

**CONCURRENT PROGRAM WITH PARTNER UNIVERSITIES – DEGREE SEEKING STUDENTS**

*(for non-degree seeking students go to page 5)*

<b>University</b>	Universidad Pontificia Comillas
<b>Program Website</b>	Master in International and European Business Law (MIEBL) <a href="#">website</a> List of courses: <a href="#">Study plan per semesters (students must take all listed classes including Master's Thesis)</a> Go to 'Syllabus' for the list of syllabi: <a href="#">Syllabi</a>
<b>Director of the Program</b>	Prof. Adam Dubin Alberto Aguilera, 23 - 28015 Madrid Tel. +34 91 542 28 00 Ext. 2852 <a href="mailto:adubin@icade.comillas.edu">adubin@icade.comillas.edu</a>
<b>Coordinator</b>	Ms. Julia Meijide Latorre Alberto Aguilera, 23 - 28015 Madrid Tel. +34 91 542 28 00 Ext. 2220 <a href="mailto:jmeijide@comillas.edu">jmeijide@comillas.edu</a> (cc: <a href="mailto:internacional.der@comillas.edu">internacional.der@comillas.edu</a> )
<b>Instruction Language and Language Requirements</b>	100% English Sufficient knowledge of English, in particular as applied to legal studies C1 or TOEFL IBT 90. Accreditation can be verified by the submission of documentation justifying the required level, either through having passed an ad hoc exam or through a personal interview.
<b>Orientation Dates</b>	General orientation for international students: End of August 2023 (TBD) MIEBL orientation: September 2, 2023 // Beginning of classes: September 3, 2023
<b>Semester Dates</b>	Fall semester: September to December 2024 // Spring Semester: January to April, 2025 Easter break: 12 April – 21 April General academic calendar (TBD)
<b>Exam Dates</b>	Throughout the duration of the Program; upon completion of a subject.
<b>Health Insurance Requirements. Info</b>	Students from the European Union and the European Economic Space (Norway, Iceland and Liechtenstein) and Switzerland must bring their European Health Card with them. Students from non-European Union countries must have an insurance policy, which covers sickness, hospitalization and accidents for the entire period of stay at the Universidad Pontificia Comillas.
<b>Visa Information</b>	Students from non-European Union countries must be in possession of a visa before arriving in Spain ( <b>for stays exceeding 90 days</b> ). Non-EU students will receive an acceptance letter to apply for the student visa. They must apply for it personally at the Spanish Consulate or Embassy <u>in their home country</u> . Students are responsible for ascertaining the required documentation at each embassy or consulate necessary in order to receive the visa. More information: <a href="http://www.exteriores.gob.es">www.exteriores.gob.es</a> <a href="https://www.exteriores.gob.es/es/ServiciosAlCiudadano/Paginas/Servicios-consulares.aspx">https://www.exteriores.gob.es/es/ServiciosAlCiudadano/Paginas/Servicios-consulares.aspx</a> <b>Full year applicants:</b> In general terms, applicants of legal age who apply for a visa for a stay of more than 180 days must submit the original and a copy of their criminal background check(s) issued by their country or countries of residence in the past five years and. The background check must be issued within the five months preceding the submission of the visa application. It must be authenticated with the Hague Apostille and translated to Spanish. The applicant must submit a notarized copy of the original document (some consultates may require also an official translation by an <a href="#">official sworn translator</a> duly authorized or registered in Spain, by any Diplomatic or Consular Representation of the Spanish State in the country of the applicant or, possibly, of the country of origin of the document). <b>Background checks and apostilles can take a long time to process (months),, so please make sure to start right away in order to have it ready for the visa appointment. Failure to do so could lead to delays in getting the visa and arriving into Spain in time for classes.</b> <b>Please note that these are general guidelines and that student should check the website of the Spanish consulate in their jurisdiction in order to get up to date information about visa requirements.</b>
<b>Estimated cost of living per month</b>	Click <a href="#">here</a>
<b>Admission requirement for degree seeking students</b>	Admission to the Master is open to those candidates who comply with the following profile: <ol style="list-style-type: none"> <li>1. Have a degree or equivalent certificate, in which the student has completed 180 credits involving subjects of a legal nature; or students from partner Universities who are enrolled in their second or third year of a Juris Doctor (JD) program in United States University;</li> <li>2. Have an academic record with a Grade Point Average (7.0/10) or above in the Degree or equivalent studies, unless due to motivation and track record, admission is considered to be advisable;</li> </ol>

<p style="background-color: #800000; color: white; padding: 5px;"><b>Students coming from partner Universities: nomination</b></p>	<p>3. Hold sufficient knowledge of English (C1, TOEFL IBT 90), in particular as applied to legal questions. Accreditation can be verified by the submittal of documentation justifying the required level, either through having passed an ad hoc exam or through a personal interview.</p>
	<p>The home University must nominate their students by sending an email to <a href="mailto:internacional.der@comillas.edu">internacional.der@comillas.edu</a></p> <ul style="list-style-type: none"> <li>• Name and Surname</li> <li>• Passport number or ID</li> <li>• Email address</li> </ul> <p><b>Deadline for nomination: 15th March</b></p>
<p style="background-color: #800000; color: white; padding: 5px;"><b>Application procedure, enrolment and deadlines for FULL YEAR STUDENTS - DEGREE SEEKING STUDENTS</b></p>	<p><b>Online Application open from 15th November.</b> (Click on “Application for admission”)</p> <p>Documents to be submitted (uploaded) via the online admissions portal before <b>April 30:</b></p> <ol style="list-style-type: none"> <li>1. Application form signed (soft copy)</li> <li>2. Copy of the degree certificate (Bachelor)</li> <li>3. Copy of the full transcript, with number of credits and workload hours (Bachelor)</li> <li>4. Photocopy of Passport.</li> <li>5. English language certificate, except for English native speakers.</li> <li>6. Curriculum Vitae.</li> <li>7. A personal written document stating the reasons why the applicant wishes to commence or continue postgraduate studies at this University and in this program.</li> <li>8. Certificate showing the level of studies (<a href="#">see template</a>) (except for students with degrees issued within the European Higher Education Area or in the US).</li> </ol>
	<p>Documents to be received by certified mail (hard copies, physical documents) before <b>15 June.</b></p> <ol style="list-style-type: none"> <li>1. Original or certified copy of the full transcript of grades (Bachelor), with the number of credits and workload hours.  <u><b>Legalization/Apostille not needed.</b></u></li> <li>2. Original Diploma legalized (preferred) or certified copy of the diploma legalized (Bachelor’s diploma). Foreign degree diplomas must be legalized prior to submission*. The usual mechanisms for legalization are through diplomatic channels (inquire at the Spanish Embassy or Consulate) or, <b>in case of diplomas issued in countries that have subscribed to the Hague Convention, such as the US, by Apostille.</b>  <b>US students:</b> The Office of the <u>Secretary of State of each individual state</u> provides apostille for Public documents issued by US states (such as Bachelor’s diplomas). At the following link you can find some useful information regarding to the Apostille process:  <a href="https://www.hcch.net/en/states/authorities/details3/?aid=353">https://www.hcch.net/en/states/authorities/details3/?aid=353</a>            Federal documents, such as FBI certificates, are apostilled by the Department of State of the U.S. Government. Expedited services are available in the U.S. at state and federal levels for document legalization.  <b>*No type of legalisation is required for documents issued in European Union Member States, signatories of the European Economic Area Agreement and Switzerland, stemming from a bilateral agreement with the European Union. Students from these countries must submit a certified copy instead.</b></li> </ol> <p>Mail both documents to:            Universidad Pontificia Comillas International Relations Office            Facultad de Derecho / Faculty of Law            Julia Meijide Latorre            Decanato / Dean’s Office (2nd floor)            C/Alberto Aguilera, 23 28015 –            Madrid (Spain)</p> <p>Please send the tracking number to <a href="mailto:internacional.der@comillas.edu">internacional.der@comillas.edu</a>;</p> <p><b><u>Incomplete applications at the time of the application deadline will not be processed.</u></b></p> <p>For definitive admission to the program, the documents which have not been issued in Spanish or English must have an <b>official translation to Spanish attached</b>. This translation must be made by an <a href="#">official sworn translator</a> duly authorized or registered in Spain, by any Diplomatic or Consular Representation of the Spanish State in the country of the applicant or, possibly, of the country of origin of the document. Note that an oficial sworn translator (by the Government of Spain) is not the same as a “legal translator” or a “certified translator.”</p>

	<p>The letter of acceptance in order to apply for the visa at the Spanish consulate will be sent to the sending University within approximately two weeks after receiving the completed application package. Please bear in mind that obtaining a visa can take 2-3 months (consult with Spanish Consulate).</p> <p><b>Also, please note that if you plan to enter Europe through a European country other than Spain, you should first check with the Spanish Consulate about issues that may arise later with accrediting your entry into Spain.</b></p> <p>Once the student is accepted, and the enrollment period is open, Comillas will send instructions to do the <u>enrollment</u>.</p> <p><b>Deadline for enrollment: 10 July</b></p>
<b>Transcript of grades</b>	<p>If you are nominated by a partner University under a double degree agreement, a transcript of credits will be sent directly to your University upon completion of the Program.</p> <p>If you are not nominated by a partner University, or wish an official transcript for you, here is the <a href="#">link</a> to request one.</p>
<b>Diploma DEGREE SEEKING STUDENTS</b>	<p>How to <a href="#">request</a> the Diploma</p> <p>How to collect the diploma. <a href="#">See information.</a></p> <ol style="list-style-type: none"> <li>1. By the requesting party in person</li> <li>2. By person authorized by power of attorney (“poder notarial”).</li> <li>3. It can be sent to the government delegation or sub-delegation, higher education inspection department or consular office nearest to your current place of residence.</li> </ol>
<b>Spanish language courses (free)</b>	<p>To help our incoming students improve their knowledge of the Spanish language, during the semester, the Modern Languages Institute at our University offers the course “Spanish for exchange students”, worth 6 ECTS. This course is free and <b>optional</b>. <b>Please note that this course will not appear in the transcript of records because it is not included in the MIEBL program.</b></p> <p>Levels: A1, A2, B1, B2 and C1.</p> <p>Level test: students interested on this course must take a level test. They will receive an email in July with instructions on how to take the test online. Those that do not take the test on time are not guaranteed a place. <b>However, students who are willing to take it must be committed to attending at least 80% of the sessions.</b></p>
<b>Attendance policy</b>	<p>Students must attend to classes from the beginning. Attendance is compulsory. Continuous assessment.</p>
<b>Corporate email address</b>	<p>Students will be given a Comillas email address. All messages and communications sent to students from the University will be done <b>only</b> through the Comillas email address. Please check your University-issued “student code”@alu.comillas.edu e-mail regularly for updates and information.</p> <p><a href="#">Forward to another email account.</a></p>
<b>Housing</b>	<p>The Universidad Pontificia Comillas does not offer on-campus or off-campus <a href="#">accommodation</a>, but the following links provide useful information:</p> <p><a href="#">MyCampus</a></p> <p><a href="#">Aluni.Net</a></p> <p><a href="#">MadridEasy</a> (discount code COMILLAS50)</p> <p><a href="#">Lodgering</a></p> <p><a href="#">Spotahome</a></p>
<b>Insurance</b>	<p>Spanish insurance companies:</p> <p>Students may be able to use their home insurance if it has global coverage. However, this determination is made by the Embassy, and as such students should check before buying an insurance plan. If you are required to buy Spanish insurance, some of the companies that have been used by students <a href="#">here</a>.</p>
<b>Services for Students</b>	<p><a href="#">Student Services</a> / <a href="#">Video about student life on campus</a></p> <p>Pastoral Services - Cultural Activities - Solidarity and Development Cooperation -Sports- Psychological Attention Service- Social Work Unit (Special Needs) - Office for Internships and Employment – Institute of Modern Languages – Laboratories - Cafeterias and Dining Rooms - Bookshops, Printing and Photocopying Facilities.</p>
<b>Useful information</b>	<p><a href="#">Useful information about immigration process (NIE/TIE)</a></p> <p><a href="#">How to arrive</a></p> <p><a href="#">International Students Guide</a></p>

**CHECK LIST FOR SUBMITTING DOCUMENTS** (degree-seeking students)

Digital copies to be submitted (uploaded) via the online admissions portal before April 30:

Application form <u>signed</u>	
Copy of the degree certificate (Bachelor)	
Copy of the full transcript, with number of credits and workload hours (Bachelor)	
Photocopy of Passport.	
English language certificate, except for English native speakers.	
Curriculum Vitae	
A personal written document stating the reasons why the applicant wishes to commence or continue postgraduate studies at this University and in this program	
Certificate showing the level of studies ( <a href="#">see template</a> ) <b>(except for students with degrees issued within the European Higher Education Area or in the US).</b>	

Hard copies to be received by certified post before 15 June:

Original or certified copy of the full transcript of grades (Bachelor), with the number of credits and workload hours.	
Original or certified copy of the degree certificate (Bachelor). (please see: <i>Application procedure, enrolment and deadlines for FULL YEAR STUDENTS -DEGREE SEEKING STUDENTS</i> , step 2)	

All documents must be accompanied by the official Spanish translation, provided they are issued in another language other than English or Spanish.

**PARTNERS IN THE CONCURRENT PROGRAM CAN ALSO SEND STUDENTS FOR FALL/SPRING SEMESTER AS**

**NON-DEGREE SEEKING STUDENTS**

<b>Students coming from partner Universities: nomination</b>	<p>The home University must nominate their students by sending an email to <a href="mailto:internacional.der@comillas.edu">internacional.der@comillas.edu</a></p> <ul style="list-style-type: none"> <li>• Name and Surname</li> <li>• Passport number or ID</li> <li>• Email address</li> <li>• Program. Please indicate one of these options: <ul style="list-style-type: none"> <li>○ Fall Semester exchange; MIEBL Non-degree seeking</li> <li>○ Spring Semester exchange; MIEBL Non-degree seeking</li> </ul> </li> </ul> <p><b>Deadline for nomination for Fall and Spring semesters of the following academic year (2024-2025): 15 March 2024</b></p>
<b>Application procedure and deadline for FULL YEAR or SEMESTER STUDENTS NON -DEGREE SEEKING STUDENTS</b>	<p>Nominated students will receive an email with instructions on how to apply, as well as their username and password. The application is organized in 3 steps or phases:</p> <ol style="list-style-type: none"> <li>1. Phase I. Application. See deadlines at the end. Fill out the online application and upload a passport-sized digital photo (JPG format) and a copy of your valid passport or ID (PDF format). FROM THIS MOMENT, ALL THE COMMUNICATION WILL BE SENT TO YOUR COMILLAS EMAIL ADDRESS: "student code"@alu.comillas.edu. PLEASE CONSULT IT PERIODICALLY. Once Phase I has been completed Comillas University will confirm the admission to the student by e-mail and will send additional information about Orientation Days, Spanish courses, etc. Non-EU students will receive an <b>acceptance letter</b> to apply for the <b>student visa (for stays exceeding 90 days)</b>. They must apply for it <b>personally at the <a href="#">Spanish Consulate or Embassy</a> in their home country.</b></li> <li>2. Phase II. See deadlines at the end. You will receive an email with instruction on how to register in the courses at the end of June (Fall semester) or November (Spring Semester)</li> <li>3. Phase III. See deadlines at the end. <ul style="list-style-type: none"> <li>• Once you have an address in Spain, fill it in. Once you enroll, you will be able to change your address on your intranet, in the section called "Mis datos de contacto".</li> <li>• Upload a copy of the health insurance policy or European health insurance card to the website. Please bear in mind that you will not be able to enroll if you do not have uploaded your health insurance with coverage in Spain during your stay.</li> </ul> </li> <li>4. Enrollment in courses. See deadlines at the end. <b>Note:</b> No minimum of ECTS is required for MIEBL Non-Degree Seeking Students. You must check this with your home university. Non-degree seeking students are not eligible to enroll in the 6 ECTS <i>Master's Thesis</i>.</li> </ol> <p><b>IMPORTANT DATES:</b></p> <p>Fall semester students:</p> <ul style="list-style-type: none"> <li>• Phase I. Application. Until <u>30 June 2024</u></li> <li>• Phase II. Course selection. From 1 to 15 July</li> <li>• Phase III. Until 1 September</li> <li>• Enrollment. From 1 to 15 July.</li> </ul> <p>Spring semester:</p> <ul style="list-style-type: none"> <li>• Phase I. Application. Until <u>3 November 2024</u></li> <li>• Phase II. Course selection. From 1 to 17 December.</li> <li>• Phase III. Until 17 December</li> <li>• Enrollment. From 1 to 17 December</li> </ul>
<b>Spanish language courses (free)</b>	<p>"Spanish for exchange students", 6 ECTS distributed throughout the term. This course is free and optional. Levels: A1, A2, B1, B2 and C1. Students must take a level test. They will receive an email in July or December with instructions. Those that do not take the test on time are not guaranteed a place. If a student needs credits for this course, he/she must include it in the enrolment sheet.</p>
<b>Transcript</b>	<p>The <a href="#">official transcript</a> of grades will be sent to the partner University free of charge.</p>
<b>Useful info</b>	<p><a href="#">International Students Guide</a></p>