

## International Exchange Fact Sheet/ Academic Year 2024/2025



### International Relations Service

Mailing address:	Contact:	Website
<p>Universidad Pontificia Comillas International Relations Service C/ Alberto Aguilera 32 28015, Madrid, España Tel. +34 91 542 2800</p>	<p><b>Contact:</b></p> <ul style="list-style-type: none"> <li>- Arturo Varona, <b>Director of International Service and Director for International Courses:</b> <a href="mailto:avarona@comillas.edu">avarona@comillas.edu</a></li> <li>- Marta Albacete, <b>International Projects, Bilateral Agreements:</b> <a href="mailto:albacete@comillas.edu">albacete@comillas.edu</a></li> <li>- Carmen González, <b>Mobility Coordinator (Erasmus and Bilateral exchanges), Erasmus Agreements:</b> <a href="mailto:cgonzalez@comillas.edu">cgonzalez@comillas.edu</a></li> <li>- Raquel Roncero, <b>Erasmus Placements, Staff Training and Teaching Mobility, Social Networks:</b> <a href="mailto:rroscero@comillas.edu">rroscero@comillas.edu</a></li> <li>- Aránzazu Castellanos Herraiz, <b>Global Initiatives:</b> <a href="mailto:acastellanos@comillas.edu">acastellanos@comillas.edu</a></li> <li>- Xinyi Ying, <b>Summer courses and Global Courses:</b> <a href="mailto:yxinyi@comillas.edu">yxinyi@comillas.edu</a></li> <li>- Pablo Carbajosa, <b>Cultural Activities:</b> <a href="mailto:pcarbajosa@comillas.edu">pcarbajosa@comillas.edu</a></li> </ul>	<p><a href="https://www.comillas.edu/en/international-relations-service">https://www.comillas.edu/en/international-relations-service</a></p> <p>Erasmus Code: E MADRID02</p> <p>OID: E10209186</p>

### Important Information 2024/2025

<p><b><u>Exchange Nomination Deadline</u></b></p> <p>Fall Semester: May 1<sup>st</sup>, 2024 (non-European Union students) June 1<sup>st</sup>, 2024 (Erasmus students)</p> <p>Spring Semester: October 1<sup>st</sup>, 2024 (non-European Union students) November 1<sup>st</sup>, 2024 (Erasmus students)</p> <p>Nominations must be submitted filling in the “Nomination Form”.The form will be sent to the partners at the end of January.. Each nominated student will receive an e-mail with the username and password required to fill in the on-line application as well as detailed information regarding Orientation days, Application deadlines, etc. Once the academic offer is available, each student will receive a second e-mail in order to complete the application process with the course selection.</p>	<p><b><u>Visa</u></b></p> <p><b>Students from non-European Union countries</b> must be in possession of a visa before arriving in Spain. <b>More information:</b></p> <p><a href="https://www.exteriores.gob.es/en/ServiciosAlCiudadano/Paginas/Servicios-consulares.aspx">https://www.exteriores.gob.es/en/ServiciosAlCiudadano/Paginas/Servicios-consulares.aspx</a></p>
<p><b><u>Academic Semester Calendar</u></b></p> <p><b><u>Class periods:</u></b></p> <p>Fall 2 Sept. to 5 December, 2024 Spring 13 Jan. to 25 April, 2025</p>	<p><b><u>Exams:</u></b></p> <p>There will be an exam period at the end of each academic semester as well as an extra exam session for re-sitting exams in June. (See academic calendar)</p> <p><b>NOTE: Students should wait for the definitive exam schedule to be available prior to making any travel arrangements for the end of the semester.</b></p>
<p><b><u>Orientation Sessions</u></b></p> <p>General Orientation: <a href="http://sri-comillas.edu">SRI - International Student Orientation (comillas.edu)</a></p> <p>Further information regarding Welcome Week and Orientation Sessions in each Faculty or School will be sent to the students by e-mail.</p>	<p><b><u>Level Test in Spanish</u></b></p> <p>Students interested in enrolling in the course “Spanish for International Students” must take an online level test. The link to access the test will be sent by e-mail to each student.</p>

### Student Services

**Accommodations:** The following companies collaborate with Universidad Pontificia Comillas to provide all services associated with accommodations:

<ul style="list-style-type: none"> <li>▪ Lodgerin <a href="http://www.lodgerin.com">www.lodgerin.com</a> E-mail: <a href="mailto:info@lodgerin.com">info@lodgerin.com</a></li> </ul>	<ul style="list-style-type: none"> <li>▪ Aluni.Net <a href="https://www.aluni.net/es/">https://www.aluni.net/es/</a> E-mail: <a href="mailto:instituciones@aluni.net">instituciones@aluni.net</a></li> </ul>	<ul style="list-style-type: none"> <li>▪ MadridEasy <a href="http://www.madrideasy.com">www.madrideasy.com</a> E-mail: <a href="mailto:info@madrideasy.com">info@madrideasy.com</a></li> </ul>	<ul style="list-style-type: none"> <li>▪ Erasmusplay <a href="https://erasmusplay.com/es/">https://erasmusplay.com/es/</a> E-mail: <a href="mailto:communication@erasmus.play.com">communication@erasmus.play.com</a></li> </ul>
<ul style="list-style-type: none"> <li>▪ Innfamily.com <a href="http://www.innfamily.com">www.innfamily.com</a> E-mail: <a href="mailto:info@innfamily.com">info@innfamily.com</a></li> </ul>	<ul style="list-style-type: none"> <li>▪ MICAMPUS Living <a href="https://micampusresidencias.com">https://micampusresidencias.com</a> E-mail: <a href="mailto:oa@micampusliving.com">oa@micampusliving.com</a></li> </ul>	<ul style="list-style-type: none"> <li>▪ Spotahome <a href="http://www.spotahome.com">www.spotahome.com</a> E-mail: <a href="mailto:mariaordovas@spotahome.com">mariaordovas@spotahome.com</a></li> </ul>	

**Library:** The Universidad Pontificia Comillas has an extensive Library System, with the Main Library on the Cantoblanco Campus and a second Reference Library downtown, which provides a wide selection of bibliographical material and documents to cover its teaching, study and research needs.

**Pastoral Services - Art - Solidarity and Development Cooperation – Sports - Psychological Attention Service - Social Work - Internships and Employment - Institute of Modern Languages – Laboratories - Cafeterias and Dining Rooms - Bookshops, Printing and Photocopying Facilities.**

## 24 Hour Emergency Telephone

The University has a 24-hour Emergency Telephone that provides personalized attention to international students in case of emergency. Once international students receive their password, they can download the emergency card from: [SRI - International Student Orientation \(comillas.edu\)](http://SRI - International Student Orientation (comillas.edu))

## Health Care and Insurance

**Students from the European Union** and the European Economic Space (Norway, Iceland and Liechtenstein, as well as Switzerland), must bring their European Health Card with them (information on: [European Health Insurance Card - Employment, Social Affairs & Inclusion - European Commission \(europa.eu\)](http://European Health Insurance Card - Employment, Social Affairs & Inclusion - European Commission (europa.eu)))

**Students from non-European Union countries:** It is mandatory for international students who are not covered by the Spanish Social Security National Health Care System to bring an insurance policy from their home country, which covers illness, hospitalization, accidents, civil liability, and repatriation for the entire length of time to be spent at the University.

Comillas Pontifical University has signed agreements with the following insurance brokerage companies. COMILLAS and the insurers have no contractual relationship and COMILLAS will not be held responsible for the services provided by each insurer to students who take out insurance from the entity. Those interested in the services offered by these insurers will be linked to it, and must formalise, where appropriate, the corresponding documents directly with each entity:

- Exclusive Agent ADESLAS  
Contact person: Armando Falkenhagen  
Mobile and WhatsApp Business: +34 644049119  
Emails: [FalkenhagenA@agente.segurcaixaadeslas.es](mailto:FalkenhagenA@agente.segurcaixaadeslas.es); [Miseguro.en.espana@gmail.com](mailto:Miseguro.en.espana@gmail.com)
- Nueva Mutua Sanitaria  
Contact Person: María Sanjuanbenito  
Mobile and Whatsapp: +34 679948938  
Emails: [estudiantesinternacionales@nuevamuwasanitaria.es](mailto:estudiantesinternacionales@nuevamuwasanitaria.es); [contratacion@nuevamuwasanitaria.es](mailto:contratacion@nuevamuwasanitaria.es); [msanjuanbenito@nuevamuwasanitaria.es](mailto:msanjuanbenito@nuevamuwasanitaria.es)  
<https://www.nuevamuwasanitaria.es/universidad-comillas/>
- SWISSCARE INTERNATIONAL INSURANCE. Enjoy exclusive discounts for being a COMILLAS student.  
For more information, click on the following link:  
<https://forms.swisscare.com/#/isies/?group=3066>

## Living in Madrid

**Madrid**, the capital of Spain, is a cosmopolitan city with more than four million inhabitants. It is the site of Spanish government and is the most important financial and cultural center in the country. The cultural, leisure and sports offering is rich and varied. It has countless theaters and museums, such as the Museo del Prado, the Thyssen-Bornemisza Museum and the Queen Sofia Center for the Arts (<https://www.turismomadrid.es/en/>).

**Arrival in Madrid:** The Adolfo Suárez Madrid-Barajas Airport is located some 14 kms away. There is access to the city by bus, metro or taxi.

**Transportation Network:** The “Metro” is the quickest way to reach any part of the city (<https://www.metromadrid.es/en/>), although Madrid also has a wide network of buses (<https://www.emtmadrid.es/Home>).

**Climate:** Madrid has a continental Mediterranean climate. Winters are cold, with temperatures below 6° C, frost at night and occasional snow. Summers are hot with average temperatures around 24°C in July and August, with highs that sometimes exceed 35°C.

## International Departmental Coordinators

*For information about courses and course descriptions you may contact the Coordinators in the following Schools and Faculties:*

<p><b>FACULTY OF THEOLOGY</b>  <a href="http://www.teologia.comillas.edu/en/">http://www.teologia.comillas.edu/en/</a>  <i>Cantoblanco Campus</i>  <b>Ms. Marta García Fernández</b>            E-mail: <a href="mailto:mgafernandez@comillas.edu">mgafernandez@comillas.edu</a>            Universidad Comillas, 3. 28049 Cantoblanco, Madrid            Tel: (+34) 91 734 39 50</p>	<p><b>FACULTY OF HUMANITIES AND SOCIAL SCIENCES</b>  <i>(Philosophy, Psychology, Education, Social Work, Translation and Interpreting, International Relations)</i>  <a href="http://www.chs.comillas.edu/en/international/incoming-student/exchange-comillas-chs">http://www.chs.comillas.edu/en/international/incoming-student/exchange-comillas-chs</a>  <i>Cantoblanco Campus</i>  <b>Ms. Patricia Vázquez</b>            E-mail: <a href="mailto:pvazquez@comillas.edu">pvazquez@comillas.edu</a>            Universidad Comillas, 3. 28049 Cantoblanco, Madrid            Tel: (+34) 91 734 39 50</p>
<p><b>SCHOOL OF ENGINEERING (ICAI)</b>  <a href="http://www.icaicomillas.edu/en/">http://www.icaicomillas.edu/en/</a>  <i>Alberto Aguilera Campus</i>  <b>Mr. Alberto Zanmatti</b>            E-mail: <a href="mailto:azanmatti@comillas.edu">azanmatti@comillas.edu</a>            Alberto Aguilera 25. 28015, Madrid            Tel: (+34) 91 542 28 00</p>	<p><b>FACULTY OF ECONOMIC SCIENCES AND BUSINESS ADMINISTRATION</b>  <a href="http://www.icaide.upcomillas.es/en/prospective-exchange-students-ccee">http://www.icaide.upcomillas.es/en/prospective-exchange-students-ccee</a>  <i>Alberto Aguilera Campus</i>  <b>Mr. Jorge Calvo (Incoming)</b>            E-mail: <a href="mailto:jcalvo@comillas.edu">jcalvo@comillas.edu</a>  <b>Ms. Patricia Hurtado (Outgoing)</b>            E-mail: <a href="mailto:phurtado@comillas.edu">phurtado@comillas.edu</a>            Alberto Aguilera 23. 28015, Madrid            Tel: (+34) 91 540 61 75</p>
<p><b>FACULTY OF LAW</b>  <a href="https://www.comillas.edu/internacional-icade-derecho">https://www.comillas.edu/internacional-icade-derecho</a>  <i>Alberto Aguilera Campus</i>  <b>Ms. Esther de Santos</b>            E-mail: <a href="mailto:internacional.der@comillas.edu">internacional.der@comillas.edu</a>            Alberto Aguilera 23. 28015, Madrid            Tel: (+34) 91 542 28 00</p>	<p><b>“SAN JUAN DE DIOS” SCHOOL OF NURSING AND PHYSICAL THERAPY</b>  <a href="http://www.euef.comillas.edu/en">http://www.euef.comillas.edu/en</a>  <b>Ms. Isabel Baeza</b>            E-mail: <a href="mailto:ibaeza@comillas.edu">ibaeza@comillas.edu</a>  <b>Campus CC de la Salud San Juan de Dios</b>            Avda. San Juan de Dios, 1 - 28350 Ciempozuelos (Madrid)            Tel.: (+34) 918 933 769 - (+34) 600 478 489 - (+34) 607 154 697  <b>Campus CC de la Salud San Rafael</b>            Pº de la Habana, 70 Bis - 28016 Madrid</p>
<p><b>CENTRO DE ENSEÑANZA SUPERIOR ALBERTA GIMÉNEZ - CESAG</b>  <a href="http://www.cesag.org">www.cesag.org</a>  <i>Palma de Mallorca Campus</i>  <b>Ms. Loreto Gútiéz</b>            E-mail: <a href="mailto:lgutiez@cesag.org">lgutiez@cesag.org</a>            Costa de Saragossa, 16 - 07013 Palma de Mallorca. Baleares.            España            Tel. (+34) 971 792 81</p>	<p><b>INEA</b>  <a href="http://www.inea.org">www.inea.org</a>  <i>Valladolid Campus</i>  <b>Mr. Rubén Rodrigo Fernández</b>            E-mail: <a href="mailto:info@inea.edu.es">info@inea.edu.es</a>; <a href="mailto:ruben.rodrigo@inea.edu.es">ruben.rodrigo@inea.edu.es</a>            Cº Viejo de Simancas Km 4,5            47008 Valladolid. España</p>