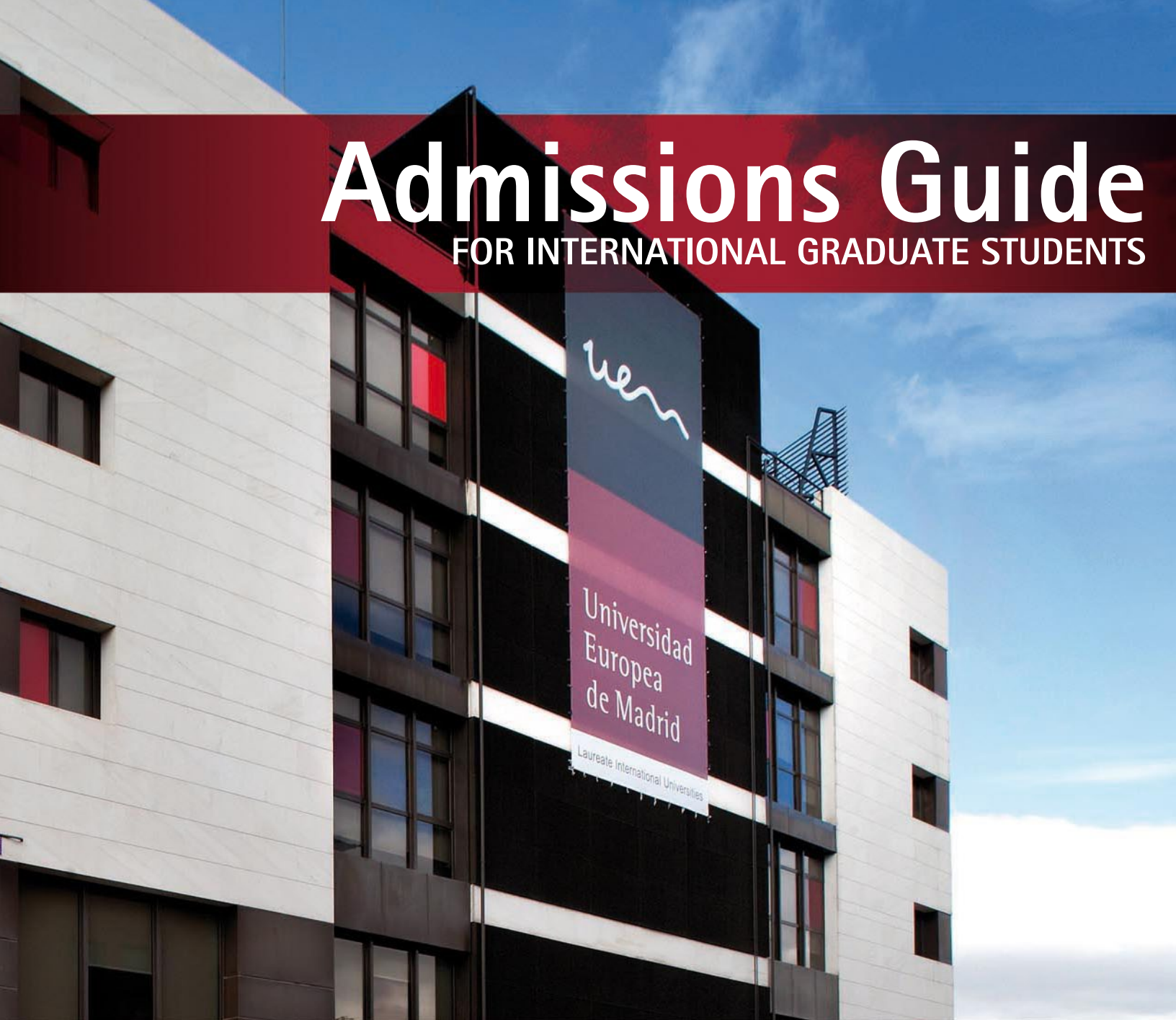


Admissions Guide

FOR INTERNATIONAL GRADUATE STUDENTS



G R A D U A T E S T U D I E S



**Universidad
Europea de Madrid**

LAUREATE INTERNATIONAL UNIVERSITIES

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Introduction

This guide offers an easy specific format for the graduate student to learn about the steps required to validate their enrollment in a Universidad Europea de Madrid Graduate Degree Program, from the moment the required admissions documentation reaches your hands, until enrollment is confirmed.



Admissions Procedure

As a step prior to enrollment, we need to know if the academic and professional profile of the candidate is properly suited to the established requirements for each graduate program. The following documentation must be submitted for the purposes of assessing this suitability:

- **Application for Admission:** contains personal, academic and professional information of the candidate in a general format. The application form can be obtained:
 - In person at any of the Universidad Europea de Madrid Campuses
 - By e-mail request via the following address: postgrado@uem.es
 - From the Universidad Europea de Madrid web page via the following links:

http://www.uem.es/myfiles/pageposts/solicitud_admision_matriculacion_postgrados.pdf

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

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

- **Résumé:** this should contain concise information relating to the candidate's academic and professional profile. We recommend you use the résumé templates readily available on Internet.
- **Certified copy of your university diploma:** with the exception of programs where it is not requested, the submission of a copy of your university diploma certified by your University of Origin or by a notary is a compulsory requirement. You may also present your original diploma at one of the Universidad Europea de Madrid Campuses where the above certified copy can be validated.



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In the event that you should not have the degree certificate (for example, because it is being processed or has been misplaced), a copy of the academic certificate accrediting the completion of all credits corresponding to the degree program may be submitted instead. This academic certificate copy is subject to the certification requirements mentioned above.

In the event that a degree program that allows admission to a graduate program is issued in a country outside of the European Union, its **Legalization** is strictly necessary (see LEGALIZATION OF DEGREES below).

- **Copy of DNI (National Identification Document) or passport:** required to properly identify the candidate.
- **3 passport-size photographs:** these photographs are essential in order to be able to apply for the Student Card via Banco Santander. Photographs must be passport-size and printed on photographic paper.

This documentation can be delivered to the heads of the Admissions Department using the following methods:



Deliver the documentation **IN PERSON** at any of the Universidad Europea de Madrid Campuses.



Send the documentation by **REGULAR MAIL** to 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 E-MAIL TO postgrado@uem.es



BY FAX TO 00 (34) 91 141 35 85

Summary of the documentation to be submitted:

Application for Admission
 Résumé
 Copy of DNI (National Identification Document) or passport
 Certified copy of university degree
 3 passport-size photographs

Legalization of Degree Certificates/ Diplomas

Students who wish to enroll in a **Master's Degree** must accredit the validity of the studies they have undertaken outside the European Union. This means specific procedures must be followed by both the issuing institution and the institution where studies have been fulfilled, and degrees obtained must be verified. In order to do so, a legalized university degree certificate or diploma must be submitted (or as required, an accredited academic transcript demonstrating the student has fulfilled the credits required to obtain their university degree). This procedure will vary depending on the country where the degree was obtained:

a) COUNTRIES THAT HAVE SIGNED THE HAGUE CONVENTION:

In the case of the following countries, all the Competent Authority of that country must do is issue the appropriate Hague Apostille:

Andorra · Antigua and Barbuda · Argentina
 Armenia · Australia · Azerbaijan · Bahamas
 Barbados · Belize · Belorussia · Bosnia
 Herzegovina · Botswana · Brunei Darussalam
 Columbia · Cook Islands · Croatia · Cyprus
 Dominica · Ecuador · El Salvador · Fiji · Georgia
 Grenada · Honduras · Hong Kong · India · Israel
 Japan · Kazakhstan · Lesotho · Liberia · Macao
 Macedonia · Malawi · Marshall Islands
 Mauritius · Mexico · Moldavia · Namibia
 Niue Island · New Zealand · Panama · Russian
 Federation · Samoa · San Marino · St Kitts and
 Nevis · St Vincent and Grenadines · St. Lucia
 Serbia · Seychelles · South Africa · South Korea
 Suriname · Swaziland · Tonga · Trinidad and
 Tobago · Turkey · USA · Venezuela



b) COUNTRIES THAT HAVE SIGNED THE **ANDRÉS BELLO CONVENTION:**

The degree certificate or diploma must be legalized via diplomatic means. In order to do so, it must be submitted to the following authorities:

- Ministry of Education of the country of origin.
- Ministry of Foreign Affairs of the county issuing the degree.
- Spanish Diplomatic or Consular Representation in said country.

This procedure must be followed in these countries: **Bolivia, Chile, Colombia, Cuba, Ecuador, Panama, Paraguay, Peru and Venezuela.**

Note: countries that have signed both the Hague Convention and the Andrés Bello Convention may accept either of the legalization formats, however the first procedure is recommended as it is the most straight-forward.





c) OTHER COUNTRIES:

The degree certificate or diploma must be legalized via the diplomatic route, meaning that it must be submitted to the following organizations:

- Ministry of Education in the country of origin (in the case of Brazil, the Brazilian Ministry of Education does not need to stamp or validate the documentation).
- Ministry of Foreign Affairs of the country issuing the degree.
- Diplomatic or Consular Spanish representation in said country.
- On arrival in Spain, the degree must be submitted to the Legalization Department of the Spanish Ministry of Foreign Affairs at the following address: Calle Juan de Mena 4, Madrid

<http://citaprevia.maec.es/citaprevia/>

The Student Visa

Nationals of countries that are not part of the European Union must obtain a visa for the same period of time as the duration of the graduate program for which they are a candidate.

So that the student may follow the proper procedures for obtaining their visa, Universidad Europea de Madrid provides students with an **original admissions letter** to the Master's Degree program, for which they are a candidate, specifying the program title, starting and end dates, number of hours and any other necessary details.



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In addition, the University provides student nationals from a non-member state of the European Union with **private medical insurance**. This provides unlimited national coverage at collaborating centers and, in addition, covers repatriation costs occurring during the period corresponding to your academic study (this period will be stated in the admissions letter), with the exception of the International MBA Program. Students with dual nationality, where one nationality is that of a European Union member state, will not be eligible for this insurance coverage. These students, as well as any student who is a national of a European Union member state, should obtain a European Health Insurance Card in their country of origin.

So that the Graduate Admissions Office at Universidad Europea de Madrid is able to provide these documents, it is **absolutely essential** that the candidate submit the relevant documentation, complete the admissions process and make their study place reservation for the corresponding program.

We recommend that the procedures relating to the visa be started at least two months prior to commencement of the program so that the student may start their classes on time. In addition, this margin allows the University enough time for those cases where, as a result of the visa allocation process becoming more difficult, the embassy or consulate requires a specific additional document or certificate.

If the study period in Spain lasts more than six months, students must apply for the corresponding Foreign Student Card within a period of one month from the date on which they enter Spain.





The Student ID Card – NIE

The Student ID Card replaces the Student Visa issued in the country of origin and allows students to travel among member countries of the Schengen Agreement without the need for a visa. It also provides legal identification during their study period in Spain.

Students must apply for the ID card within one month upon entering Spain and prior to expiration of their visa. This ID card will assign the student a "Número de Identificación de Extranjeros" [Foreigner Identification Number] or NIE. Until you have this card we do not recommend you leave Spain, thereby avoiding problems on your return.

The following three steps must be taken to obtain the Student ID Card:

- Submit the required documentation to the corresponding Foreigner Offices in Spain.
- After approximately three weeks, return to the office to have your fingerprints taken.
- Within the period of approximately one month, return to the offices to pick up your Student ID Card.

(These periods are approximate and may change depending on the workload of the Foreigner Office).

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If the student needs to leave Spain while their first Student ID Card is being processed (or when the card is being renewed) and they have already had their fingerprints taken, they may leave the country and apply for a re-entry permit, which is used to re-enter into Spain and other European Union countries.

To obtain authorization for a study period, the student must provide documentary proof that:

- They comply with all the requirements for their entry into and residence in Spain, including the visa that is specifically granted for study or for continuing their studies at any officially recognized public or private institution.
- According to regulations, they have been admitted to any officially recognized Spanish public or private educational or scientific institution for the purpose of study or continuing their studies or for carrying out research or for unpaid training work, advising the corresponding work schedule that has a planned duration of not less than three months, including the approved curriculum, research or training program.
- They guarantee they have the economic means required to meet the costs of their studies as well as the costs of their stay in Spain, the costs of returning to their country and, as applicable, the costs relating to their families.
- The student will benefit from guaranteed health care that can be claimed by presenting the admissions letter in which it states that the student has medical insurance with unlimited national coverage.



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The validity of the study period authorization is limited to the duration of the studies, research or training. If the duration is more than twelve months, the card will be renewed on an annual basis.

In any event, to renew the study period authorization, a certificate from the institution where you are carrying out your studies must be submitted accrediting compliance with the requirements to continue your studies or a positive report regarding the research undertaken.

To apply for the Student ID Card, the student should go to:

**Comisaría General de Extranjería y Documentación
[Office of Immigration and Documentation]:
OFICINA DE EXTRANJEROS**

Plaza del Campillo Mundo Nuevo N° 3
Metro: Puerta de Toledo, línea 5
Phone: 91 322 69 19 / 91 322 68 76/ 91 322 68 35
Mondays to Fridays from 9:00 to 14:00

http://www.mir.es/MIR/Directorio/Servicios_Periféricos/Cuerpo_Nacional_de_Policia/Oficinas_de_extranjeros/



Opening a Bank Account in Spain

The network of banks and branches in Spain is one of the most developed in the world, with one of the highest number of bank offices per inhabitant.

To open an account in Spain, all you need to do is present your Student ID Card. Usually, students open a current account that does not normally have operating charges, or if they do, they are very low and relate to a debit card that allows you to make purchases and withdraw cash limited to the amount available in the account. With a debit card you may withdraw cash from all ATMs, however only the ATMs of the bank or "caja de ahorros" [savings bank] where you have opened the account and those belonging to the same network are free: the rest usually charge a commission for cash withdrawal.

In addition, so that graduate students may confirm their enrollment more easily, Universidad Europea de Madrid offers candidates a bank account opening system from abroad via our partners Banco Santander. All you have to do is fill out the form required by Banco Santander and send it by e-mail, along with a copy of your Passport to the head of the branch located on the main Campus at Universidad Europea de Madrid:

ljlafuente@gruposantander.es

To open this account, a minimum deposit of **60€** is required.

Once the student arrives in Spain, it is essential that they go in person to the branch to sign the contract to open the bank account. In addition, the student is required by law to obtain their **Student Card or NIE** and present it at the branch in order to maintain the validity of their bank account. Additionally, the account number obtained must be forwarded to the University Admissions Office as a requirement for enrollment.





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