



**ORIENTATION SESSION FOR INCOMING STUDENTS  
FACULTY OF LAW (ICADE)**

**UNIVERSIDAD PONTIFICIA  
COMILLAS**

**Spring semester 2023-2024. 11/01/2024**



**COMILLAS**  
UNIVERSIDAD PONTIFICIA

**ICADE**



**WELCOME!!**

UNIVERSIDAD PONTIFICIA

# FACULTY OF LAW. INTERNATIONAL TEAM

Each Comillas School/Faculty has its own International Office. The staff in each faculty-level International Office will take care of your enrolment, documents or certificates and orientation before, during and after your mobility with us.

**International team at the Faculty of Law (Calle Alberto Aguilera, 23. East wing, 2<sup>nd</sup> floor, next to the Dean's Office, known as "Decanato" in Spanish):**

**Prof. Dr. José Luis Rey Pérez**  
Vice Dean for Research, International, Institutional and Economic Affairs  
[jlrey@comillas.edu](mailto:jlrey@comillas.edu)

**Prof. Dr. Jorge Alexander Portocarrero Quispe**  
Academic Advisor  
[japortocarrero@icade.comillas.edu](mailto:japortocarrero@icade.comillas.edu)

**Ms. Esther de Santos Biezma**  
International Exchange Coordinator – Dean's Office, 2nd floor  
[internacional.der@comillas.edu](mailto:internacional.der@comillas.edu)

**Ms. Julia Meijide Latorre**  
International Officer – Dean's Office, 2nd floor  
[internacional.der@comillas.edu](mailto:internacional.der@comillas.edu)

# FACULTY OF LAW. ACADEMIC OFFER (UG)

E-1 JGP	Degree in Law (Joint Global Program)
E-3	Double Degree in Law & Business Administration and Management
E-3 Analytics	Double Degree in Law & Business Analytics
E-5 RR.II.	Double Degree in Law & International Relations
E-5 FIPE	Double Degree in Law & Philosophy, Economics and Politics

- You can mix courses from different **undergraduate** degree programs and years (mainly 4th and 5th year courses).
- A Bachelor's Degree in Spain usually requires a minimum of four years full-time study (five years for Double Degrees).



# TEACHING METHOD, CLASSES AND EXAMS AT COMILLAS

- Teaching system: 100% face-to-face (both classes and exams).
- Face masks are optional on campus.
- Spaces and situations where face masks would be recommended: symptomatic people in shared/public spaces.
- **Spaces where face masks are mandatory due to a spike in cases of flu, Covid-19 and other respiratory illnesses: In hospital emergencies or primary care centres, including the waiting room.**
- If you experience [COVID-19 related symptoms](#) or have been a close contact with someone who has tested positive for COVID-19, **you are still allowed to attend your classes, but please wear a face mask.** Please be cautious, limit going out of the home and contact health professionals for testing and treatment.
- **Absences due to COVID-19 will be handled similarly to absences due to other health-related issues.** You should contact your professors to discuss how you can stay up to date in your courses.
- **If you have symptoms, seek emergency medical attention or phone 112. COVID tests available at pharmacies. Madrid COVID-19 Information Number: +34 900 102 112.**

# ACADEMIC CALENDAR. EXAMS

## [Academic calendar 2023-2024](#)

### **Spring / Second Semester / SEM 2:**

- Compulsory Orientation sessions: 11<sup>th</sup> January 2024.
- Classes: 15<sup>th</sup> January – 26<sup>th</sup> April 2024.
- Exams period (first attempt):
  - Second semester: 29<sup>th</sup> April – 22<sup>nd</sup> May 2024.
- Extraordinary exam period (resit\*\*): 10<sup>th</sup> June – 28<sup>th</sup> June 2024.

\*\* Only if you fail a course either in fall or spring semester. Ask your home coordinator if you have to do the resit at Comillas or they offer you another option.

**Distance exams are not allowed. Examination timetables will be available in late March. Do not plan your travel back before your last exam, no exception will be made.**

**TRANSCRIPTS OF RECORDS: at the end of each exam session, we will send the official Transcript of Records to your home coordinators by email. Dates: Autumn Semester: February. Spring semester: June. Resit exam: July.**





# KEY INFORMATION FOR EXCHANGE STUDENTS

FACULTY OF LAW / FACULTAD DE DERECHO



## KEY INFORMATION - Erasmus & International Exchange Students

**COMILLAS E-MAIL:** Students are given a Comillas e-mail address. All messages and communications will be sent to that email address (xxxx@alu.comillas.edu). Please check your Comillas e-mail regularly.

**ATTENDANCE RECORD:** Upon successful completion of your official registration at Comillas, you have to make sure you appear on the attendance record of all your enrolled courses – the right degree programme and the group. The University requires all students to attend at least 80% of their scheduled classes. If you have any problem, please contact our International Relations Office.

**SPANISH GRADING SYSTEM:** Under the ECTS program the workload of a full year of study corresponds to 60 ECTS credits. Grades are awarded on a scale from 1-10, as follows. 5.00 is the pass mark. RC = passed.

Spanish scale
10 - 9.00 (Sobresaliente / Matricula de Honor (MH))
8.99 - 7.00 (Notable)
6.99 - 5.00 (Aprobado)
4.99 - 0.00 (Suspense)

ECTS grading system	A	B	C	D	E	FX, F						
COMILLAS	10	9.5	9	8.5	8	7.5	7	6.5	6	5.5	5	<5

**STUDENT REPRESENTATIVE/DELEGATE:** The main role of a student representative is to gather views from their peers regarding various aspects of their course and to communicate those to members of staff. This student is also the link between students and the professors and so he usually passes relevant information on to students.

**ACADEMIC AFFAIRS DEPARTMENT:** If you have doubts about the location of a classroom, the office hours of a professor or the timetable of your courses, please go to the Academic Affairs Department or *Decanato* of your Faculty. Here is the link to the [map of the building](#) and a [virtual tour](#).

**WIRELESS:** Comillas offers a wireless network in 99% of its buildings and facilities, where students have free access to internet (WIFI: UPCOMILLAS Eduroam / password: your Comillas password for your email account)

**MOODLE:** Exchange students, the same way as home students, can also get access to the Moodle platform through [Comillas website](#) (once you got access granted to the intranet) by entering the username and password given upon completion of your registration. Through the Virtual Campus you can access the learning and teaching resources of your enrolled courses, the assignments submission dates and your lecturers' contact details. [How to use Moodle](#)

**INTRANET:** log into this platform to check your grades and other services.

**COMILLAS STUDENT ID CARD:** As a proof of your student status at Universidad Pontificia Comillas, you must have your *Tarjeta Universitaria Inteligente (TUI)* – Student Card. You will be able to obtain it through the Comillas App. This card is free of charge. Instructions on how to obtain it here: <https://www.comillas.edu/app/>

**LIBRARY:** Students with a valid student ID card can use the working group rooms and borrow books free of charge. For further information, please refer to our website here: <https://www.comillas.edu/en/library>

**PRINTING SERVICE:** As well as Internet access, students have printing facilities on campus next to the cafeteria. <https://intranet.comillas.edu/portalcrm/inicio/papercut.html>

**EXAMS:** Exchange students take the same exams as regular students. The type of exam given depends on the professor. **Distance exams are not allowed.** If you have any questions regarding your exams, you should speak to your professor at the beginning of the course. At the beginning of the semester you can check the dates and times of each exam [here](#)

If you fail a course in January (First semester) or in May (Second semester), you are entitled to do the resit in June.

Read it carefully!

Written in English and in Spanish!

Spanish Grading System (5-10)

Make sure you identify the student representative/delegate or “delegado de clase” **for each course**. Ask him/her to add you to their Whatsapp group.

# STEPS FOR OFFICIAL ENROLMENT

\* [Link to the online application](#): enter your Comillas username and password (received by email).

## Phase II

- **Courses Pre-Registration: 4<sup>th</sup> to 18<sup>th</sup> December 2023:**
  - ✓ Add your preferred list of courses
  - ✓ Check your provisional course schedule on “[see schedule](#)”. **Avoid timetable clashes!**
  - ✓ Courses confirmation (waiting list): By the 22<sup>nd</sup> December 2023

## Phases II & III

- **Official Enrolment\* / Add&Drop Period: 15<sup>th</sup> – 31<sup>st</sup> January 2024:**
  - ✓ Change your course selection, if you need it. **Avoid timetable clashes!**
  - ✓ Complete the required data and upload a copy of your private health insurance or your EHIC card

## Phase IV

- **Official Enrolment. Online Application Submission: 15<sup>th</sup> – 31<sup>st</sup> January 2024:**
  - ✓ Click on Phase IV: “[Online submission of your application](#)”.
  - ✓ Enter the code received in your Comillas email account. Click on “[sign application](#)”.
  - ✓ **No changes will be allowed after submitting your phase IV by 31<sup>st</sup> January** (except deleting courses with your University authorisation by 15<sup>th</sup> February).





# STEPS FOR OFFICIAL ENROLMENT

## General considerations:

- **TIMETABLES:** subject to changes. Check your phase II regularly and your Comillas email for any update.
- **Maximum 36 ECTS per semester (including the Spanish language course).** You can mix courses from different years (4<sup>th</sup> or 5<sup>th</sup>) and degrees within the Faculty of Law.
- No minimum number of ECTS. Consult with your home coordinator at your University.
- **ATTENDANCE IS COMPULSORY (maximum 20% absence).**
- **Provisional access to all your approved courses on Moodle before enrolment.**
- [Comillas Law Faculty. Course Catalogue for Exchange Students](#). Click on the course titles to read the syllabus of each course (**check the *pre-requisites***)
- [Diploma in Legal Studies in Spain](#) (**OPTIONAL, minimum 20 ECTS from the list. Fee: 40€ + shipping fees**). If you are interested in registering for this diploma, please select it in your Phase II during the enrolment period by 31<sup>st</sup> January (see screenshot below): “Solicito la inscripción en el Diploma en Legal Studies in Spain.”

Si usted va a cursar sólo un semestre, y selecciona un asignatura de periodo anual, los créditos de la asignatura se le dividirán por la mitad.

Asignaturas que usted desea cursar en Comillas + Añadir asignatura

Diploma Legal Studies in Spain

Solicito la inscripción en el Diploma Legal Studies in Spain.

Asignaturas matriculadas en la universidad

No tiene asignaturas matriculadas

# STEPS FOR OFFICIAL ENROLMENT

The image displays a four-step process for official enrolment:

- 1 Personal and contact details in your country**  
From 10/03/2022 08:00 to 22/08/2022 23:00  
Options: Download / Print Phase I document, Photocopy of passport, Notifications (no notifications), Documents (Guia\_Estudiantes\_Intercambio -International Students Guide, Fact sheet 22-23 Law\_Derecho. 04-10-2022).
- 2 Course selection**  
From 01/09/2022 08:00 to 16/09/2022 15:00  
Options: Select / Change courses, Download / Print Phase II document, See schedule, Notifications (no notifications), Documents (no notifications).
- 3 Contact details in Spain and Health Insurance details**  
From 10/03/2022 08:00 to 16/09/2022 23:00  
Options: Modify health insurance data, Health Insurance Document, Notifications (no notifications), Documents (no notifications).
- 4 Application**  
Options: Download signed application, Download submitted application.

A red arrow points from step 3 to step 4, labeled "Official Enrolment".

**\*Phase IV will not be available until you complete Phase III**  
**Step-by-step guide available [here](#)**

# STEPS FOR OFFICIAL ENROLMENT

Courses Pre-registration/Selection (Phase II): Click on “see schedule”.

Sample of your provisional course schedule once you have added your courses. **Avoid timetable clashes!**

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	Derecho de la Unión Europea 08:00 - 10:00 E-302 Pernas Alonso, José María	Derecho de la Unión Europea 08:00 - 10:00 E-302 Pernas Alonso, José María	Derecho Internacional Privado 08:00 - 10:00 E-302 Agulló Agulló, Diego	Derecho Internacional Privado 08:00 - 10:00 E-302 Agulló Agulló, Diego	
9:00					
10:00					
11:00			Comparative Contract Law and International Contracts 10:30 - 12:30 Agulló Agulló, Diego		
12:00					
13:00					
14:00					

Room: E-302. “E” = East Wing. 3... = 3rd floor. / “O” = West Wing.  
Name of the professor.  
[Link](#) to the Campus map.

## IMPORTANT. TIMETABLE CHANGE:

### Comparative Contract Law and International Contracts:

From 15th January until 21st February: Wednesday, 16:30 - 18:30. Room: E-302

From 28th February until the end of the semester: Wednesday, 18:30 - 20:30.

Room: E-302



# STEPS FOR OFFICIAL ENROLMENT

## Spanish language course for exchange students (6 ECTS):

- Compulsory online level test (before 21<sup>st</sup> December). Level, timetable and classroom notified by email (to your Comillas email address).
- If you took the level test, this course will be automatically added to your online selection (phase II). **If you do NOT want the course “Spanish” to appear on your transcript/you do not need the credits, delete it from your Phase II (add&drop period).**
- Schedule: From 2:30 to 4:00pm twice a week. Monday & Wednesday or Tuesday & Thursday.
- Classes will start during the week of the 15<sup>th</sup> January depending on your level.
- Contact email: [info.idiomas@comillas.edu](mailto:info.idiomas@comillas.edu)

Other language courses: You will need to take a level test and check availability.

Cultural activities: register in the activity at the Cultural Activities department (in Spanish ‘*Unidad de Arte y Estética, Comillas Arte*’), then inform us so that we can add it to your phase II (‘Cultural Elective’). You can only obtain 2, 4 or 6 ECTS for Cultural Activities. **If you sign up for an activity, please send us a confirmation email by 31<sup>st</sup> January to add it to your enrolment (phase II):** [internacional.der@comillas.edu](mailto:internacional.der@comillas.edu)

# INTRANET / MOODLE / BLACKBOARD

To access the university website search [www.comillas.edu](http://www.comillas.edu)

To access the academic resources, please click in the locker



**COMILLAS PONTIFICAL UNIVERSITY INTRANET**

**Intranet**  
Comillas Pontifical University: IPDI 2.0, Academic Information, Job Bank, and Internships, ...

**Office 365**  
Office 365 services: Exchange (email), OneDrive (storage), Skype (meetings), Yammer (social network), Office Pro Plus.

**Moodle**  
The e-learning tool at Comillas Pontifical University.

**CAU**  
From this portal you can make requests or report incidents to the University Services.

**Yammer**  
Yammer is a private social network that helps you connect with colleagues and share knowledge and experiences.

**2017-2018**  
rooms

**Username to login (examples)**  
PAS/IPDI: [programa@comillas.edu](mailto:programa@comillas.edu)  
Students: [201599999@cau.comillas.edu](mailto:201599999@cau.comillas.edu)

**If you have forgotten your username and/or password:**  
If you are a Student or Former Student: Click here.  
If you are PAS or PDI: Click here.

**Useful links**  
[Guides and Manuals](#)  
[Conditions of use](#)

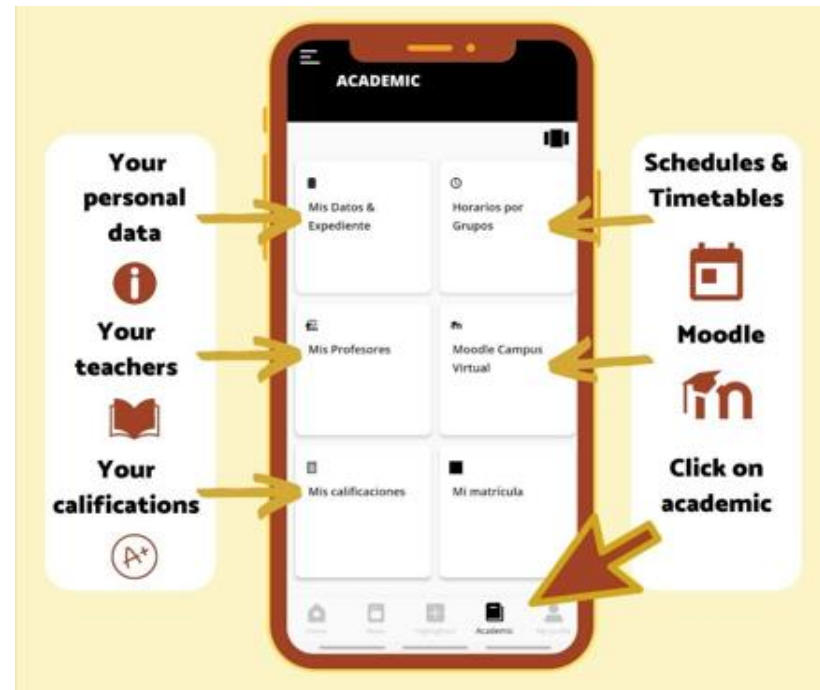
To access Moodle, please click on the blue "M" and enter your Comillas e-mail and password.

# COMILLAS APP / STUDENT ID CARD

[Download it and get your ONLINE student ID!](#)

Advantages:

- Check your timetable;
- Check your marks;
- Show your online student ID card;
- Printing service on campus.





# ONLINE SPACE FOR EXCHANGE STUDENTS. FACULTY OF LAW

Link to our [section for incoming students](#)

PRIOR TO YOUR ARRIVAL	UPON YOUR ARRIVAL	DURING YOUR STAY
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- [International Student Orientation \(SRI\)](#)
- [Orientation Session at the Law School](#)
- [Checklist](#)
- [Academic Calendar](#)
- [Campus Map](#)
- [Immigration](#) (Visa, NIE, TIE)
- Comillas Students' Association ([UNITY](#)) - [Instagram](#)
- [Healthcare information](#)
- [Life in Madrid](#)

PRIOR TO YOUR ARRIVAL	UPON YOUR ARRIVAL	DURING YOUR STAY
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- [Comillas IT Services \(Email, Moodle, Intranet\)](#)
- [Services and Activities for Comillas Students \(Sports, Cultural Activities, Volunteering, Internships\)](#)
- [Attention to Diversity Unit](#)
- [Psychoeducational Counselling Unit](#)
- [Student Life](#)

Check the Comillas IT services! [Doble factor con MS Authenticator. STIC](#)

# STUDENT SERVICES ON CAMPUS

**Attention to Diversity Unit (“Comillas Contigo”):** This department runs a [disability support program](#) (academic adjustments). Contacts: [contigo@comillas.edu](mailto:contigo@comillas.edu)

**Cultural Activities (“Comillas Arte”):** trips and cultural experiences (debates, theatre, visual arts, music, etc.) that help you integrate into life at Comillas. [Website](#). Contact: [arte@comillas.edu](mailto:arte@comillas.edu)

**Sports Unit (ground floor):** You can also sign up for the gym or pre-register on the Sports website, with the new app “My Fitness App”. E-mail: [deporte@comillas.edu](mailto:deporte@comillas.edu) / [Website](#)

**UNITY (ICADE International Students Association):**  
<https://www.facebook.com/comillas.unity/>

## **Library:**

ICAI building (Calle Alberto Aguilera, 25), 5<sup>th</sup> floor (online student card for registration).

# STUDENT SERVICES ON CAMPUS

Attention to Diversity Unit (Disabilities, learning support, adjustments/accommodations).

## Comillas Contigo

ATENCIÓN A LA DIVERSIDAD

### WHO CAN APPLY?

Students with disabilities, specific learning difficulties or health impairments

### OUR AIM

Help you and give information and advise to your head of studies/tutor to arrange your academic-related accommodations

### GET IN TOUCH!

email us to:  
[contigo@comillas.edu](mailto:contigo@comillas.edu)

23/  
24

### DEADLINES

First semester: from 28/08/2023 to 31/10/2023

Second semester: from 15/01/2024 to 29/02/2024.

Applications outside this period will only be accepted in exceptional cases.

# STUDENT SERVICES ON CAMPUS

FACULTY OF LAW / FACULTAD DE DERECHO



## STUDENT SERVICES - Erasmus & International Exchange Students SERVICIOS AL ESTUDIANTE – Estudiantes Erasmus y de intercambio internacional



**International Relations Office at the Faculty of Law:** provides international law students with information, guidance, and support related to administrative procedures before, during and after their exchange period at Comillas (signing the Erasmus+ Learning Agreements, Certificates of Arrival/Departure, etc.)  
Contacts: Esther de Santos and Julia Meijde ([internacional.der@comillas.edu](mailto:internacional.der@comillas.edu))



**International Relations Service (SRI):** The Central International Relations Service coordinates the relationship of the University and its Schools, Faculties and Institutes, with international universities from around the world and cultural institutions. Link to their [website](#)



**Registry:** It is responsible for managing the admission process and enrollment of students, academic record management; issuance of academic transcripts and degree certificates. Link to their [website](#)



**Social Work Unit:** The Social Work Unit runs a [disability support program](#) to help students fully integrate throughout their degree by offering them continuous tailored support. Contacts: [ahuertas@comillas.edu](mailto:ahuertas@comillas.edu) - [epizad@comillas.edu](mailto:epizad@comillas.edu) Further information is available [here](#)



**Psychoeducational Counseling Unit:** It provides assistance to any member of the University Community who is going through a difficult situation. E-mail: [openalba@comillas.edu](mailto:openalba@comillas.edu) / [Website](#)



**Cultural Activities:** trips and cultural experiences (debates, theatre, visual arts, music, etc.) that will open your eyes to another culture and help you integrate into life at Comillas. [Website](#). Contact: [cultura@comillas.edu](mailto:cultura@comillas.edu)



**Sports Unit:** It offers multiple sporting events, including our Rector's Trophy for indoor soccer, basketball and individual sports, official University teams, etc. You can also sign up for the gym or pre-register on the Sports website, with the new app "My Fitness App". E-mail: [deporte@comillas.edu](mailto:deporte@comillas.edu) / [Website](#)



**UNITY (ICADE International Students Association):** <https://www.facebook.com/comillas.unity/>



**Pastoral Service:** it provides a place of spiritual welcome and celebration for personal growth. E-mail: [pastoral@comillas.edu](mailto:pastoral@comillas.edu) / [Website](#)



**Comillas Charity Work Unit:** it provides you with volunteering opportunities to collaborate with NGOs to create a more human, supportive and equitable world. E-mail: [comillasolidaria@comillas.edu](mailto:comillasolidaria@comillas.edu) / [Website](#)



**University Bookshop:** <https://tienda.comillas.edu/>



**Internships and Careers Office (OPE):** <https://www.comillas.edu/en/businesses-and-institutions/internships-and-careers/offering-internships>



**Comillas Legal Clinic:** theoretical-practical training spaces: <https://www.comillas.edu/clinica-juridica-icade#misionObj>



**Oficina Internacional en la Facultad de Derecho:** proporciona información y apoyo a los estudiantes internacionales de derecho en todos los trámites necesarios antes, durante y al final de un intercambio en Comillas (firma del Erasmus+ Acuerdo de Estudios, Certificados de estancia/salida, etc.). Contactos: Esther de Santos y Julia Meijde ([internacional.der@comillas.edu](mailto:internacional.der@comillas.edu))



**Servicio de Relaciones Internacionales (SRI):** este servicio central de Relaciones Internacionales coordina las relaciones entre la universidad y sus facultades con universidades e instituciones culturales de todo el mundo. Enlace a su [página web](#)



**Secretaría:** se encarga de gestionar el proceso de admisión y matrícula de los estudiantes, la gestión de expedientes académicos y la emisión de certificados de notas y títulos. Enlace a su [página web](#)



**Unidad de Trabajo Social:** la Unidad de Trabajo Social ofrece un [programa de apoyo a estudiantes con necesidades de aprendizaje](#) que les ayuda en su integración durante sus estudios gracias a un apoyo personalizado. Contactos: [ahuertas@comillas.edu](mailto:ahuertas@comillas.edu) - [epizad@comillas.edu](mailto:epizad@comillas.edu) Más información disponible [aquí](#)



**Unidad de Orientación Psicopedagógica:** ofrece apoyo a cualquier miembro de la comunidad universitaria que está pasando una situación complicada. E-mail: [openalba@comillas.edu](mailto:openalba@comillas.edu) / [Web](#)



**Actividades Culturales (Comillas Arte):** viajes y experiencias culturales (debates, teatro, artes visuales, música, etc.) que te abran los ojos a otra cultura y a integrarte en la vida universitaria de Comillas. [Web](#). Contacto: [cultura@comillas.edu](mailto:cultura@comillas.edu)



**Servicio de Deportes:** ofrece una gran variedad de actividades deportivas, tales como el Trofeo Rector de fútbol, baloncesto y otros deportes individuales, equipos universitarios oficiales, etc. También puedes apuntarte al gimnasio con la nueva app "My Fitness App". E-mail: [deporte@comillas.edu](mailto:deporte@comillas.edu) / [Web](#)



**UNITY (asociación de estudiantes internacionales de ICADE):** <https://www.facebook.com/comillas.unity/>



**Pastoral:** ofrece un lugar para el encuentro espiritual y el crecimiento personal. E-mail: [pastoral@comillas.edu](mailto:pastoral@comillas.edu) / [Web](#)



**Comillas Solidaria:** ofrece oportunidades de voluntariado en ONG para hacer el mundo más humano y equitativo. E-mail: [comillasolidaria@comillas.edu](mailto:comillasolidaria@comillas.edu) / [Web](#)



**Librería y tienda:** <https://tienda.comillas.edu/>



**Oficina de Prácticas y Empleo (OPE):** <https://www.comillas.edu/es/alumnos/practicas-empleo/practicas>



**Clínica Jurídica:** espacios de formación teórico-práctica: <https://www.comillas.edu/clinica-juridica-icade#misionObj>

Read it carefully!

Written in English  
and in Spanish!

[Information in Spanish](#)

# CHECKLIST UPON ARRIVAL

- Compulsory Orientation Sessions:** attend our welcome sessions in January;
- Certificate of arrival:** If your home institution requires a confirmation of arrival, please come to the Law Faculty with your form to get it signed;
- Official Enrolment (Phases I, II, III and IV):** You have to submit your whole application;  
**Deadline: 31<sup>st</sup> January.**
- Health Insurance:** Exchange students must have comprehensive health and liability insurance before their arrival, and valid for the entire period of their stay in Spain. You must upload proof of your insurance upon arrival.
- Changes to the E+ Learning Agreement (LA):** If you wish to make any changes to your LA, please contact the Mobility Coordinator at your home university. Then bring the signed document to the Faculty of Law to get our signature too.
- Search [accommodation in Madrid](#).**
- Transportation:** Order your [monthly pass card](#) “abono joven” (metro, buses, trains). 8€.
- [Healthcare in Madrid](#).** Locate your closest healthcare centre (“[centro de salud](#)”) in Madrid.  
[Dentist](#) in Madrid (English speaking). Private insurance: HM hospital or Quirónsalud.
- Required legal procedures upon arrival ([NIE](#), [TIE](#)).**



# IMMIGRATION

## EU Students:

**Stay longer than 3 months:** you must register at the *Registro Central de Extranjeros (NIE)* within three months from the date of entry into Spain. Further information [here](#) CITYLIFE: Check also the following [link](#).

## Non-EU Students:

### Non-UE students coming to Comillas WITH student visa:

- **Stay less than 6 months:** for 180-day stays/visa, you should not perform any procedure.
- **CITYLIFE:** Check also the following [link](#).

### Non-UE students coming to Comillas WITHOUT the necessary student visa:

- **Authorization of Stay for Study Purposes (for stays over 3 months):** students without the necessary visa, who are allowed to enter in Spain with his/her passport, must **apply for an initial student authorization from Spain within the first 50 days from the arrival date.** [Link](#) to the application and instructions (in Spanish)
- For further information: [informacionextranjeria.madrid@correo.gob.es](mailto:informacionextranjeria.madrid@correo.gob.es)
- If you need some support, send an email to [info@citylifemadrid.com](mailto:info@citylifemadrid.com) (FREE email consultation with a group of lawyers).

**\*Non-EU students coming from Universities in EU countries.** If you have a residence permit for studies in another EU country, you do not need to apply for a visa. But you will have to submit some documents before your arrival (deadline: 30 days). Please contact us for further information ([internacional.der@comillas.edu](mailto:internacional.der@comillas.edu) )





# IMMIGRATION



## 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.



Source: [Citylife](https://www.citylife.es/)

# INTERNATIONAL OFFICE. SUPPORT

If you have any questions, please contact us at the Faculty of Law (known as “ICADE”).

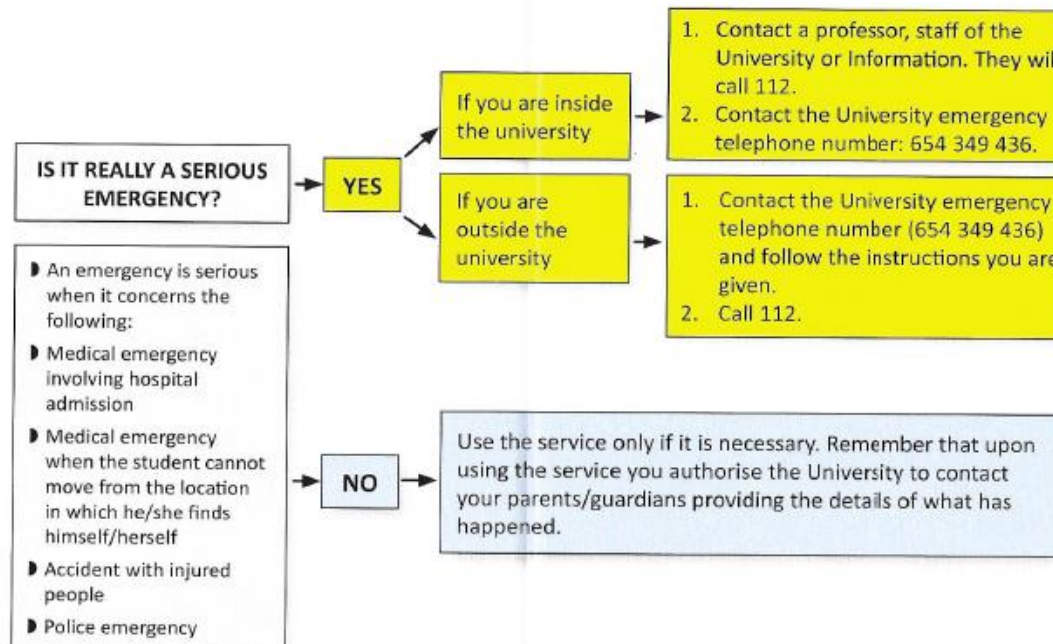
**Location: Alberto Aguilera, 23 (East Wing, 2<sup>nd</sup> floor):** [internacional.der@comillas.edu](mailto:internacional.der@comillas.edu)

## Office hours:

- Monday to Thursday: from 9:00 to 14:00 /15:00 to 16.30.
- Friday: from 9:00 to 13:30.

[Link](#) to our **online International Student Orientation Package** created by our Central International Relations Service Team (known as “SRI”).

## Comillas Emergency Telephone Number 654 349 436 (24 hours)



**We are here  
to help you!**



# GHYMKANA (QUIZ)

## **11:45 –12:30 Student Services Fair & Chocolate Break.**

Location: O-107, O-108, O-109. Calle Alberto Aguilera, 23

## **12:30 – 1:30p.m Specific Social Activity for Law Exchange Students.**

Location: Conferences Room (in Spanish “Sala de Conferencias”). Faculty of Law, ICADE. Calle Alberto Aguilera, 23

- You will be divided into groups.
- Get the list of questions/activities and a campus map.
- You have to come back to the meeting point by 1.30pm to hand in your answers.
- We will send an email to the winners on Friday!



**3:00 – 4:00p.m.–Walking Tour. Meeting Point: Plaza Isabel II, Ópera** (please sign up via the online form circulated by email).





**COMILLAS**  
UNIVERSIDAD PONTIFICIA

**ICADE**



**ENJOY YOUR STAY!!**

Faculty of Law. International Team

