

# Moving to Madrid Webinar



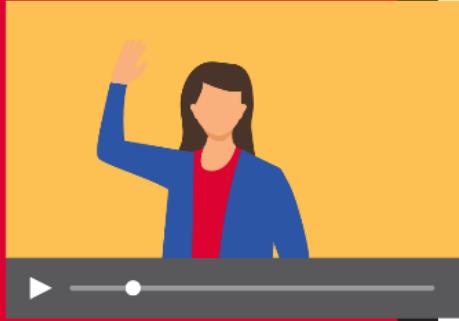
**COMILLAS**

UNIVERSIDAD PONTIFICIA

ICAI

ICADE

CIHS



**citylife**  
madrid

# We **love** living in **Madrid** and we want you to love it too!



Sort out all the essentials **BEFORE**  
getting on the plane



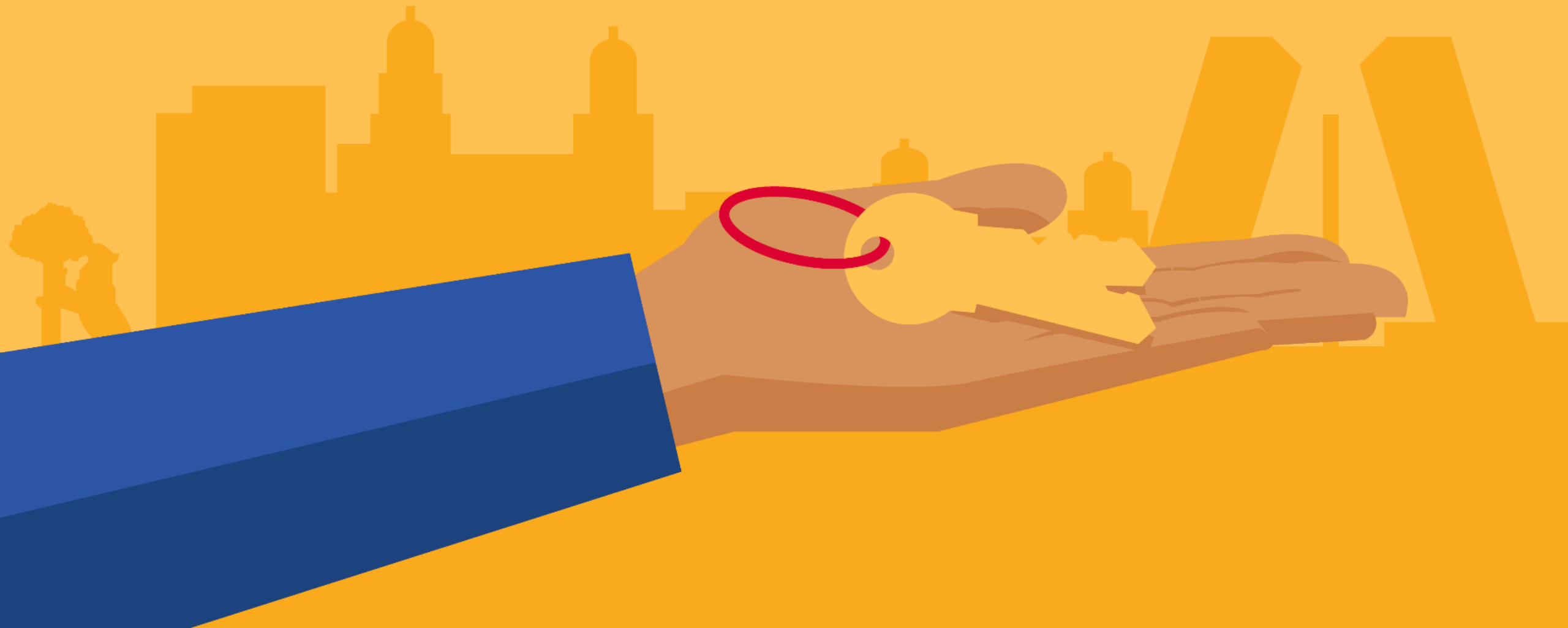
Settle in **UPON** your arrival in  
Madrid & let the adventure begin

# Sort out the Essentials before Getting on the Plane!



- Finding your Home in Madrid
- Order your Monthly Transport Card in Advance
- Understanding the Spanish Healthcare System & Choosing the Right Health Insurance
- Getting Connected - Spanish SIM Card & Internet
- Setting up a Spanish Bank Account & Money Transfer Options
- Understanding Visa & Required Legal Procedures Upon your Arrival

# Find your New Home in Madrid



# Find your New Home in Madrid

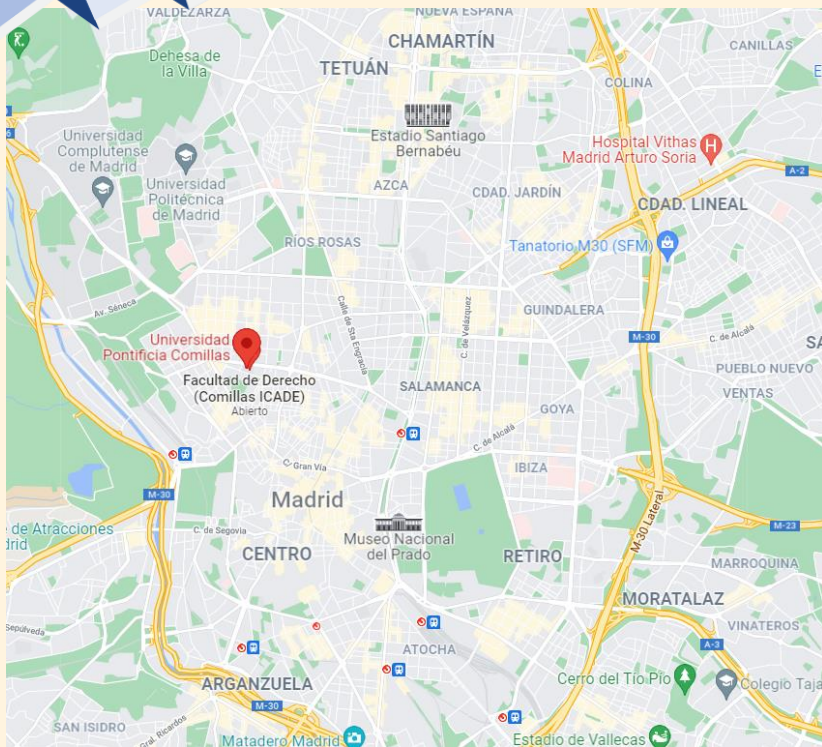
Let us guide you!



- What neighbourhood is right for me?
- What types of housing are there and which should I choose?
- How do I find the perfect place to stay?
- Which agencies, residencies and online platforms are the most trustworthy?
- Any other topics that I should be aware of before reserving a flat/room?
- What should I focus on when it comes to the contract, avoiding potential problems and scams?

# Where is Universidad

# Pontificia de Comillas **located?**



## Campus Alberto Aguilera

### Zona: A

### Metro:

- Lines 3, 4 & 6 – Stop Argüelles
- Lines 2 & 4 – Stop San Bernardo

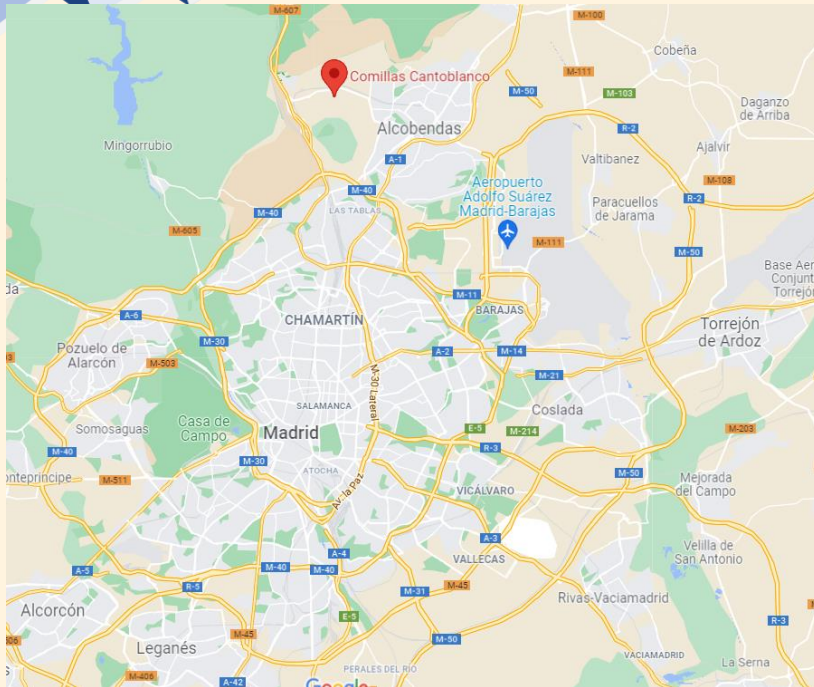
### Urban Buses (EMT):

Lines: 1, 2, 003, 21, 44, 133, C1, N21

[Read more](#)

# Where is Universidad

# Pontificia de Comillas **located?**



## Campus Cantoblanco

**Zona: B1**

**Suburban trains (Cercanías):**

Line C-4 - Stop: Univ. Pontificia de Comillas

**Suburban buses:**

Lines: 827, 827A, 828, 714

[Read more](#)

# Finding the **Neighbourhood** That's Right **for you!**



**How to Plan Your Commute from Home?:** Choosing an apartment that is both centrally located and well connected to the places you need to go is essential. The best way to start this search is to define two essential details:

- 1) Where is your campus located?**
- 2) What are the public transportation options near this location?**



## Madrid's Neighbourhoods

Centro - Sol  
Malasaña  
Chueca

Huertas  
Barrio de las Letras  
Lavapiés  
La Latina

Moncloa  
Argüelles  
Chamberí  
Almagro

Chamartín  
Retiro  
Salamanca

Other  
Non-centric  
Neighbourhoods

[Read more](#)



# Types of Housing!

## Shared Apartments

Probably the most affordable option with an average rent of 500€ per month (without expenses)

- More social atmosphere
- Share the “house work”
- Make friends easily
- Noisier

## Student Residency

Living in a residency is more costly but puts you in contact with many like-minded peers

- Meal plans
- Social atmosphere
- Support system
- More costly
- Strict rules

## Studio Apartments

More expensive than sharing a flat and less availability throughout the city

- Quiet atmosphere
- Independence
- More costly
- Less social connection

## Homestay

Living with a Spanish family will foster cultural exchange but less personal freedom during your time in Madrid

- Secure residence
- Cultural integration
- Strict rules
- Less social connection

# Agencies, Residencies & Popular Online Platforms

## Free Search Platforms

Apartments are uploaded to these platforms by everyone, private owners, people searching for a roommate and agencies. In case of private landlords, negotiations are handled directly between the owner and the one searching.

### What to Expect

- Completely free
- Landlords often don't rent to foreigners short term
- Language barriers
- Offers mostly for complete apartments & studios
- Higher potential for scam

## Housing Agencies & Residencies

Housing agencies are private companies that manage many flats around Madrid. They typically rent individual rooms in shared flats, but some will also have studio apartments or rent entire flats.

### What to Expect

- More expensive
- Trustworthy platforms
- Contract support
- Flat manager for support throughout
- Many roommates
- International atmosphere

## Paid Search Platforms

These search platforms don't own their own flats. They advertise locations that they inspect and trust. These apartments might be owned by private citizens or agencies.

### What to Expect

- Will charge a booking fee
- Potential double fee (platform fees & agency fees)
- Great selection
- Safe platform to avoid scam
- Not possible to visit the flat before
- International atmosphere

# Official Housing Partners of Comillas

Comillas Pontifical University does not have its own housing.

Comillas has established partnership with multiple agencies to help their students find accommodation easier in Madrid. Some of the companies have special discounts for the students of Comillas. Check on their website for more information.

[Read more](#)

spotahome



Lodgerin



# Recommended Agencies, Residencies & Popular Online Platforms!

## Free Search Platforms

Rooms and apartments are uploaded to these platforms by everyone, **private owners, people searching for a roommate and agencies.**

In case of private landlords, negotiations are handled directly between the owner and the one searching.

### What to Expect

- Completely free – no agency fee paid to the platform itself
- Private landlords often don't rent to foreigners short term
- Private landlords might not offer signing a contract – very important for non EU citizens, because without a contract you can't apply for Empadronamiento
- Language barriers – most private landlords don't speak English
- Offers mostly for complete apartments & studios with long term contract (more Higher potential for scam)



fotocasa



roomgo

badi

Housing  
Anywhere

pisos  
.com

piso  
compartido

# Recommended Agencies, Residencies & Popular Online Platforms!

## Rental Agencies Offering Rooms, Studios and Apartments for Students

Housing agencies are private companies that manage many flats around Madrid. They typically rent individual rooms in shared flats, but some will also have studio apartments or rent entire flats. **This is the recommended option when you book before your arrival so that everything is more formal and secure.**

### What to Expect

- More expensive than free platforms or if you rent privately
- Reliable companies when booking from home and without seeing the apartment or room in person.
- Contract support
- Flat manager for support throughout
- Possibility to visit before booking
- Many roommates
- International atmosphere



CHERRY-HOST



DoveVivo



TERRA HOMES

YOUR KEY TO NEW BEGINNINGS



# Recommended Agencies, Residencies & Popular Online Platforms!

## Student Residences Offering Single and Double Rooms

There are many student residence buildings throughout the city that offer a sophisticated style with a modern design to ensure a unique experience abroad. **There is the possibility of renting either a single or double room.**

### What to Expect

- More expensive than renting an apartment in a shared room
- Possibility of hiring meal plans
- Different extras such as study areas, gyms, lounge areas, some even have swimming pools.
- Trusted companies
- Support with the contract
- Possibility to visit before booking
- Many colleagues
- National and international environment



Student  
Experience



node



# Recommended Agencies, Residenciers & Popular Online Platforms!

## Paid Search Platforms

On these platforms you can find apartments offered by agencies or private owners. **All have been inspected by the platform team and guarantee their existence and quality.** The initial reservation is made through the platform.

### What to Expect

- Will charge a booking fee
- Potential double fee (platform fees & agency fees)
- Great selection
- Safe platform to avoid scam
- Not possible to visit the flat before
- International atmosphere

spotahome

20%  
OFF

  
Inlife  
We show. You live.

20%  
OFF

Homelike

The Homelike offers furnished apartments with flexible check-in and check-out dates and all services included.

15%  
OFF

Lodgerin

Service Fee  
Discount  
with the code

CITYLIFEMADRID

10%  
OFF

ROOMLESS

# Download the Citylife free Housing in Madrid welcome guide



Discover where and how you want to live in Madrid:

- What neighbourhood is right for me?
- What types of housing are there and which should I choose?
- How do I find the perfect place to stay?
- Which agencies, residencies and online platforms are the most trustworthy?
- Any other topics that I should be aware of before reserving a flat/room?
- What should I focus on when it comes to the contract, avoiding potential problems and scams?



[Download](#)



# Fill out the Citylife free Housing Request Form for free



Find the perfect new home in Madrid that matches your needs and expectations based on:

- When you will arrive to Madrid
- Your preferred neighbourhood in Madrid
- The type of accommodation your are looking for (shared apartment, studio apartment, student residency, homestay)
- The number of rooms you would like to rent
- Your budget



Fill out now

# Join the Citylife “Madrid Roommates and Flat Search” Facebook group



Connect directly with people looking for roommates and renting rooms in Madrid:

- Check on daily announcements and posts about available rooms/flats in the city
- Meet potential roommates and get to know others moving to the city
- Connect with fellow classmates and search for your accommodation together
- Use the group to learn more about Madrid in general (neighbourhoods, types of flats, avoiding scams etc)
- Avoid agency fees



# Hints & Tips **BEFORE** **Reserving** your Room/Flat

## Interior vs. Exterior Apartments

Some apartments in Madrid have direct access to exterior light while others only have access to interior light (building interior). Room prices between the two vary with exterior light being pricier.

## Internet

Some places will have internet installed included in your monthly expenses. However some flats won't and you will need to set up your own internet, which can be timely and costly.

## Furniture & Appliances

Some places are fully furnished and supplied with all you need, while others are not. Make sure you read all the details of each offer carefully.

## Quiet vs. Active Neighbourhoods

Living in the center can be very exciting, but it does come with a lot of noise. Make sure you're fully prepared to live in an area filled with bars and clubs. Alternatively, areas outside of the center can be very quiet and family oriented with less access to a social atmosphere.

# Understand your Contract, Avoiding Potential Problems & Scams

## What to look for in the contract?

- Am I renting through an agency or private landlord?
- Is there an agency commission?
- How much is the rent? Is it monthly payments or all at once upfront?
- What is a deposit and how much is it? When and how do I get it back?
- Is water, electricity, gas, community fee and internet included?
- Is there a code of conduct?
- Are there visiting hours? A fee for friends to stay?
- Is it furnished and are linens and blankets provided?
- Is there a check-in checklist for potential damages?
- If I leave before the end of contract, what are the penalties?



**Unsure about your contract?**

Before signing your contract get in touch with us to avoid pitfalls & scams.

**+34 656 190 745**

# Transportation in Madrid



# Transportation in Madrid

## Public Transportation

**Metro** – The city's underground system

**EMT** – Urban buses in the city center

**ALSA, Continental, Avanza Group** – Suburban buses outside the city center

**Búhos** – Night buses

**Cercanías & Renfe** – Train services around the Community of Madrid

[More details](#)

## Transportation Alternatives

**City Taxis** – You can find a taxi on the street or order one via the FREE NOW app

**Uber, Cabify, Bolt** – Rideshare providers in Madrid

**BiciMadrid** – Electrical bike sharing system by the city of Madrid

**Lime-S, Bird, GoTo Scooters** – e-Scooters (also known as kick scooters) companies

**eCooltra, Movo** – Motor Scooters companies

[Promo Codes](#)

# Transportation in Madrid



## Multi Transportation Card

**Price:** 2,5€

**Use:** This is a “use as you go” type of card. You can either top it up once you need to take a ride or top up 10 rides in advance

**Where to use it:** Madrid Metro, urban & night buses

**How to get it:** You can get it at any machine at the entry of any metro station

**Documents:** No documents required

**If you lose it:** You have to get a new one for 2,5€



## Personal Transportation Card

**Price:** 4€

**Use:** This card gives you access to your monthly transportation pass - it needs to be topped up once a month

**Where to use it:** You can use it on all of Madrid’s public transportation. You can also use it as a Multi card

**How to get it:** You can order it online (takes up to 15 work days) or by appointment

**Documents:** Passport / ID (EU only) and passport size photo

**If you lose it:** You can request a replacement for 6€

# Transportation in Madrid



## Abono Joven vs. Abono Normal

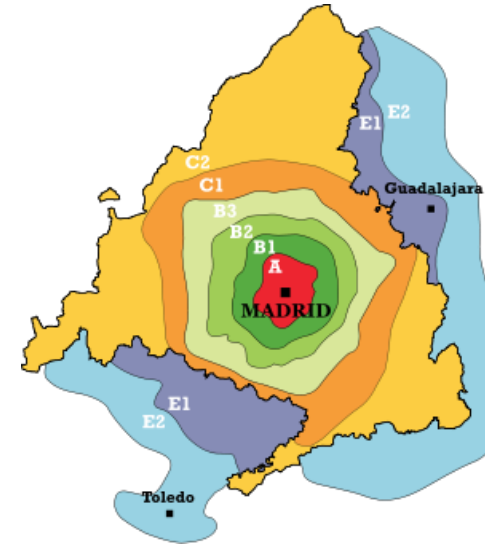
Every 30 days you will need to top up your personal transportation card, which will grant you **unlimited access** to **all public transportation** in the city.

### Abono “Joven”

**Age:** < 26 years  
**Price:** ~~8€~~/~~20€~~\*  
**Zones:** All zones

### Abono “Normal”

**Age:** ≥ 26 years  
**Price:** Starts from ~~21,80€~~/~~54.60€~~\*  
**Zones:** Each zone has a different price



ZONE	A	B1	B2	B3	C1	C2	E1	E2
TRAVEL PASS	A	B1	B2	B3	C1	C2	E1	E2
Ordinary	<del>54,60€</del> 21,80€	<del>63,70€</del> 25,40€	<del>72,00€</del> 28,80€	<del>82,00€</del> 32,80€	<del>82,00€</del> 32,80€	<del>82,00€</del> 32,80€	<del>110,60€</del> 44,20€	<del>131,80€</del> 52,70€
Young	"Abono Joven" - <del>20,00€</del> 8€							
10 trips	<del>12,20€</del> 8,50€	"Combinado" - 18,30€			-			

\*price available from February 1st, 2023 to December 31st, 2023



# How to Order Your Personal Transportation Card



## The process is simple:

- Visit the official **Consortio de Transportes de Madrid website**
- Select the type of card you'd like ("Tarjeta Transporte Público")
- Select your age range
- Fill out the online form (**make sure to indicate the Citylife office address & phone number so we can save it for you**)
- Get all instructions how to fill out there form **here**.
- Submit the required documentation
- Pay the 4€ fee
- Pick it up upon your arrival



Have your monthly transportation card waiting for you in Madrid so all you have to do is pick it up once you arrive.

**Citylife Madrid Office**  
**Calle Gran Vía 33, Floor 8,**  
**Office D**  
**28013 Madrid**

**+34 656 190 745**



Make sure you have ordered your transportation card at least **15 days before arrival**.  
After ordering your card online, please send us a Whatsapp, so we can notify you once it has arrived.

# Healthcare in Spain



# Healthcare in Madrid

- **Types of Insurance**
- **Centros de Salud & Public Hospitals**
- **Private Hospitals & Doctors**
- **Translation Services**
- **Citylife free Healthcare Advice Hotline**



# Healthcare in Madrid

## Types of Healthcare for EU Citizens

### Without private insurance:

- Centros de salud
- Public hospitals



What do I need:

- European Health Insurance Card (EHIC)

### With private health insurance

- Access to private hospitals
- Access to private specialty doctors

What do I need :

- Proof of private health insurance

## Types of Healthcare for Non-EU Citizens

### With private health insurance

- Access to private hospitals
- Access to private specialty doctors

What do I need :

- Proof of private health insurance



If you are moving to Spain for a period of **more than 3 months**, you will need to purchase private health insurance that covers the duration of your stay in Spain.

This is a mandatory requirement for any **visa application** as proof of sufficient coverage must be submitted with the application.

[More details](#)

# ASISA - Official Health Insurance partner of Comillas

**ASISA** is one of the most popular Health Insurance providers within the international student and they offer exclusive prices and conditions for the students of Universidad Pontificia de Comillas.

- Exclusive contract conditions
- No co-payments
- No waiting periods
- With repatriation included
- Meets all the requirements necessary for your visa application in case you need one to enter Spain.
- Comprehensive policy including general practitioner and specialist consultations, diagnostic tests, outpatient surgery, inpatient surgery and general hospitalization.

[More details](#)



# Other Popular **Medical Insurances** for **Spain**

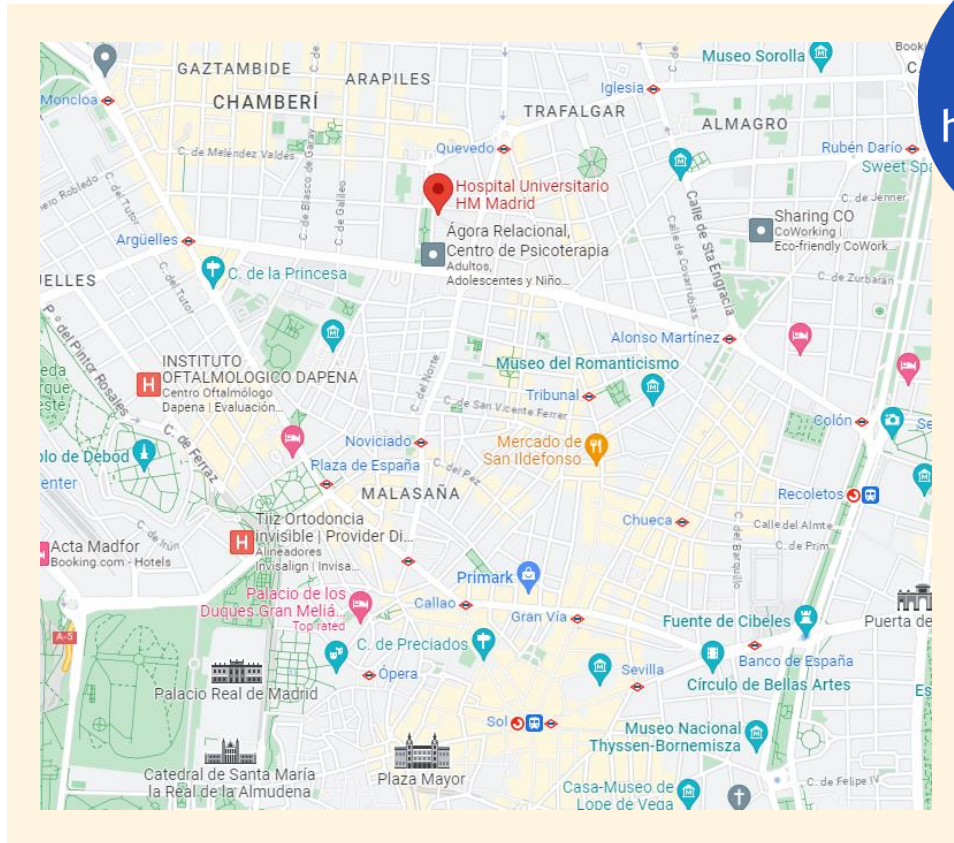
Another very popular health insurance provider in Spain is **Sanitas**. They are specialized in healthcare plans for internationals moving to Spain. Their healthcare plans are amongst the most popular ones out there at the moment.



- No co-payments, no waiting periods, with repatriation.
- Flexible, short term & long term contracts covering every aspect of your stay in Spain and Europe.
- Personal assistance in English or Spanish. Documentation available in many languages to find the best private health insurance plan that matches your needs
- Meets all the requirements necessary for your visa application in case you need one to enter Spain.
- Comprehensive policy including general practitioner and specialist consultations, diagnostic tests, outpatient surgery, inpatient surgery and general hospitalization.
- Full flexibility guarantee: Plans are made to fit your course length and can be extended.
- Prices range from 34€-44€ per month

[Get your Free Quote Today!](#)

# Recommended **Healthcare** **Institutions** for Internationals



## Services Offered



Emergency coverage of all specialties.



24/7 multilingual call center  
(+34) 629 82 34 93



Personalised assistance during the entire period of medical care.



Direct management of your international medical insurance.



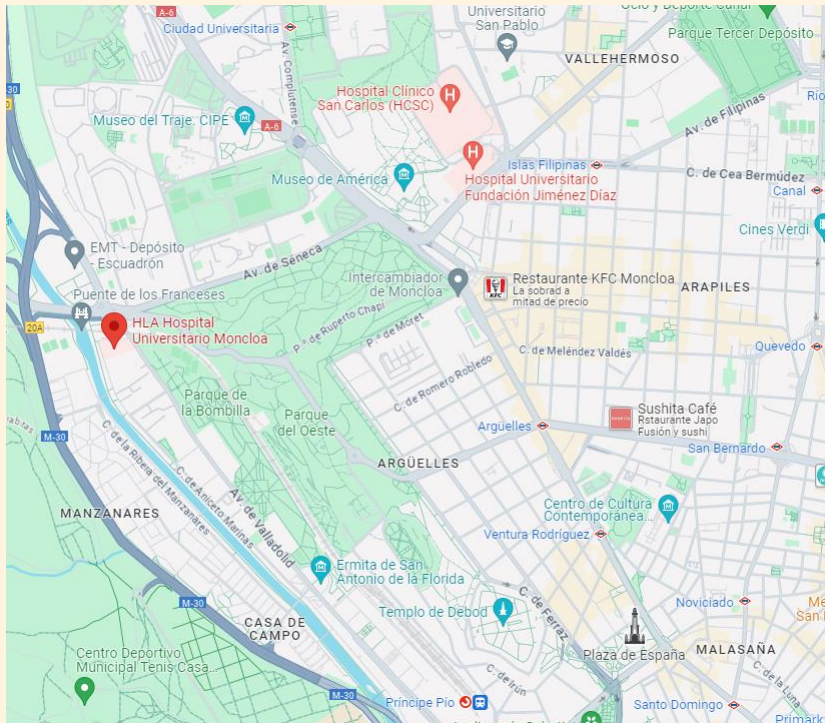
Free interpreter service.



STD Check-up

Explore all their services on the official HM Hospitales website [here](#).

# Recommended **Healthcare** **Institutions** for Internationals



## Medical and Healthcare Services

- Consultations with all types of medical specialties.
- Emergency 24/7/365
- Scheduled dental consultations and treatments
- Hospitalisation in suites
- Diagnostic tests, radiology, laboratory
- STD fast tests
- Gynaecology checkup
- Home doctor visit

## Administration and Logistic Services

- Repatriation
- Ambulance transportation & free taxi to the hospital
- Priority Scheduled treatments
- Telemedicine. Video medical consultations
- Call center 2477 in English. we do healthcare assistance management and international administration
- All insurance accepted. We do the paperwork for you.

Explore all their services on the official HLA Hospitales website [here](#).



# Recommended **Healthcare** **Institutions** for Internationals

Moving abroad is a big step in someone's life. It can add stressors to an already anxious mind, or create stress for those who may not be used to it.

Therapy can be helpful for everyone and Sinews is there to help you in your own language.

Their languages include:

- English
- Spanish
- Portuguese
- Italian
- Hebrew
- German
- Polish



Sinews is licensed to treat the following therapy services:

- Psychology
- Psychiatry
- Speech therapy
- Online therapy
- Coaching
- Nutrition
- Accent reduction

**Explore all their services on the official Sinews website [here](#).**

# Emergency Numbers & Useful Contacts to Save

112

Emergency telephone number in Madrid & Spain for all services

092

Local police number in Madrid, as well as SAMUR ambulances

091

Spanish national police number

HM  
hm hospitales

+34 629 823 493



+34 913 343 369  
(24/7)



Citylife Madrid **Healthcare Advice Hotline:**

The experts of HM Hospitales and the Sinews Multilingual Therapy Institute will provide you with free advice and guidance. Attention is given in English & Spanish.

**+34 656 190 745**

# Getting Connected

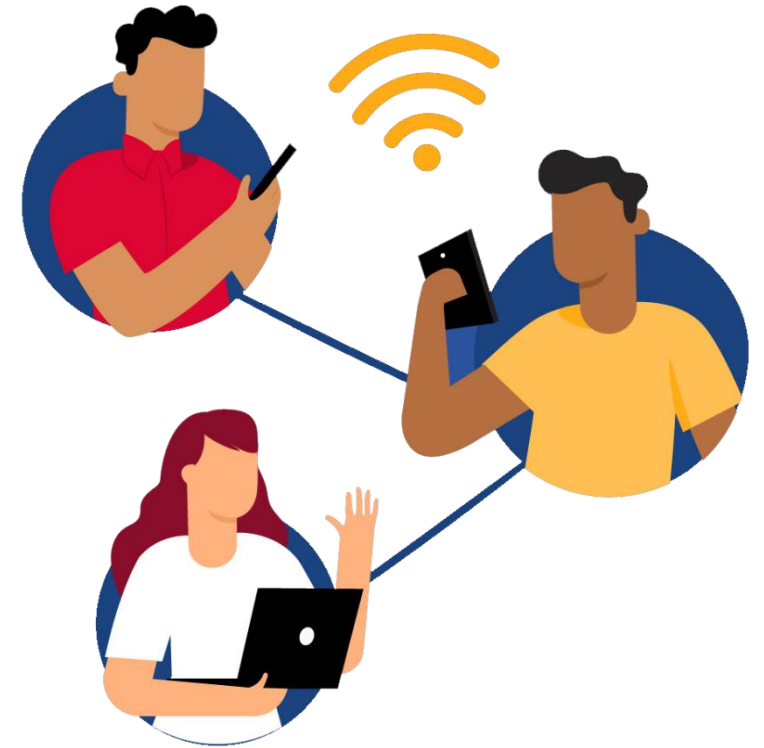


# Getting Connected

## Cell Phone Plans & Internet Services

- Things to keep in mind before choosing a SIM Card for Spain:
  - Do I really need a Spanish SIM card?
  - Reserve your Spanish SIM card now – [click here](#)
  - EU roaming vs Non-EU roaming
  - Is my phone unlocked and how can I unlock it?
  - Using your current phone vs getting a new phone?
- Prepaid SIM Card or contract in Spain – What's best?
- Most popular mobile phone operators in Spain
- Internet providers in Spain

[Read more](#)



# Lycamobile – Best Pay as you Go SIM Card for Spain & Europe

Feel free to reserve your Lycamobile pay as you go SIM card through Citylife Madrid! **We will register and activate your SIM card for free** so all you need to do is pay for the voice/data plan you'd like to use. We will also take the time to explain how everything works. This way you can use your new SIM card confidently during your time in Spain.

## Services include:

- Free Lyca to Lyca calling
- EU roaming
- 4G highspeed connection
- Cheap international and national plans
- Special offers for Latin America
- Data plans up to **99GB**
- Prices ranging between only 5€-20€ per month

**Reserve your SIM now**

Lycamobile		citylife madrid			
	LYCA GLOBE 5	LYCA GLOBE 10	LYCA GLOBE 15	LYCA GLOBE 20	
Price for 28 days	5€	10€	15€	20€	
4G Internet	6 GB	20 GB	50 GB	99 GB	
National Minutes	100 MIN	400 MIN	UNLIMITED		
International Minutes*		400 MIN	1.000 MIN		
Lyca to Lyca Calls	UNLIMITED (Lycamobile to Lycamobile Spain)				
National SMS	100 SMS (Lycamobile to Lycamobile Spain)				
Activation Code	*139*700#	*139*701#	*139*702#	*139*703#	
EU Roaming	INCLUDED				
<small>*Countries included:  <b>Only landlines:</b> Argentina, Andorra, Brazil, Chile, Croatia, Costa Rica, Dominican Republic, Gibraltar, Indonesia, Japan, Morocco, Panama, Paraguay, Peru, Russia, Slovakia, Slovenia, South Africa, Turkey, Uruguay, Venezuela.  <b>Landlines &amp; Mobile:</b> Austria, Australia, Belgium, Bulgaria, Canada, China, Colombia, Cyprus, Czech Republic, Denmark, Finland, France, Germany, Greece, Hong Kong, Hungary, Iceland, India, Ireland, Italy, Israel, Lithuania, Luxembourg, Malaysia, Malta, Mexico, Netherlands, Norway, Poland, Portugal, Puerto Rico, Romania, Singapore, Spain, South Korea, Sweden, Switzerland, Thailand, United Kingdom, USA.</small>					

# Connectivity – Quick and easy eSIM Card for Spain & Europe

Connectivity Mobile's prepaid eSIM card services are a perfect solution for uninterrupted connectivity throughout your time in Spain. They ensures travelers can stay online effortlessly. With hassle-free activation and great prices, travellers can avoid the complexities of language barriers and contract negotiations.

## Services include:

- Unlimited data in Spain (up to 600Gb/month)
- 40Gb roaming in EU and US
- Spanish Phone Number
- Unlimited national Calls to Spanish landline and mobile phones
- Vodafone 5G network
- flexible plans from 1 – 12 months

**Get your eSIM now**

eSIM  
From 20€/month



- 1- Select your plan
- 2- Click on "Pay"
- 3- Enter your details
- 4- In the "Who introduced you to Spain Connect?" select **Citylife**

Duration	1 month	2 months	4 months	6 months	9 months	12 months
Final Price	25€	45€	85€	120€	180€	240€
Internet 4G+ (per month)	Unlimited data in Spain (up to 600Gb/month)					
Roaming (per month)	40Gb roaming in EU and US					
National Calls	Unlimited to landline and mobile phones					
International Calls	Not Available*					
Provider	Vodafone 5G Network					

*\*with this card it's not possible to make international calls via the carrier.  
You can still make online calls using Apps like Facetime, Whatsapp or Viber.*

# Banking in Spain



# Banking in Spain: Understand your Options and Related Costs

Opening a bank account in Spain can make your life a lot easier. You can skip any fees that come with using your foreign card abroad and it gives you a more direct way to access your money. We can help you set up your account quickly and easily

- Things to keep in mind before choosing a Spanish bank:
  - Deciding if you truly need a Spanish bank account
  - Avoiding unnecessary costs associated to your Spanish bank account
  - How to open a bank account in Spain as a non-resident?
  - What documents do you typically need to open a Spanish bank account?
- Best banks in Spain for non-residents & best options for international students & expats
- Traditional banks vs. online / virtual banks
- Bank fees & ATM withdrawals in Spain & Europe
- International money transfers

[Read more](#)





# Banking in Spain: Top picks

## Wise

- Worldwide transfers at low exchange rates
- Free ATM withdrawals of up to 200€/month
- Free debit card with application
- Service in over 10 languages
- International transfers to over 30 countries at real exchange rates (no bank fees)
- No physical location
- Access to local bank details in over 10 currencies
- Open multiple balances for different currencies within one account

[Read more](#)

## Banco Sabadell

- Free transfers within the EU
- Free ATM withdrawals in Spain
- Service in Spanish & English
- Free debit/credit card with application
- Easy & quick process to open an account without NIE/TIE
- Reliable and modern online service
- Free account if you are under 30 years of age
- Several different accounts to choose from
- Very known bank with great reputation

[Read more](#)

## N26

- Spanish IBAN with account
- Free transfer within EU and worldwide transfers at low rates
- 3 Free ATM withdrawals every month
- Free virtual Mastercard debit card (Google/Apple wallets)
- Service in over 10 languages
- Integrated Wise transfer technology within app
- No physical location
- Built in expense manager & budget support
- Several different accounts to choose from

[Read more](#)

## Revolut

- Spanish IBAN with account
- Free transfers around Europe, America and Australia
- Free ATM withdrawals of up to 200€/month
- Free debit card with application
- Service in Spanish & English
- Integrated Interbank Exchange Rates for international transfers
- No physical location
- Built in expense manager & budget support
- Access to cryptocurrency
- Single use cards

[Read more](#)

# Getting Legal

NIE, TIE, EMPADRONAMIENTO



# What Documents do you Need to Live, Work and Study Legally in Spain!



## For citizens of the **European Union** or equivalent\*



## For citizens from **outside the European Union** or equivalent\* (Non-EU)

If you are coming to Spain under a tourist status (3 months or less) this chart **does not** apply to you.



\*Citizens of the EU and equivalent refers to: citizens of the EU (Austria, Belgium, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden), the European Economic Area (EEA): Iceland, Liechtenstein and Norway, and Switzerland.



# Citizen of the European Union or equivalent \*

## NIE Spain – What is a NIE Card (EU Citizens)?

The NIE card is officially known as the “Certificado de Registro de Ciudadano de la UE”. This is the document that citizens of the European Union (or equivalent) should apply for when moving to Madrid to work or study for **longer than 3 months**.



## What is the Empadronamiento & Who Needs to Apply for it?

The Empadronamiento is a general census record of inhabitants in the city, which allows the municipal government to allocate the right amount of funds and community services to a particular region or neighbourhood of the city (healthcare centres, police, maintenance, etc.) Once a person is registered (“empadronado/a”), they will officially become a member of the community and their presence in Spain will be verified.

## What is the Social Security Number & Who Needs to Apply for it?

The Social Security number is officially known as the “Número de Afiliación de la Seguridad Social”. It’s mandatory to obtain in order to be able to work legally in Spain. EU citizens can apply for it with their passport or NIE (if already available).



# Non-EU Citizens



## Visa / NIE / TIE - What do Non-EU citizens need to apply for?

**Visa** – Usually applied at the embassy / consulate at your home country. If you'll stay to less than 6 months it will be granted for the entire period of your stay. If you'll stay for more than 6 months, you'll be granted a 90 days visa to enter the country and apply for your TIE. It's possible to apply from Spain too, but takes up to 3-4 months to be approved.

Once your visa is granted, you'll get a **NIE** number assigned to your Visa. It's either printed on the visa or you'll need to requested once in Spain.

**TIE** - This is the document that all Non-Europeans who are staying in Spain for more than 6 months will need to apply for, as the visa you'll have granted will be for only 90 days. You need to apply for your TIE within the first 30 days entering Spain.

## What is the Empadronamiento & Who Needs to Apply for it?

The Empadronamiento is a general census record of habitants in the city and once a person is registered ("empadronado/a"), they will officially become a member of the community and their presence in Spain will be verified. **In order to obtain your TIE, you will first need to apply for the Padron. To do so, your rental contract needs to be valid at least for 6 months.**

## What is the Social Security Number & Who Needs to Apply for it?

The Social Security number is officially known as the "Número de Afiliación de la Seguridad Social". It's mandatory to obtain in order to be able to work legally in Spain. **Non-EU citizens can only apply if in possession of valid work permit.**



**MTS Relocation & Consulting Services offer exclusive packs for Citylife Community to help you obtain your NIE/TIE, Empadronamiento, Social Security Number and more! Their services include:**

- A review of the personal documentation required for all procedures
- Filling out the corresponding forms required for all procedures
- Scheduling the earliest appointments possible when required and according to your schedule
- Providing you with a detailed e-mail that includes the appointment confirmation, all corresponding forms and a list of everything you need to bring to the appointment or for each application
- Assisting you during the entire process when needed



**Get your free quote now**



## **DUGUECH&DIPC provides GLOBAL MOBILITY AND IMMIGRATION SERVICES for Comillas University**

### Services:

- Before arrival
- Once in Spain
  - Students from the European Union, Liechtenstein, Iceland, Norway and Switzerland
  - Students of countries different from the European Union, Liechtenstein, Iceland, Norway and Switzerland
- During your stay:
  - Foreigner Identity Card: Renewal
  - Authorization to return to Spain
  - Mobility within the European Union
  - Authorization for Work

If you need more legal help concerning visas, permits or residency authorizations, please contact:

DUGUECH&DIP Abogados (Free Introductory Call – 15 minutes)

Address: Calle de las Virtudes 6 Bajo Derecha  
28010 Madrid

Phone: +34 91 8259253  
info@duguechdip.com  
www.duguechdip.com

*Important: There is not any contractual relationship between Comillas and Ducheck&Dip. Those people interested in their services are operating and contracting them by their own will.*

# International Community





# Follow the Spanish News & Connect with the **International Community**



Join now

- Citylife Madrid
- Internationals in Madrid
- Trips - Never Stop Exploring
- Language Exchanges in Madrid
- Citylife Sports Club
- Madrid Roommate & Flat Search
- Nightlife Madrid
- Cita Previa Extranjeria Madrid

Join now

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- Live & Enjoy Madrid
- Trips - Never Stop Exploring
- Language Exchanges in Madrid
- Citylife Sports Club
- Housing Hunt
- Nightlife Madrid
- Alerts For NIE & TIE Appointments

Join Now

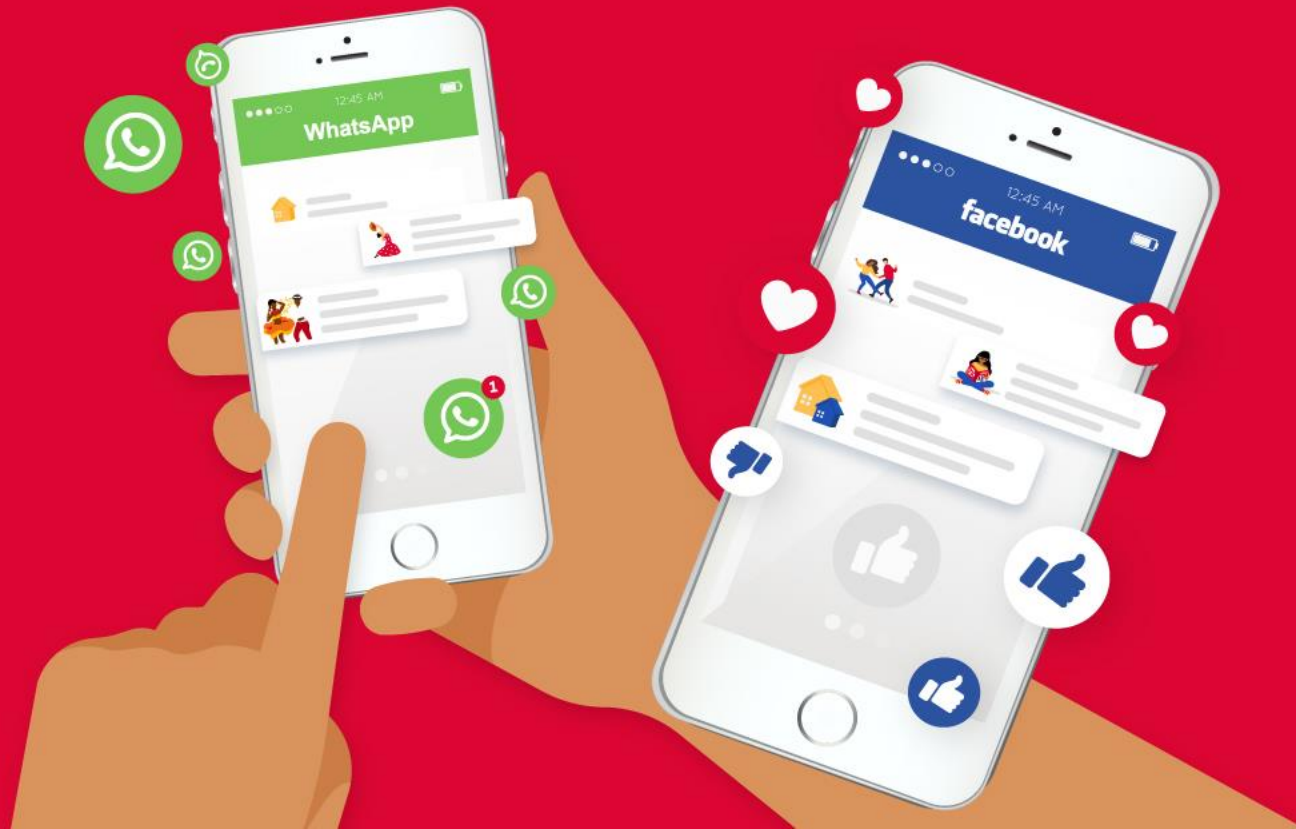


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# Plan & Organize your **Trip** to Spain



# Plan & Organize your Trip to Spain

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# Stop by the Office



**Hi!**  
**Welcome**  
**to Madrid!**

**Calle Gran Vía 33, 8th floor, office D**

# Settle in upon your Arrival

Pick up Your Free Starter Pack



Pick up Your Transportation Card



Activate your Spanish SIM Card



Open a Free Spanish Bank Account



Ask Any Questions you May Have



Get Free Legal Support



# Let the Fun Begin



Activities



Blog



Discounts



Trips

# Exploring Madrid and Spain



**COMILLAS**  
UNIVERSIDAD PONTIFICIA  
ICAI ICADE CIHS

University Pontificia de Comillas will organize official trips for the International Students.

You will receive more information during your welcome days



Unity is the Exchange Students Association of the University of Comillas.

The organize events, activities, get together and trips for the Students of Comillas

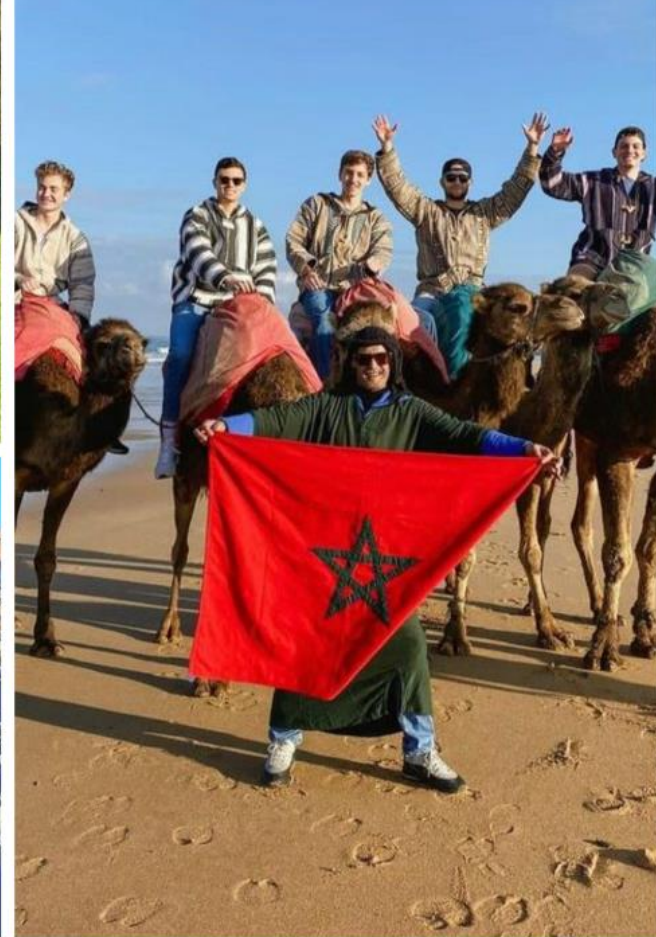
More info on [Facebook](#) and [Instagram](#).

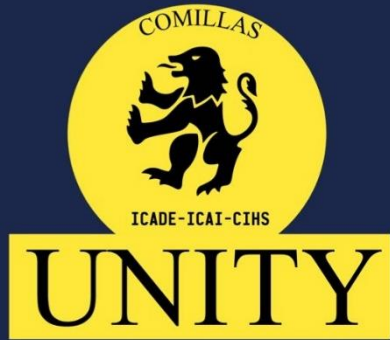
**citylife**  
madrid

We will help you enjoy your time in Spain to the fullest.

From Spanish wine tasting, flamenco shows and salsa classes to language exchanges, trips around Spain, Portugal, Morocco and parties any day of the week – we've got it all!



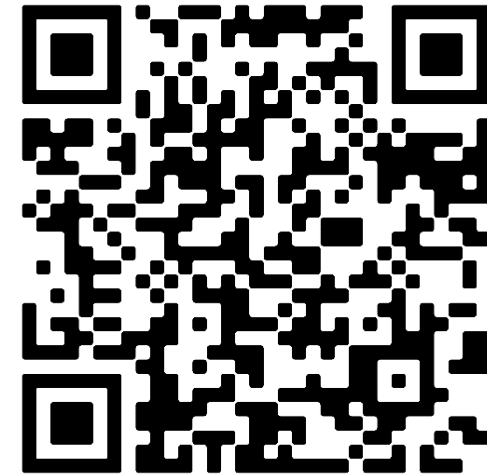




# Follow Unity Comillas on Instagram

## On their highlights you will:

- Be able to meet the team
- Stay updated about plans
- See some of the highlights of past semesters
- Get excited about the welcome weeks in September



# Stop wishing. Start doing!

**citylife**  
sports club

## Meet-up



Watching games

## Discounts



Equipment & sportswear

## Events



FIFA tournament

## Raffles



Football tickets



**Text us to join our Facebook page & groups**



**Text us to join our WhatsApp interest groups**



Watching games



Games and pitch rental



Fitness and dance classes




Football tournament

## PARTNERS



**Learn more!**





**WORK OUT FOR ONLY**  
**19,90€ PER MONTH**  
**WITH YOUR CITY CARD!**

Skip the registration fee  
Enjoy flexible contract duration  
Enjoy a 10€ monthly discount on the regular fee  
All fitness classes included

**fitup**  
SMART GYM

**City Card**  
Your access to the city!

Every Tuesday

# meet & dance



salsa and bachata night

Price: **5€** (Free with your **City Card**)

Location: **ICON**



Every Wednesday

# meet & speak

language exchange

Price: **Free**

Location: **Calte 365**

BONJOUR!



CIAO!



# Special Activities

Oct. 1st, Oct.25th & Nov. 15th

## meet & cook

learn to cook the classics



Sept. 24th & Oct. 22nd

## flamenco experience

feel the passion



**citylife**  
madrid

# Trips Agenda Fall 2024

## September

- 7 • Toledo & The Windmills #1 - Culture, History & Legends
- 8 • Valencia #1 - A Mediterranean Escape
- 14 • El Escorial & Segovia #1 - Time Travelling
- 20-22 • Valencia #2 - Weekend Beach Break
- 22 • Cuenca #1 - The Adventure Trip
- 29 • Cuenca #2 - The Adventure Trip

## October

- 3-6 • Ibiza - Closing Parties
- 5 • El Escorial & Segovia #2 - Time Travelling
- 13 • Salamanca & Ávila #1 - The Golden Cities
- 18-20 • Andalucía #1 - Granada, Sevilla & Córdoba
- 25-27 • Basque Country #1 - Bilbao, San Sebastián & Dragonstone
- 31-Nov. 3 • Portugal #1 - Porto, Lisbon & Sintra

## November

- 8-10 • Andalucía #2 - Granada, Sevilla & Córdoba
- 16 • Salamanca & Ávila #2 - The Golden Cities

## December

- 5-8 • Portugal #2 - Porto, Lisbon & Sintra



**Travel to Morocco with us!**

We reveal the dates throughout the semester.





# Several Day Trips

Toledo, Segovia, Cuenca, Salamanca & more





# Valencia

## A Mediterranean Escape



Save **from 4 to 20€** on every trip  
with your digital **City Card!**



# Valencia

## Weekend Beach Break



Save **from 4 to 20€** on every trip  
with your digital **City Card!**

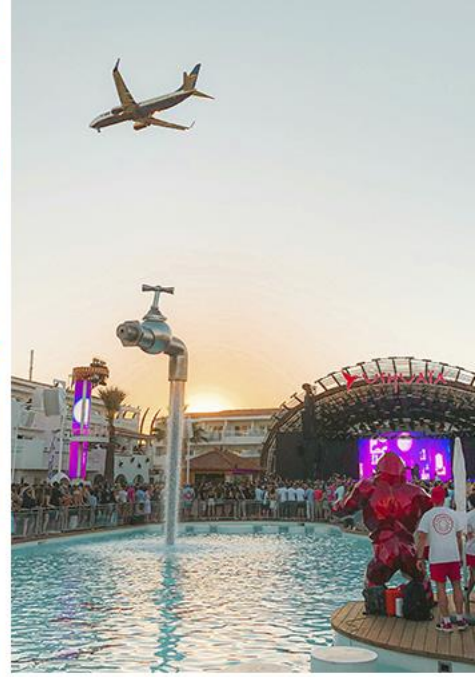


# Cuenca Canyoning

## The Adventure Trip!



Save **from 4 to 20€** on every trip  
with your digital **City Card!**

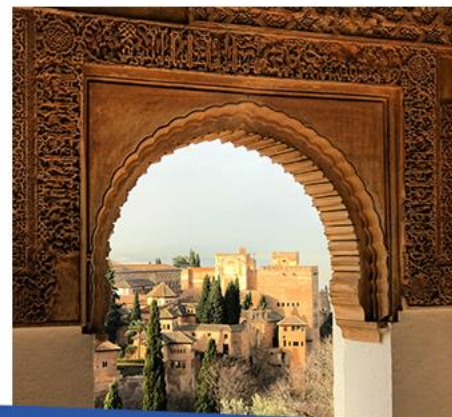


# Ibiza Closing Parties

Finale to The Ibiza Summer Season

Save from 4 to 20€ on every trip with your digital City Card!





# Andalucía

## Granada, Sevilla & Córdoba



Save **from 4 to 20€** on every trip  
with your digital **City Card!**



# Basque Country

Bilbao, San Sebastián & Dragonstone

Save **from 4 to 20€** on every trip  
with your digital **City Card!**





# Portugal

## Porto, Lisbon & Sintra



Save **from 4 to 20€** on every trip  
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# Discover Morocco







# North Morocco

## Tangier & The Blue City



Save from 4 to 20€ on every trip  
with your digital City Card!



# South Morocco

## Marrakesh & The Sahara Desert



Save from 4 to 20€ on every trip  
with your digital City Card!



## North Morocco

Explore the medieval charm of **Tangier**, ride a camel along the picturesque coast and visit the breathtaking **Caves of Hercules**. However, the true gem awaits in **Chefchaouen**, the enchanting "Blue Pearl". Lose yourself in its charming winding streets, indulge in vibrant market shopping, and savor mouthwatering local cuisine. This is an experience you won't want to miss!



SCAN THE QR CODE FOR  
**MORE INFO  
& BOOKING**

City Card holders can get **up to 20€ off** our Morocco trips!

[www.citylifemadrid.com/city-card](http://www.citylifemadrid.com/city-card)



## South Morocco

From captivating **Marrakesh** to the breathtaking **Atlas Mountains**, **Aït Ben Haddou**, and the inspiring **Todra Canyon**. But the real highlight? A mesmerizing visit to the **Sahara Desert**. Ride your own camel, sandboard on the dunes and stay & party at a stunning Berber campsite. Join us for this extraordinary adventure of a lifetime!

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**21€** OR **25€**  
6 Month membership OR 12 Month membership



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Gym Discount



**up to 20€ OFF**  
Trips Discount



**up to 10€ OFF**  
Activities Discount



Special Deals &  
Discounts



**up to 50% OFF**  
Amusement Park



**up to 40% OFF**  
Amusement Park



**up to 24% OFF**  
Zoo Aquarium



**up to 35% OFF**  
Faunia



**15% OFF**  
Museum & Tour



**up to 25% OFF**  
Bars & Restaurants

Inclan, Rosi la Loca, QW Sports Bar & Food Truck, Dominos Pizza



**up to 20% OFF**  
Rentals

Cooltra, Free2Move



Save money on  
many activities

Flamenco Shows, Escape Games, Wine Tastings & much more!

And much more: [citylifemadrid.com/city-card](https://citylifemadrid.com/city-card)

# City Card

Your **passport to fantastic discounts**  
and benefits!



# Follow us on

 Instagram

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**ASK US!**  
FOR MORE INFO



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**Every Monday**



**Tuesday, Thursday to Saturday**



**calle 365**

**Cocktail Bar Monday to Sunday**



**Teatro Kapital**

**From Thursday to Sunday**



**Every Friday and Saturday**

**Check availability  
and prices online**



**365 DAYS A YEAR WE SPEAK PARTY**