



## **INCOMING STUDENTS FAQ'S**

### **Prospective Exchange Students:**

**1. I want to be an exchange student in Universidad Pontificia Comillas, what should I do?**

In order to be admitted to ICADE as an exchange student, your home institution should be one of our [partner universities](#), either in the framework of a European program like Erasmus+ or through a Bilateral Agreement. Your home institution makes its own selection of exchange students. Please contact the International Coordinator/Office of your Institution, so they can further advise you.

**2. My home university is a Comillas' partner, what is the way to proceed?**

Your home university must select you as an exchange student for Comillas. Your Coordinator should send us an email with your nomination, including your name, surname, passport number, email address, area of study, and period of exchange. The nomination email must be sent to our International Relations Coordinator, Ms. Mar Escalante, ([escalante@comillas.edu](mailto:escalante@comillas.edu)), before the deadline established in the fact sheet. Once we obtain all of your information, you will receive a welcome message by email. In addition, Comillas will send an acceptance letter through your Home University International Service Coordinator. Later on, you will receive general information such as the academic calendar, available subjects, and instructions to complete your online application.

**3. My home university is not a Comillas partner, is there any other way to be an exchange student in Comillas?**

No, but you can apply to be a free mover student. If your home university is not a partner of Comillas but you want to study in our university for a semester or yearlong as a free mover student, you must send us the following:

- Résumé
- University transcript
- A photocopy of your passport; or if from EU, a copy of your National ID Card
- A letter describing why you are interested in this program and for which semester(s) period you apply for admission.

Full instructions [here](#).

**4. Do I need a language certificate for been accepted as an exchange student?**

No, you do not need a language certificate.



## Application:

### **1. How do I start the online application process?**

As a nominated student, you will receive an email from [intercambio@comillas.edu](mailto:intercambio@comillas.edu) with your student user number, student password and procedure to complete the online application form.

### **2. I cannot log in the application platform with the given user number and student password, what can I do?**

Try to log in with a different internet browser. You can try Internet Explorer, Microsoft Edge, Google Chrome, Safari, Mozilla Firefox, and Opera...If the problem persists, or you have any technical problem related, contact Jorge Calvo de Mora at [jcalvo@comillas.edu](mailto:jcalvo@comillas.edu) and we will help you.

### **3. My passport is expired or is about to expire, should I upload it to the application, or should I wait?**

It is better to upload your expired passport than to upload nothing. Once you get your renewed passport, upload it to the platform to replace the old one.

### **4. When do I have to fulfill the application form?**

The Comillas online application form has three different phases. The Phase I deadlines are June 15 for fall semester or yearlong students and November 15 for spring semester students, respectively. Once Phase I is completed, you have to wait to receive another email (in July for the fall semester and yearlong students and in December for spring semester students), with the instructions on how to select your courses in Phase II. During the first two weeks of the semester, you will be required to finish Phase I, II & III of the application.

### **5. Do I, or my coordinator, have to send hard copy documents?**

No, that is not necessary. If you have electronically submitted the application form, that is enough.

### **6. I made a mistake on my application; how do I fix it?**

The application form will remain open for some time. Therefore, you can edit the submitted data. If you cannot do it, please contact Mr. Jorge Calvo de Mora at [jcalvo@comillas.edu](mailto:jcalvo@comillas.edu) or through our [Facebook Fan Page](#) and we will help you.

## Health Insurance:

### 1. Do I need health insurance?

Yes, you do, it is required for all exchange students to have health insurance coverage during their exchange semester/year abroad. If you are a European Union citizen, you can get the European Health Insurance Card (EHIC), which would be accepted. Nevertheless, a supplementary insurance covering repatriation, accidents, some specific surgeries and liability may be needed.

## Course Selection:

### 1. How do I know which courses I can take?

Every semester the U.P. Comillas Faculty of Economics updates the list of courses available. You can consult the course offerings through the [link on our website](#). The courses you can take are from E-2, E-2 Bilingual, E-4 and E-6 bachelor's programs and the Business in Spain Diploma.

### 2. When will courses be available?

Courses offerings are available around May.

### 3. How many courses must I take?

It depends. Each Home University establishes the number of ECTS credits, (European Credits Transfer System) in which you need to enroll. The average is 30 ECTS. Please consult with your home institution for a definitive answer.

### 4. I am a bachelor's degree student. Can I take Master courses?

No, you cannot take Master courses

### 5. Can I take courses from other Comillas Faculties than the Faculty of Economics and Business Administration?

No, in principle you cannot take any course from other faculties than the Faculty of Economics and Business Administration.

### 6. Does Comillas offer a Spanish Language course? Do I have to pay for it?

Yes, indeed the Institute of Modern Languages offers all different levels of Spanish language courses and it is free of charge for incoming exchange students.

### 7. How do I select the courses I want to take?

In Phase II of the online application form, you can select the courses you will take. Once you have completed Phase I of the application, and after receiving an email with the instructions, you can do your official course selection.

### 8. When is the deadline for making changes to the course selection of the online application form Phase II?

You can drop, add or change any course from the Phase II of your application until two weeks after the academic semester has started. After that period, we do not allow any changes.

## Student Visa:

### 1. Do I need a visa?

If you are a European Union citizen, you do not need a visa. If you are not a European Union citizen, you will need a student visa.

### 2. Where can I get my student visa?

You can process your student visa in the Spanish Consulate in your country.

### 3. What do I need in order to get my student visa?

You need:

- [Visa Application Form](#) (it must be requested 2 months in advance)
- Valid Passport and photocopy
- Acceptance Letter
- Public or private insurance
- Paid fee (160€), (it is determined locally by your consulate and payable only by money order)

If your stay will last more than 180 days, you will also need:

- Medical Certificate
- Criminal Record



## Housing:

### 1. **Where can I live during my exchange period in Madrid?**

The Universidad Pontificia Comillas does not have its own on-campus or off-campus accommodations, but there are other options. “[Students Global Relocation \(SGR\)](#)” is a Comillas partner that offers information and a complete package of services to aid in the search and selection of an apartment for rent, rooms in shared apartments, “home-stays” with families and other solutions for accommodations through the fee-paying services that they offer. You can contact SGR at [housing@comillas.edu](mailto:housing@comillas.edu), (more information in [this link](#)).

In addition, you can access information about “Colegios Mayores” (Traditional Student Residences often located near specific Universities) and Privately-owned University Residences in Madrid [through this link](#).

### 2. **How much is the cost of living in Madrid?**

The average cost of living in Madrid as an exchange student is around 350 – 500 euros per month. You can consult the general estimated cost of living in Madrid in [this link](#).

## Orientation Days & Welcome Sessions:

### 1. **When should I arrive?**

You should arrive to Madrid at least a couple of days before the start of the semester and you should attend the Orientation & Welcome Days.

### 2. **When are the Orientation & Welcome Days scheduled?**

The Orientation Days & Welcome Sessions are always programmed a week before the course or semester starts. The accurate date changes each year so it is necessary to consult the [academic calendar](#).

### 3. **Where do these sessions take place?**

The welcome sessions are held at 23 Alberto Aguilera St. our main campus.

## Student ID:

### 1. **How do I get my Comillas Student Card?**

You can get a virtual Student Card inside the Comillas APP, (available on iOS and Android).

## Students with disabilities:

### 1. Does Comillas provide special attention to students with disabilities?

Yes, Universidad Pontificia Comillas accommodates students with disabilities through a support program with the aim of helping these students to fully integrate to the classroom experience. What we do:

- Support for students with special educational needs during the academic year.
- Information on study grants.
- Finding and processing technical aid and resources.
- Classroom adaptation.
- Exam adaptations.
- Significant curricular adaptations.
- Writing reports for academic staff
- Writing social reports for Erasmus grants and university exchanges.

## Grades:

### 1. I finished my stay in Comillas, how do I get my grades?

You can check your grades from last semester in Comillas at our Intranet. In addition, we will send an official transcript to your home university, (you will not be required to request or pay for this first copy).

### 2. When do I get my grades?

It will take about two weeks after the end of the examination period for all the grades to show up in our Intranet. It will take between one and a half month and two months after the end of the examination period for your home university to receive your transcript.

### 3. I need an official transcript; how do I get it?

If you personally need a transcript, you can request it in Comillas General Secretary. You have to fill out the [official form](#), pay the fees (which are 27.54 €) and present your National ID or Passport. Except for delivery by mail, the usual turn-around time for transcripts is 5 working days from the receipt of the complete application.