research or training program to which they have been accepted.

That the student or their family have a guarantee of sufficient economic means to cover the cost of studies, as well as their living expenses and the return trip to their home country.

That they have a guarantee of health care, which can be proven by showing an acceptance letter stating that the student has medical insurance with unlimited coverage in Spain.

Guide for Foreign Graduate Students

The authorization to remain in the country may be limited to the length of a student's academic, research or training program. Should this period be more than a year, the student residency card can be renewed on a yearly basis.

In any event, to renew authorization for studies, it will be necessary to present a certificate from your academic institution verifying that the requirements for continued study have been met, or a favorable report on the progress of your research.

To obtain a student residency card, students must apply at the following address:

General Office for Foreigners and Documentation: FOREIGNERS OFFICE

Plaza del Campillo Mundo Nuevo nº 3

Metro: Puerta de Toledo, Line 5

Tel: 91 322 69 19 / 91 322 68 76/ 91 322 68 35

From 9 a.m. to 2 p.m. Monday to Friday

http://www.mir.es/MIR/Directorio/Servicios_Perifericos/Cuerpo_Nacional_de_Policia/Oficinas_de_extranjeros/Madrid/

OPENING A BANK ACCOUNT IN SPAIN

Spain has one of the most developed banking networks in the world, in addition to one of the highest ratios of branches to inhabitants.

To open an account in Spain, you need only bring your student residency card. Students most commonly open current accounts, which usually do not charge maintenance commissions, or if they do they tend to be quite inexpensive. Current accounts generally include a debit card which allows you to make purchases and withdraw cash up to the limit of the account balance. While the debit card allows you to withdraw cash from any ATM, you can do so for free from the same bank or savings institution at which you opened the account or from within in the same electronic network to which the institution belongs. Otherwise, commissions are usually charged.

In addition, to be able to facilitate your eventual enrollment in a graduate program, Universidad Europea de Madrid makes a system for opening bank accounts while still abroad available to candidates through our associate firm Banco Santander. You only have to fill out the form required by Banco Santander and email it with a scanned copy of your passport to the manager of the branch located at Universidad Europea de Madrid's main campus: ljlafuente@gruposantander.es. A minimum deposit of €60 is required to open one of these accounts.

After arriving in Spain, students must then go to the branch to sign their bank account contracts. In order for the account to remain open, students are also required by law to obtain a **student residency card or foreigner identification number (NIE)** and show them to their bank. In addition, they will also have to supply the account number obtained at the university's Admissions Office in order to complete their enrolment.

HOUSING AND TRANSPORT

Students enrolled at Universidad Europea de Madrid have the right to use the exclusive housing advice and search service provided by UEM.

After a candidate has been admitted to a particular program, and after they have made their corresponding reservation of place, the Graduate Admissions Office shall provide them with additional information regarding the housing service.

When requesting information about housing, students must clearly specify the campus at which their graduate program is located order to provide them with correct information. Universidad Europea de Madrid's campuses are located in *Villaviciosa de Odón* and *La Moraleja (Alcobendas)*.

<http://www.uem.es/es/como-llegar/campus-villaviciosa-de-odon>

<http://www.uem.es/es/como-llegar/campus-la-moraleja>

Madrid's metro and bus systems are the most convenient means of transport for getting to and from Universidad Europea de Madrid campuses, as well as for moving around the city. You can find out more about these services at their respective websites.

The metro system runs throughout the city of Madrid, while some of the city's surrounding communities are served by a light rail system (Metro Ligerero).

<http://www.metromadrid.es/es/index.html>

Madrid's public city buses are red in color (<http://www.emtmadrid.es/>). The city's surrounding communities are served by either these municipal bus lines or by commuter buses which are green.

Further information is available at the **Graduate Student Service and Admissions Office**:

00 (34) 902 23 23 50 postgrado@uem.es

VILLAVICIOSA CAMPUS

C/ Tajo, s/n

Villaviciosa de Odón. 28670 Madrid

IEDE Business School

Avda./ Bruselas, 14

Alcobendas. 28108 Madrid

SCHOOL OF CONSTRUCTION

Avda./ Bruselas, 14

Alcobendas. 28108 Madrid

REAL MADRID PROFESSIONAL SCHOOL

C/ Tajo, s/n Villaviciosa de Odón. 28670 Madrid

Tel. 00 (34) 902 23 23 50

www.uem.es