



Universidad  
Europea



# Practical Information Guide for International Students

Madrid

Go beyond

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01

# Welcome to Universidad Europea

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It is a pleasure to welcome you to  
**Universidad Europea.**



# 01

## Welcome to Universidad Europea

Founded in 1989, **40% of our students are international and come from more than 125 countries**, making us one of the most international universities in Spain.

We have around **22,000 students and 95,000 alumni** between our three campuses in **Madrid, Valencia and Canarias**.

We have designed this Guide to give you the practical information you need to plan your trip to Madrid and the first steps to take when you arrive.



02

# Plan your stay in Madrid

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To find out the **latest health measures related to Covid-19 and entering Spain**, we recommend consulting the official website of the [Ministry of Health](#).

# 02

## Before you arrive in Madrid



### Health insurance

Students coming from a member country of the European Union can apply for the **European Health Insurance Card** to access the Spanish health system. For further information and to apply, visit the [official website of the European Commission](#).

The University **recommends all international students take out private health insurance**; it is important to be covered in case of an emergency or unexpected situation.

We offer **a health insurance policy with Nueva Mutua Sanitaria**, which also allows you **to apply for and renew your student visa** to meet all the Spanish Government's requirements for this process. You can take it out at any time and from your country of origin via the following [link](#).









## Student visa\*



Students who need a visa must apply for one themselves at their nearest Spanish Consulate or Embassy. Visit the [website of the Ministry of Foreign Affairs and Cooperation of Spain](#) to find out the address of the Spanish Consulate or Embassy in each country, as well as the application process and documentation needed.

The following is an indicative list of the requirements and documents needed to obtain a visa:

	<b>Passport:</b> valid for at least the period for which the stay is requested (this must be presented by the student).
	<b>Financial evidence:</b> proof that you have sufficient funds (to be provided by the student).
	<b>Admissions letter:</b> from the educational institution (this will be provided by Universidad Europea).
	<b>Criminal record certificate:</b> to be provided by the student.
	<b>Fee:</b> you must have paid the fee for processing your application.
	<b>Health insurance:</b> private health insurance including repatriation costs (to be provided and paid for by the student).

If you would prefer a specialist company to manage your visa application, you can get in contact with **Homologation Student Services** for information and fees on how they can help you with the procedure by emailing [info@hostudents.com](mailto:info@hostudents.com) or calling **+34 628 237 237**.

\* The information provided is for informational purposes only and is subject to immigration regulations. If you have any questions, visit the website of the [Ministry of Foreign Affairs](#).



## Access Documentation

These are the academic documents that **you must provide in order to access the University's courses.**

**It is important to start the procedures in good time**, it can take several weeks to certify and obtain apostilles for documents or have prior studies recognised.

If you do not submit these documents by the date established, your record will be closed and you will not be able to continue with your studies.

For further information, click [here](#).

**If you are an Undergraduate or Higher-Level Technical Degree student**, you can get in contact with Homologation Student Services for information and fees on how they can help you with the procedure by emailing [info@hostudents.com](mailto:info@hostudents.com) or calling **+34 628 237 237**.





# Accommodation in Madrid



## Student accommodation contact details:

**Picasso – Velázquez Residence by XIOR Student Housing:** This residence can accommodate students enrolled in the University, as well as anyone whose stay is directly or indirectly linked to Universidad Europea de Madrid.

## Websites for finding accommodation:

- [Idealista](#)
- [Fotocasa](#)
- [Spot A Home](#)
- [City Life Madrid](#)
- [Madrid Easy](#)
- [Help Housing](#)
- [Uniplaces](#)
- [Dflat](#)
- [Aluni.net](#)

We recommend that you visit the accommodation first and do not make any payments before signing the rental agreement.





## Cost of living in Madrid

**Madrid** is one of the most **international and cosmopolitan** capitals in Europe today, with a diverse offering of cultural and culinary activities and jobs.

The average cost of living is difficult to calculate, but we have listed some figures that may help you:

- Renting a **studio** in Madrid can cost **between 800 and 1,500 euros** per month, depending on the area. Click [here](#) to see the different districts in Madrid.
- **Utilities** (water, electricity and gas) vary according to the time of year, in the summer you may use air conditioning and in the winter heating, but roughly speaking, they could cost you around **150 euros** per month.
- A **monthly shop** could cost around **200 euros** per month.
- If you are under the age of 26, the monthly transport card costs **20 euros**.
- **Mobile tariffs** can vary **between 20 and 50 euros** per month, while home internet is around 50 euros per month.



## How to get to campus



### Villaviciosa de Odón

#### Google maps

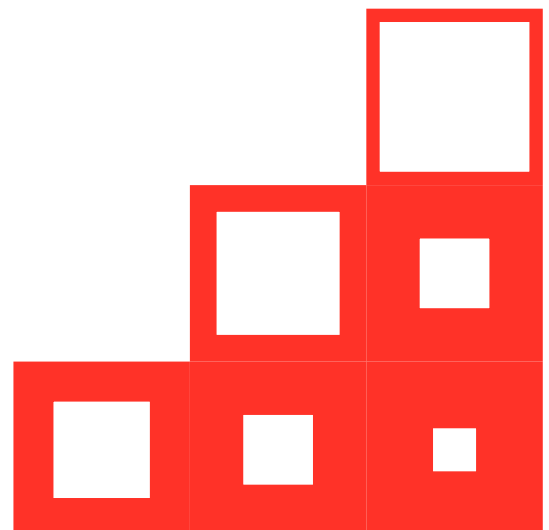
- **Car:** junction 8 of the M-501.
- **Public transport:**
  - **518 bus.** Madrid (Príncipe Pío) - Villaviciosa de Odón.  
Príncipe Pío Metro. Metro lines 6 (circular) 10 and Ramal.
  - **538 bus.** Villaviciosa (Universidad) - Boadilla (Pta. de Boadilla).
  - **519 bus.** Móstoles - Villaviciosa de Odón.
  - **510 bus.** Alcorcón - Villaviciosa de Odón - El Bosque.
  - **567 bus.** Majadahonda - Villaviciosa de Odón.
- **Lanzadera BusUp:** Direct transport service to the Villaviciosa Campus.
- **Hoop Carpool App:** The new app for sharing a ride to university.

Click on the following link to take a [virtual tour](#) around your future campus.

### Alcobendas

#### Google maps

- **Car:** junction 17 of the A1.
- **Public transport:**
  - **827 bus** - Av.Barajas-Hotel
  - **159 bus** – Parada Av.La Vega-Av.Barajas
- **Lanzadera BusUp:** Direct transport service to the Alcobendas Campus.
- **Hoop Carpool App:** The new app for sharing a ride to university.



# 03

## After arrival in Madrid

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## Transport in Madrid

You will need the transport card to be able to **use public transport in Madrid** and travel by bus, metro or tram. For further information **on the personal public transport card** and how to get one, click [here](#).

Click on the following links to view the [standard](#) version of the **Madrid Metro map** or the [tourist](#) version highlighting the main attractions in the city.

Also you can move in the city by:



Travel by motorbike with [Cooltra](#).



Drive with [Emov](#), [Zity](#) or [Sharenow](#).



Cycle with [BiciMAD](#).





## Foreigner Identification Number (NIE)\*



Generally speaking, the visa issued by Spain allows you to move freely between the countries in [the Schengen area](#). The visa is not valid outside this area.

### What is the NIE?

The **NIE is the identification number for foreigners**. This number is unique and personal.



If you are a **national or resident of an EU country**, you will be given a NIE number **when you apply for registration in the Register of EU Citizens**. To obtain this certificate, book an appointment in advance [here](#).



If you are a **national of a country outside the EU**, the NIE number will be included on **your student card**.

**The student card will replace the student visa** issued in your country of origin and provides a legal basis for your stay in Spain.

**You must apply for it within one month of entering Spain** and before your visa expires. This card will assign you a Foreigner Identification Number (NIE). **It is not recommended to leave Spain** until you have this card.

\* The information provided is for informational purposes only and is subject to immigration regulations. If you have any questions, visit the website of the [Ministry of Internal Affairs](#).

## Foreigner Identification Number (NIE)\*



### How do I apply for it?

To apply for the NIE (registration in the Register of EU Citizens) or the Student Card for non-EU citizens, you will need to book an appointment online via:

<https://sede.administracionespublicas.gob.es/pagina/index/directorio/icpplus>

#### Online:

1. Select **the province** where you are going to study.
2. Then select “**trámites cuerpo nacional de policía**” [national police procedures] and the procedure you wish to carry out:
  - a. “**toma de huellas**” [fingerprint] for the issuance of the student card.
  - b. or “**certificado de registro de ciudadano de la UE**” [EU citizen registration certificate] in the case of EU citizens.

The system will assign you an appointment, indicating the **place, date and time** when you will be seen.

If you would prefer a specialist company to help you obtain your TIE/NIE, you can get in contact with Homologation Student Services for information and fees on how they can help you with the procedure by emailing [info@hostudents.com](mailto:info@hostudents.com) or calling **+34 628 237 237**.

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## Spanish bank account

For your day-to-day finances, we recommend opening a Spanish bank account and offer the following two options:

- **Online bank account with N26:** in just 8 minutes you can open a bank account with the **YOU rate free for 12 months**, an exclusive offer for students of Universidad Europea.

Once you have enrolled and have access to the [student portal](#), click on the “**International IN-OUT**” section to find the link for opening a bank account with N26.

- **Bank account with Santander:** there is a branch on our Villaviciosa de Odón campus in the car park area of building B.

Bear in mind that banks may ask to see your Foreigner Identification Number (NIE) / Foreigner Identification Card (TIE) to open your bank account.



## Academic calendar and personal timetable



Click on this [link](#), to download the academic calendar and access your personal timetable.

### In general:

- The **first term** begins in September and finishes at the end of January, with a two-week holiday at **Christmas** (usually the final week of December and the first week of January).
- The **second term** begins in February and finishes in the middle of June, with a one-week holiday during **Holy Week** (the date varies every year).







## Other information of interest

### Useful websites for living in Madrid:

- [Madrid City Council](#)
- [Villaviciosa de Odón Council](#)
- [Activities Guide](#)
- [EMT Madrid](#) (bus)
- [Madrid Metro](#)

### Useful websites for living in Spain:

- [Tourism in Spain](#): discover all the historic cities, museums, monuments, natural parks and much more to enjoy during your free time.
- **Explore Spain by Train:** [Renfe](#) is the main railway company for people and goods in Spain.
- **Travel around Spain by bus:** [Alsa](#) is the most popular bus company in Spain.

### Emergency contact numbers:

- Emergencies: 112.
- Police: 112.
- Madrid City Council: 010.





## **Universidad Europea de Madrid**

### **Campus Villaviciosa de Odón**

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

### **Campus Alcobendas**

Av. Fernando Alonso, 8, 28108.  
Alcobendas, Madrid

**Telephone:** (+34) 91 740 72 72  
**Student services:** (+34) 91 414 66 11

## **Universidad Europea de Valencia**

Paseo de la Alameda, 7, 46010.  
Valencia

**Telephone:** (+34) 96 104 38 83  
**Student services:** (+34) 96 104 38 80

## **Universidad Europea de Canarias**

### **Campus de La Orotava**

C/ Inocencio Garcia, 1, 38300.  
La Orotava, Tenerife.

**Telephone:** (+34) 92 209 70 91  
**Student services:** (+34) 92 298 50 06

### **Instalaciones Santa Cruz de Tenerife**

Calle Valentín Sanz, 22, 38002.  
Santa Cruz de Tenerife.

**Telephone:** (+34) 92 244 26 31  
**Student services:** (+34) 92 244 26 34

## **General telephone English and Spanish:**

(+34) 91 740 72 72

[universidadeuropea.com](http://universidadeuropea.com)

