

# Student Guide

Made for students, by students!



advantere

School of  
Management

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# Welcome to Advantere!!

# Welcome to Madrid!!

**Dear Resolutionary student,**

Congratulations again on successfully reaching this step. We are very happy to have you on board and even more for sharing the Master's degree experience with you. We ensure it will be very memorable and transformative on different levels! We also thank you for deciding to pursue your degree at **Advantere School of Management**. We have gathered the information you would need in this guide to ensure you a smooth settlement in Madrid and to swiftly launch your Advantere experience. Please save this document for future reference; You may need to consult it during your academic year.

The aim of this Student guide is to familiarize you with **Advantere** as well as the city Madrid.

Because of the nature of the information provided, this guide is a constant work in progress. Every effort has been made to check that the links are active and to verify the details, but some are subject to change. If you find any such changes, please notify us so that the information provided can be updated.

**We look forward to meeting you in person in Madrid.**

Best regards on behalf of the **Advantere** Team.

*“The dictionary is the only place  
that success comes before work.  
Work is the key to success, and hard work  
can help you accomplish anything.”*

Vince Lombardi Jr

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# Preface

Advantere is a school of management that was established in 2021 through the collaboration of three highly recognized universities: Universidad Pontificia Comillas, Universidad de Deusto, and Georgetown University. Starting from this year, there arose the need to guide management skills in a social manner, focusing on interpersonal relationships.

Advantere aims to enhance these skills to create the leaders of tomorrow, with a revolutionary and entrepreneurial mindset, and as you may have guessed, that person is you! First of all, we want to congratulate you on being admitted to this school, where you will learn and enjoy like never before during this process.

But before you begin, there are several things to consider before landing in Madrid. This guide will introduce you to life at Advantere, or as we like to call it, 'revolutionary.' You will hear and see this word many times because we created it to best identify us, and it truly reflects how we do things at Advantere. LET'S GO!



## Advantere and its culture

To us, you are not only a student, and to you, we are not just another management school. Our team can be approached at any time as they are happy to help you not only with important things like your transcripts, but also to chat about your favorite dish or what sports you played in high school, when schedules allow. On-campus events are a great opportunity to talk to everyone from your master director to students from different classes. And these events are not the only time where you can socialize. Lunch breaks are generally scheduled the same for everyone in Advantere, so it is a chance to sit with different people over lunch. Oh, and if you are not from Spain, there is a high probability that you find it not so casual to have lunch at 2pm, but you can get used to it within the first trimester!

And mentioning this we might as well walk you through the Advantere melting pot as we like to describe it. We are very proud of how diverse, inclusive, and multicultural we are. In fact, for the first promotion, we had 21 different nationalities making us consist of 52% of international students with divergent languages, perspectives, practices, religions... And our international environment is probably one of the characteristics behind you

choosing Advantere. That's mainly the reason why we expect you to be open to other cultures and appreciate the differences that make us who we are! And we want to seize this opportunity and to take advantage of the mix and learn how others can do the same things yet so differently; All of this starts with communication. That is why English is the official language of the school. On the informal side, it is equally essential to speak English to be inclusive. We would also want you to be open to learn Spanish if you don't already, so that you can make your life easier when in Madrid, and trust that your Spanish speaking colleagues would be happy to help you practice! Moreover, we strive to build a common ground for everyone to feel a sense of security as if you are at home.



# Advantere Management Team



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# Academic Management



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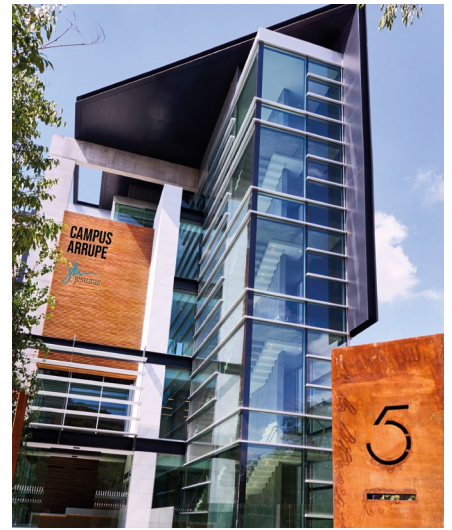
**Katherine Smith**  
Program Manager  
[k.smith@advantere.org](mailto:k.smith@advantere.org)

# Welcome to Campus Arrupe Your Home for the Next Year

Nestled in the heart of Madrid, Campus Arrupe is more than just a place to study—it's where your future takes shape. This brand-new, state-of-the-art space is designed for collaboration, innovation, and an international learning experience like no other.

Advantere shares this dynamic environment with its founding partners: Universidad Pontificia Comillas, Universidad de Deusto, and Georgetown University. That means you'll be surrounded by a community of ambitious minds, global perspectives, and top-tier academic excellence—all in one place.

Modern facilities, inspiring spaces, and an unbeatable location make Campus Arrupe the perfect setting for your master's journey. Get ready to challenge yourself, connect with brilliant peers, and experience Madrid like a true local.



## CAMPUS ARRUPPE



**OUR WEBPAGE:** [www.advantere.org](http://www.advantere.org)

**ADDRESS:** Calle Mateo Inurria, 39.  
28036 Madrid (Spain)

**NEIGHBORHOOD:** Nueva España,  
Chamartín district

**TELEPHONE:** 911 92 48 54

### HOW TO ARRIVE

Campus Arrupe is well connected to Madrid's main transport networks:

#### Subway:

Line 9 Duque de Pastrana Station  
Lines 1 & 10 Chamartín Station – 15-minute walk

#### Main bus lines:

14, 70, 107, 129, 174

#### Train station (Cercanías Renfe):

Chamartín Station – 15-minute walk  
(direct connections to major city and regional destinations)

### FIND US ON OUR SOCIAL MEDIA



# What is PBL? How does it work?

The driving force behind us is learning by doing because in times of rapid change, agility and proactivity are crucial for leading in such situations. Hence, the implementation of the Project-Based Learning methodology, allowing students to apply practical knowledge gained during classes. This provides you with the confidence needed for your professional career to take off in a changing environment.

## Step-by-Step PBL:



# 1

Projects undertaken during the master's program are generally divided into a series of steps that are often similar. The first step involves the presentation of the subjects related to the project by the professors, along with a brief description of the project. A visit to the company's facilities follows,

where students can get a glimpse of the company's sector and learn about the various challenges it faces. You can ask employees for tips or relevant information to streamline the study process or approach the project differently.

The professors will conduct theoretical classes related to the project processes, putting theoretical knowledge into practice. They will also provide ongoing support for each project to guide and address

any doubts that may arise, as each project is unique and challenges always emerge. Throughout the PBL, experts from different areas will be brought in to enhance learning.

# 2



# 3

As is evident, both individual and group work are essential in these activities. You will combine the knowledge acquired in lessons, expert conferences, and different cases to carry out your project, as everything is interconnected to enable different teams to face the challenges of the activity. You will spend a significant amount of time researching information and

finding solutions, structuring the project according to your preferences. Scheduled team sessions will be on your calendar, but if you want to dedicate more time and work longer hours, you can. At the same time, we encourage you to be willing to relax because we believe that a healthy environment is essential.

Once the proposal for the company is developed, you will present your projects to the high-profile company managers. Here, you will receive their feedback and learn through the process. However, that is only half of the fun!

# 4



## DO YOU HAVE EXAMS?

You also will be sitting for exams, and they require no less preparation in order to maintain good grades, and here is how this works: your total, grade will be divided into percentages between project presentation, final exam, class participation, assignments, peer review (more or less the same elements according to the subject) and the weight of each of these elements will be determined by your professors during your first sessions. You can also reach out to them when you need help or advice, and they will be glad to assist you within their communicated office hours.



# Advantere's communication channels

## Intranet / E-Mail

Before the start of the course, the program management will send you your username and password that will provide you with various permissions inside the Advantere's website. These permissions include access to the Advantere virtual campus, an email account, access to Windows Office 365, and various IT tools.

To access most of these features, simply click on the following [link \(https://advantere.org/personal-area/\)](https://advantere.org/personal-area/) or writing on Google "Advantere Personal Area".

This space will be regularly used throughout your academic period at Advantere as it contains information of various kinds, such as:

- [Course syllabuses and schedules](#)
- [Introductory Week information](#)
- [Campus bulletin board](#)
- [Certificate requests, exam dates, and grades](#)
- [English and Spanish course dates](#)

It is important that you check the virtual campus daily since that's where announcements are made.

From now on you will be receiving correspondence at your Advantere email account, including all communication from program management. Once you receive your username and login code, be sure to redirect the Advantere email account to your preferred email address which you check regularly, so that you do not miss important information.

NOTE:

Your username is  
x.xxxx@stu.advantere.org;

Your e-mail address is:  
x.xxxx@stu.advantere.org

## Moodle

You will receive information and class readings for the courses you are taking through your class Moodle, the online educational platform used at ADVANTERE.

**Virtual Campus**  
Access

**Dashboard**

Campus Advantere

**My learning**

Courses Search Last accessed Expanded

COURSE - TRIMESTER 2  
Global Supply Chain Management\_23/24

Start date: 03/01/24 End date: 17/03/23 Go to course

# Scholarships

We believe that financial constraints should never be a barrier to academic and professional development.

We offer a variety of financial aid options, including scholarships and funding opportunities, to attract and retain diverse talent that will contribute to the Advantere community and beyond.



## Multidisciplinary

Open to candidates who have a unique role and excel in their respective areas.



## International Diversity Scholarship

To encourage a global community with students from all over the world, especially open to candidates from underrepresented nationalities.



## Talent and Equality Scholarship

Open to candidates with outstanding academic records, proven social achievements and personal merit, with limited financial means.



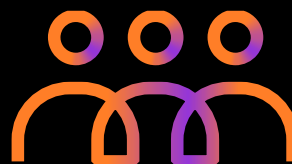
## Women's Empowerment

Designed for proactive and motivated women who are committed to making significant career and personal achievements and who are determined to act as role models for younger women.



## Changemakers

Anyone can be an agent of change, anywhere. We are looking for students who have ideas about how to improve other people's lives.



## Jesuit Universities Scholarship

For degree students from all the Jesuit HE institutions (besides our founding partners).

## Academic Partner Institutions Bursary

We welcome applications from Comillas, Deusto and Georgetown alumni. They will be automatically awarded a 10% bursary on tuition fees.



# Financial Aid Information

Advantere is committed to making world-class education accessible to a wide range of students. We encourage applicants from all backgrounds to explore our financial aid options, as we believe that an investment in your education is an investment in your future and in the positive impact you will create.

## Loans

In collaboration with financial institutions, we provide access to student loan programs with competitive interest rates specifically designed to help you finance your education.

### bankinter.

Bankinter offers flexible loan solutions.

### fiderh

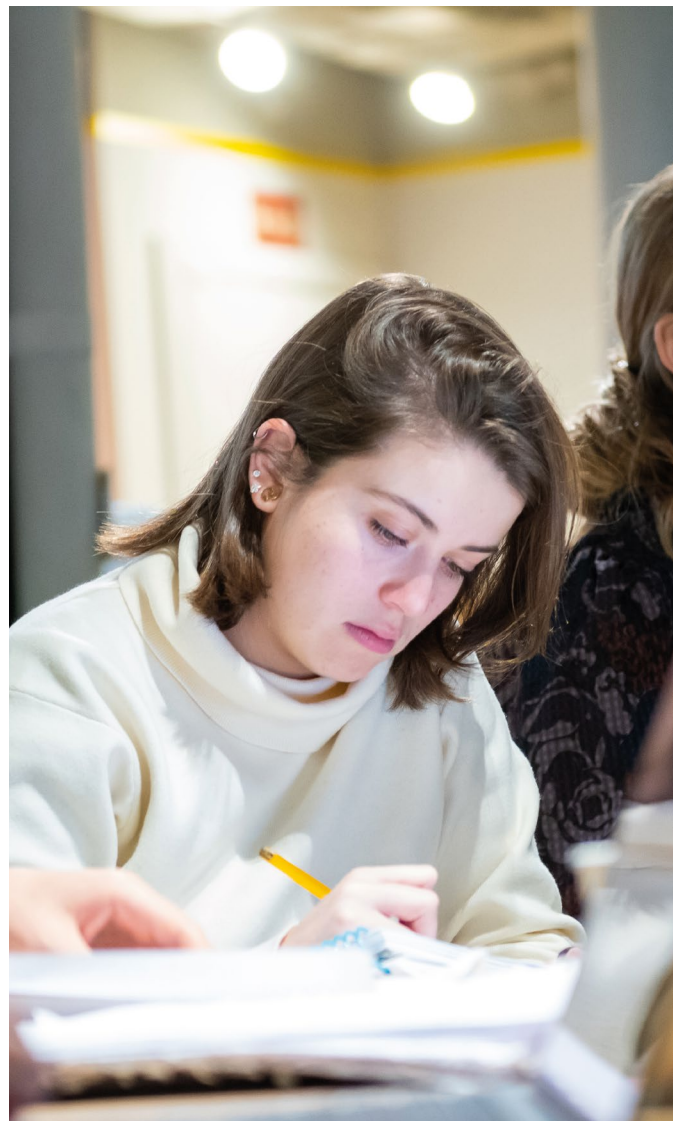
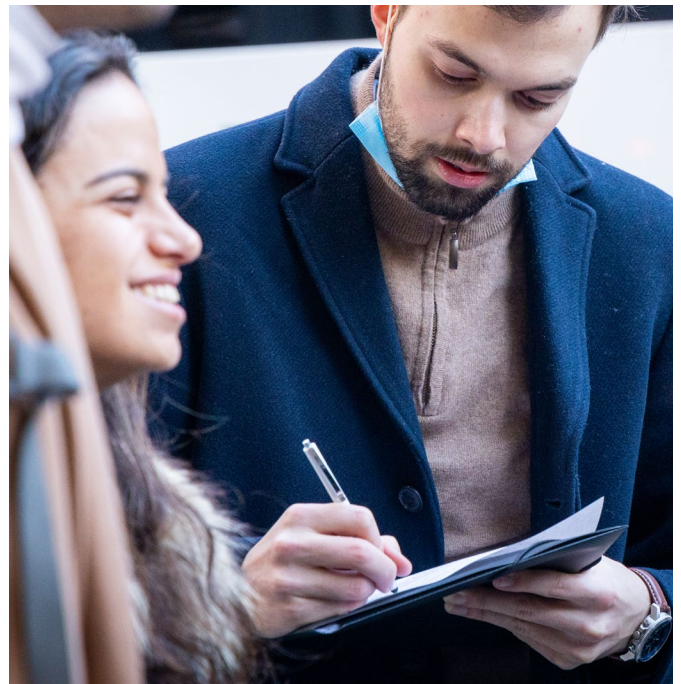
FIDERH, a Mexican government-funded program, provides low-interest loans for Mexican students pursuing graduate studies abroad.

## Payment Plans

**Early Payment Discount:** Save on your tuition by paying early and meeting the required terms.

**Flexible Installment Plan:** Spread out your payments over time to make financing your education more manageable.

For more information on these options, please contact our Financial Aid Team at: [financialaid@advantere.org](mailto:financialaid@advantere.org)





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# Travel requirements

## Before Arriving In Spain

Citizens of the European Union, Norway, Iceland, Liechtenstein and Switzerland do not need to apply for a student visa prior to their arrival in Spain.

**If you are a non-EU citizen**, you will need to apply for a student visa. Once you are admitted to Advantere, you will receive the original documents to take to the appropriate consular office to start the process.

Keep in mind that in some consular delegations the process can only be started 3 months before the start of the Master.

You can check your consular delegation on the following [page](#):

- [Select your country from the list.](#)
- [Select the location closest to you on the map.](#)
- [Click on the name of the consulate.](#) You will see all the contact information and the address of the consulate.

### COMMON REQUIREMENTS FOR YOUR STUDY VISA APPLICATION

#### 1. Admission Letter

Official Advantere's admissions letter and commitment fee payment receipt (in Spanish).

#### 2. National Visa Application Form

#### 3. Photograph

Recent photo, carnet size (3cm x 2.5cm), full color.

#### 4. Unexpired Passport

Valid passport for at least to the end of your studies period.

#### 5. Health Insurance

Authorized to operate in Spain, no co-payments or deductible.

#### 6. Apostilled Criminal record check certificate

#### 7. Apostilled Medical

Certificate, attesting that the applicant does not suffer from diseases that may have serious public health implications in accordance with the International Health Regulations 2005.

#### 8. Proof of financial means

\*2023: EUR 600 per month.

#### 9. Payment of the visa fee.

The visa requirements and process may vary for each country or consular office. You must check the updated process in the corresponding Spanish embassy website.

You can check the requirements and process in the following [site](#) by following the next instructions:

- [Choose your country from the list.](#)
- [Select your delegation.](#)
- [In the service category, select "Visados".](#)
- [Under Consular Services, select: "Visados Nacionales - Visado de Estudios".](#)
- [Review the verification and click Search. It will display the full list of requirements and process for your country and delegation.](#)

Please take in consideration the next points:

- The visa approval takes between 30 and 40 business days since you submit your application.
- Once your Visa is approved you will have to submit your flight details to withdraw your passport. Arriving to Spain with no more than 15 days prior to the start of your studies.
- Your visa application is a personal process and can be done following the instructions on the website of your consulate. We encourage you to apply from your country of origin.

## After Arriving In Spain

### What is “el Empadronamiento”?

It's the official register of people who live in Spain and includes their corresponding addresses. All residents of a municipality, whether Spanish or foreign, must register in the Padrón, regardless of their legal status.

### Registering is a right and a requirement.

The right to register gives access to public health care. It is also a way of legally establishing your residence in a given municipality.

The process is simple: you sign up for an appointment online and when the day comes, make sure you are present on the spot with the following required documentation and the certificate of empadronamiento will be issued free of charge, on the spot.

The registration can be done at any OAC (Oficina de Atención a la Ciudadanía) and to obtain the appointment you can do it from the following [link](#).

Although the page to obtain the appointment is only in Spanish, the steps to follow are simple:

1. Under “Categoría” select “Padrón y censo”.
2. Under “Trámite o servicio” select “Altas, bajas y cambio de domicilio en Padrón”.

Cita Previa por trámite

Categoría

[Padrón y censo](#)

Trámite o servicio

[Altas, bajas y cambio de domicilio en Padrón](#)

3. Select the office closest to your address.
4. Choose from the available dates and select the most convenient schedule.
5. Fill in all personal information and confirm the appointment.

**We recommend that you try to get your appointment early in the morning, which is when new spaces are released for the coming days.**

### Documentation required

- Application form [here](#)
- Identity document: passport, Spanish residence permit, or official ID card from home country.
- Your original rental contract, for a duration of at least 6 months. If you do not have a rental contract, you can provide signed authorization from the owner of the apartment or whoever does have a current contract, along with an original copy of their proof of ownership or their contract, and a photocopy of their ID card, passport, or other official identification.

### What happens if I move?

You must inform the council office of your change of address. If you renew your Student Residence Card and have had a change of address, this will have to be documented with a certificate of empadronamiento.

\*Citizen Information Offices in Madrid – consult [OACS MADRID](#) for additional offices and opening hours.



# Comunidad de Madrid

## STUDENTS FROM EU COUNTRIES

Residents of EU countries and citizens of Norway, Iceland, Liechtenstein and Switzerland do NOT need a visa to enter Spain. The only document you will need is your passport.

However, if you are staying for more than 90 days, you will need to apply for the Certificado de Registro de Residente de la Union, which includes your NIE (Número de Identidad de Extranjero). To do so, it is necessary to make an appointment once you arrive in Madrid.

But don't worry, here we explain how to get the appointment and the documents that will be requested at that moment.

### How to get an appointment for the NIE?

1. Click on the following link:  
<https://sede.administracionespublicas.gob.es/pagina/index/directorio/icplusplus>
2. Click on "Acceder al Procedimiento".
3. Select Madrid from the list of "Provincias Disponibles" and click on "Aceptar".
4. In "Selecciona oficina" choose the option "CNP Padre Piquer, Padre Piquer, 18". Then, choose the only available procedure (Policia - Certificado de registro de ciudadano de la U.E.).
5. Click on "Aceptar".
6. Choose "Pasaporte" as the type of document, fill in your data, and below with your name and surname. Then click on "Aceptar".
7. Select the date and time of the appointment

and follow the instructions to confirm. You may be asked to receive a text message with a code to validate the appointment.

### Required documentation

Below is a list of the requirements you will need in order to get the CRU:

- Form 790 Payment and Form (access [here](#)). You can pay through your bank account or physically at the bank in cash (check the opening hours of each bank).
- X18 printed form (get it [here](#)). The document is in Spanish because that is how it must be filled out and submitted to the police.
- Statement of Financial Resources. This can be the bank statement, for example.
- Copy of health card or health insurance. This can be either the EHIC (European Health Insurance Card) or private insurance. In the latter case, the documentation of your private insurance must be issued in Spanish by a company. Otherwise, you must have it translated by a sworn translator. It must provide full medical coverage, including hospitalization, with no co-payments or deductibles.
- Copy of passport.
- Copy of your university enrollment or acceptance letter in Spanish.

If you need help, don't hesitate to ask your classmates, who probably won't have a problem helping you, or write to:  
[admissions@advantere.org](mailto:admissions@advantere.org).





## STUDENTS FROM NON-EU COUNTRIES GET YOUR TIE

The TIE is a temporary permit that allows you to stay in the country for the duration of your studies. It is valid for a maximum of one academic year and can be renewed annually until you complete your studies. Your academic performance will be taken into account when renewing your permit. The document gives you the right to stay in the country legally while you are studying.

You have a maximum of **30 days** after entering the European Union to begin the process of applying for the Student Residence Card (TIE). You will need to present your airline ticket (boarding pass) or the stamp in your passport showing the date of your entry into the European Union.

You need to apply for your Student Residence Card at the National Police Station of the city where you are registered. At that moment, you will be issued a provisional document with your Student Residence Authorization details which will be valid until you receive the original card after 40 days.

To both apply for and pick up the TIE at the police station, it is necessary to make an appointment through this [link](#).

### Before you proceed with the TIE...

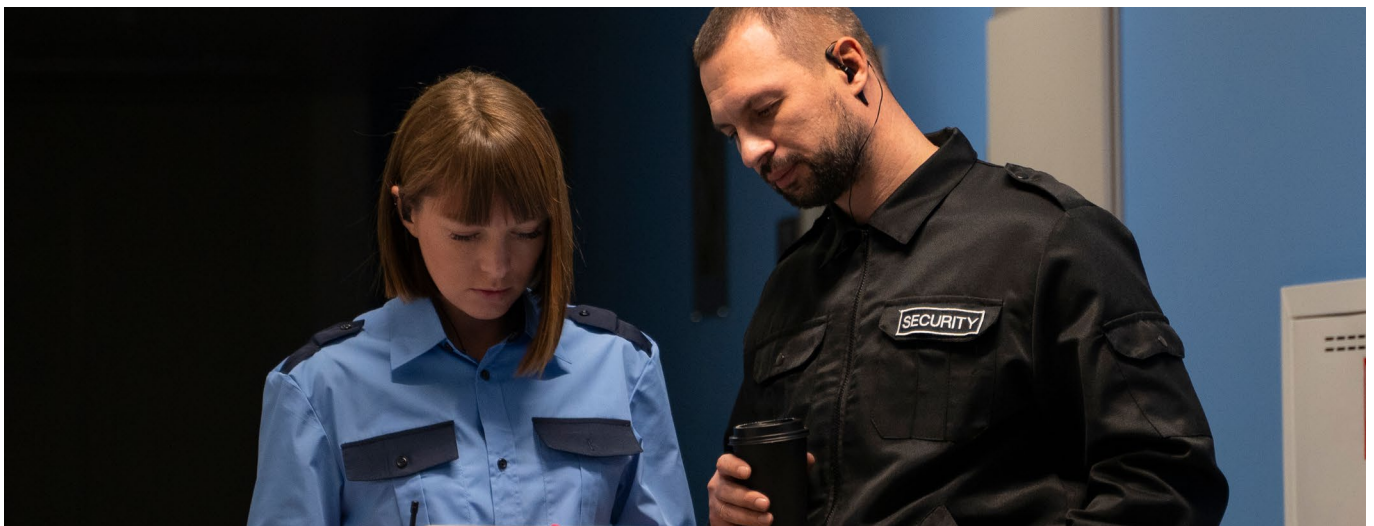
To process the TIE, it is mandatory to “Empadronarse” (register) first. In page 10 it is explained how to do it.

## Required documentation

- Printed appointment confirmation.
- Valid passport (original and copy) with the stamp of entry into Spain (or your boarding pass).
- Valid visa document authorizing your stay in Spain.
- 3 recent passport photos.
- Advantere acceptance letter (original and copy).
- Proof of valid private health insurance and health insurance card (original and copy).
- Proof of sufficient funds for the duration of your stay in Spain, e.g. a letter from your bank.
- Form EX-17 (original + 2 photocopies)
- Valid “Empadronamiento” that matches the address on the EX-17 form (original and copy).
- Receipt of payment of the application fee (Form 790).

**Important:** All documents must be in Spanish. If your originals are in another language, they must be certified and accompanied by a sworn Spanish translation.

Advantere’s Academic Administration Office will require you to present your original Student Residence Authorization Card and one photocopy to complete your enrollment process. You will have four months after your arrival to present your original card at the Academic Administration Office of your center.



## Medical Insurance

For international students, obtaining a **visa to study in Spain** often requires **proof of health insurance**. This ensures that you have access to medical care during your stay, safeguarding both your health and compliance with Spanish regulations. Moreover, health insurance provides peace of mind, allowing you to focus on your studies and fully enjoy your experience abroad without worrying about unexpected medical expenses.

To make this decision easier for you, we partnered with **Adeslas**, one of Spain's leading health insurance providers. Here's why this is the perfect option for Advantere students:

### Why choose Adeslas?

- ↗ Medical centers with over **45,000** professionals across all specialities.
- ↗ More than **1,300** medical centers and **216** subsidised hospitals.
- ↗ **27** Adeslas Medical Centers.
- ↗ Over **185** Adeslas Dental Clinics.
- ↗ More than **259** customer service points.

### What's Included?

**Primary Care:** Quality care at your fingertips.

**Medical Specialties & Diagnostic Tests**

**Hospitalization & Surgeries**

**Medical Emergencies & Ambulance Services**

**No Copays:** Enjoy worry-free medical visits without additional costs.

**No Waiting Periods:** Immediate access to all healthcare services from day one.

**Unlimited Expenses:** No monetary limits, ensuring peace of mind for all medical needs.

**Comprehensive Coverage**

**Repatriation:** Return to your home country in case of emergencies.

**Travel assistance:** Support in case of emergency.

### Information to Provide

- Full name
- Gender
- Date of birth
- Passport / NIE Number
- Address
- Phone number
- E-mail
- IBAN number

Additionally, you will need to complete a simple health questionnaire.

### Annual price

599,52 €

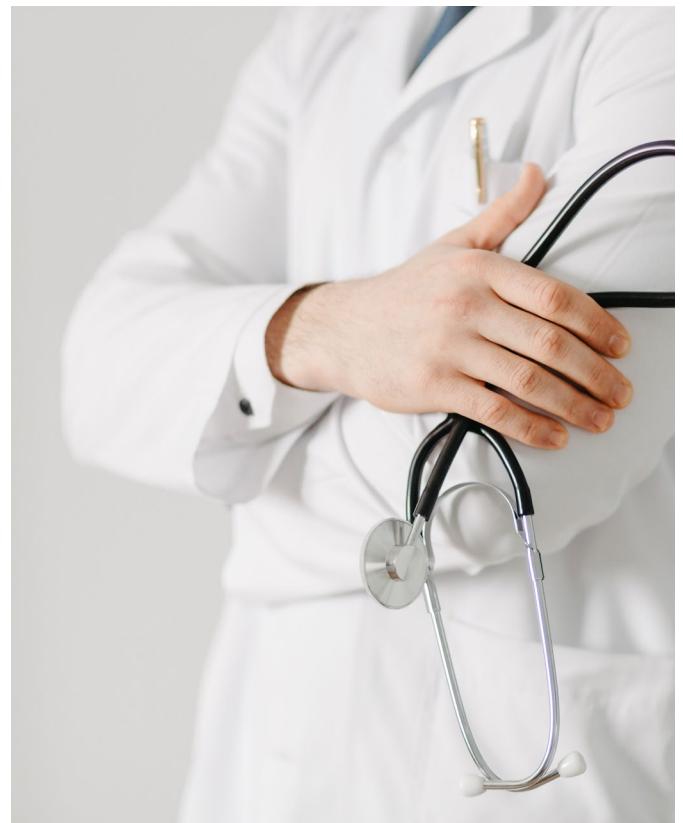
### Contact Person

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cenizor@oac.segurcaixaadelas.es

(+34) 665 09 72 30

[segurcaixaadelas.es](https://www.segurcaixaadelas.es)



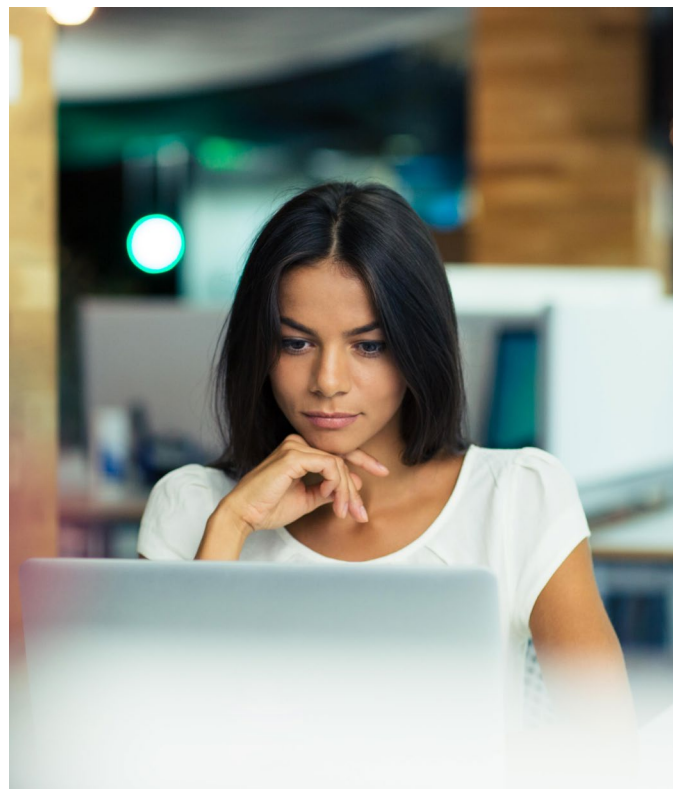


## What to bring with you

**Recommendation:** Keep digital copies of all your important documents together with serial and IMEI (International Mobile Equipment Identity) numbers of electronic devices on a cloud or similar so that if you lose any of them, you have backup copies. Replacement or duplication may be easier if you have these documents on hand.

Don't forget to bring:

- Your passport
- A student visa, if required
- All Advantere documents
- Copies of all the documentation you presented for the visa.
- Proof of medical insurance coverage: copy of your policy and insurance card original prescriptions if you need medication.
- International driver's license (optional)





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# Living in Madrid

In general, when compared to other European capitals, Madrid is not an expensive city. It is a vibrant city that offers a wide range of services to fit all budgets. Expenses will vary depending on the lifestyle you are looking for and the budget you have. We estimate that an average student could spend between €900–€2,100 per month, including housing, food, transportation, leisure, and other personal expenses, depending on their lifestyle. This budget includes rent and occasional outings in Madrid's city center. Living outside the center and preparing food at home can reduce these costs significantly.

## Accommodation and services for students in Madrid

**Average Cost of a Shared Apartment (2025–2026):** To begin with this point, it's worth noting that there are various ways to arrange a rental contract in Madrid. The first is a shared lease where the tenants decide among themselves how the rooms will be divided, and in other cases, the landlord creates a separate contract for each room with a different price for each. Currently, the average price for a shared apartment in Madrid ranges between €400 and €700 per person per month. Prices vary depending on the neighborhood, building, apartment, and the furnishings it includes.

**Agency fee:** 1 month's rent + plus taxes (21% of the rent).

**Deposit:** Typically, landlords often request two months' worth of monthly rent as a deposit before entering the apartment. This amount will be refunded once the keys are returned, usually taking around 30 days to inspect for any issues with the property. These two months are divided into two parts: one month for the security deposit. This means that the money will be used to fix any damages to the property, provided they are not a result of normal wear and tear (e.g., breaking a furniture piece that was in perfect condition). Damages also include leaving the apartment in less than pristine condition; cleaning costs will be deducted from this amount. However, the tenant cannot be compelled by the landlord to pay for, for instance, replacing an appliance due to normal wear and tear or age.

On the other hand, there is the guarantee, which corresponds to another month's rent. This deposit

is made to avoid payment issues during the rental period. Generally, it should be returned in full upon vacating the property.

**Length of Rental:** Apartments are typically rented on a quarterly, semi-annual, or annual basis. Rent payments are due within the first 5 days of the month. In the event of having signed a contract for a certain duration and needing to terminate it prematurely, it's best to communicate with the landlord and try to reach an agreement. This agreement generally has two possible outcomes: either there are no issues, or the landlord requires you to find someone to take over the lease. If you find a replacement tenant, they may be able to access the guarantee initially deposited at the beginning of the lease agreement. In any case, it is advisable to clarify these matters with the agency before signing the contract. Similarly, extending contracts can have its complications. Many apartments rented to students, especially during high-traffic periods such as September or the beginning of the year, may not allow you to extend the contract unless it aligns with their preferred timeframes. In any case, the best decision is to communicate with the landlord or the agency at least a month before making a decision to see what can be arranged.

**Signing of Contract:** Be sure to read the entire document carefully. With a furnished apartment, the contract should list the contents of the apartment and its condition. If there is something that you do not understand in the contract, do not sign it until you can seek advice.

## ISSUES

Dissatisfaction with Apartment upon Arrival: If you are not satisfied with the apartment or your room when you arrive, the agency will only offer you other accommodation if it is available. Demand far exceeds supply, so it is not unusual for the agency to say that no other accommodation is available.

**Problems with Apartment:** Contact the agency / landlord immediately if you need assistance.

## ACCOMMODATION PROVIDERS

Finding the right place to live is essential for your experience in Madrid. In this section, we recommend trusted student housing options, including residences, private accommodations, and co-living spaces. These options include providers with whom we have agreements to ensure better conditions for our students.

### Apartool

A curated selection of **fully furnished apartments** tailored for student stays. With flexible rental terms and personalized support, Apartool simplifies your housing search, ensuring comfort and convenience in Madrid.

**Contact:**

Phone: +34 933 158 763

Email: [spain@apartool.com](mailto:spain@apartool.com)

Website: [apartool.com](http://apartool.com)

[More Info](#)

### Livensa Living

Modern, fully equipped buildings with a range of amenities to enhance your student experience. With a strong focus on comfort, security, and community, **Livensa** ensures that students can enjoy a seamless transition into life in Madrid while having access to top-tier facilities.

**Contact:**

Phone: +34 913 10 30 32

Email: [reservas@livensalivingstudios.com](mailto:reservas@livensalivingstudios.com)

Website: [livensalivingstudios.com](http://livensalivingstudios.com)



### Nodis

Offers modern student accommodations, providing **fully equipped studios** and shared apartments with amenities like gyms, study rooms, and communal areas.

**Contact:**

WhatsApp: +34 699 253 192

Email: [info@nodis.es](mailto:info@nodis.es)

Website: [nodis.es](http://nodis.es)

[More Info](#)

### Spotahome

A fully online platform offering a wide selection of verified homes for mid- to long-term stays. From **student residences** to **private apartments**, Spotahome makes booking easy and secure, ensuring a hassle-free move to Madrid.

**Contact:**

Whatsapp +39 3791 468 503

Email: [partners@spotahome.com](mailto:partners@spotahome.com)

Website: [spotahome.com](http://spotahome.com)

[More Info](#)

### Uniplaces

With over **790 apartments** and **25 student residences** available in Madrid, the platform offers verified housing options that fit various budgets and needs.

**Contact:**

WhatsApp: +351 912 327 259

Email: [b2b@uniplaces.com](mailto:b2b@uniplaces.com)

Website: [uniplaces.com](http://uniplaces.com)

**Please bear in mind that there are a lot of scammers out there. When you contact another accommodation provider not from the suggested list above, please proceed carefully.**





## Utilities & Services

As part of your accommodation budget, you should allocate a portion of this amount to basic utilities and services: electricity, water, gas, and internet. Generally, bills arrive every two months and usually range between 80 and 100 euros. If you share a flat with two other people (the most common option), the expenses are divided among three roommates.

It's also important to consider that in most contracts, water, electricity, and other expenses are not included in the final price. On average, an additional €50 per month should be considered for these expenses.



## Supermarket & Food Expenses

After housing expenses, food expenses are the most important to budget. Spain has one of the richest and most complete gastronomies, with a lot to choose from. Eating at home will always be much cheaper, although you should not deprive yourself of getting to know bars and restaurants in Madrid and enjoying Spanish cuisine.

The cost for grocery shopping for one person ranges between 250 and 300€. This calculation includes not only food but also personal hygiene items and other products such as laundry detergent and cleaning supplies.

If we focus on dining out, the price range can vary widely, starting from 3.5€ for a drink and tapa in a bar, or around 12€ for a set menu in restaurants. Of course, there are also restaurants with higher prices due to the quality of food and their location, reaching 50€ per person or more.

The best way to find restaurants that suit your preferences is to ask locals or search on social media or websites.



The most well-known supermarkets in Spain are Mercadona, Día, Carrefour, Aldi, and El Corte Inglés. In general, they offer similar and good-quality products, but the private labels (store brands) are different, and you may come to prefer a specific private label. Just like with restaurants, we encourage you to explore and inquire about products different from the ones you're used to in your own country, as you might find something you love and need for daily living.

Some of these supermarkets have their own cards that are free and provide access to discounts. For example, Carrefour Joven, Dia, Alcampo.

### Halal & Kosher

As our international students enrich our diverse environment, we acknowledge the different

needs when it also comes to food shopping and even culinary experiences.

**For Halal options:** you may find these recommendations useful:

- \* Muslim PRO app: provides you Halal restaurants according to your location.
- \* Around a 10-minute bus ride from Advantere you can find several Halal food shops in street [San German](#).
- \* For community activities as well as gatherings [Casa Arabe](#) is an interesting experience.
- \* The popular fast foods like TGB also offer Halal foods upon request. Always do well to ask.
- \* Community locutorios mostly ran by Arabs also have Halal options.

**For Kosher options:** you may consult this [link](#) for specialized shops, cafes, and restaurants.

## Breakfast, Lunch Or Dinner In Madrid

Have breakfast, lunch or dinner in Madrid is not just a way of covering a basic need; it is also an art. In fact, it is one of the highest hobbies of the people of Madrid and, around the table, you can have the most interesting conversations. We invite you to join this delicious custom and to enjoy the best of our gastronomy in the wide catalog of restaurants in Madrid. The schedule is quite different from the neighboring countries. food (lunch) between 13:00 p.m. and 16:00 p.m.; and the dinners, between 20:00 and 23:00 p.m., although there are many restaurants that open their kitchens until midnight and even more.

In the most touristic areas of the city, many restaurants offer long opening hours. Madrid

restaurants offer the possibility of “eating from menu” at an affordable price. Usually, you can choose between several starter, main course options and dessert, including drink and bread. The tapas: it is one of the cheapest (and fun) way to enjoy.

Madrid and Spanish gastronomy traditional and modern. Consisting of going from bar to bar asking for small portions of food, hot or cold, accompanied by beer, wine, vermouth, or soft drinks. The bar areas of most typical tapas are found in the surroundings of the Plaza Mayor, La Latina, Lavapies and Plaza de Santa Ana.





# Transport

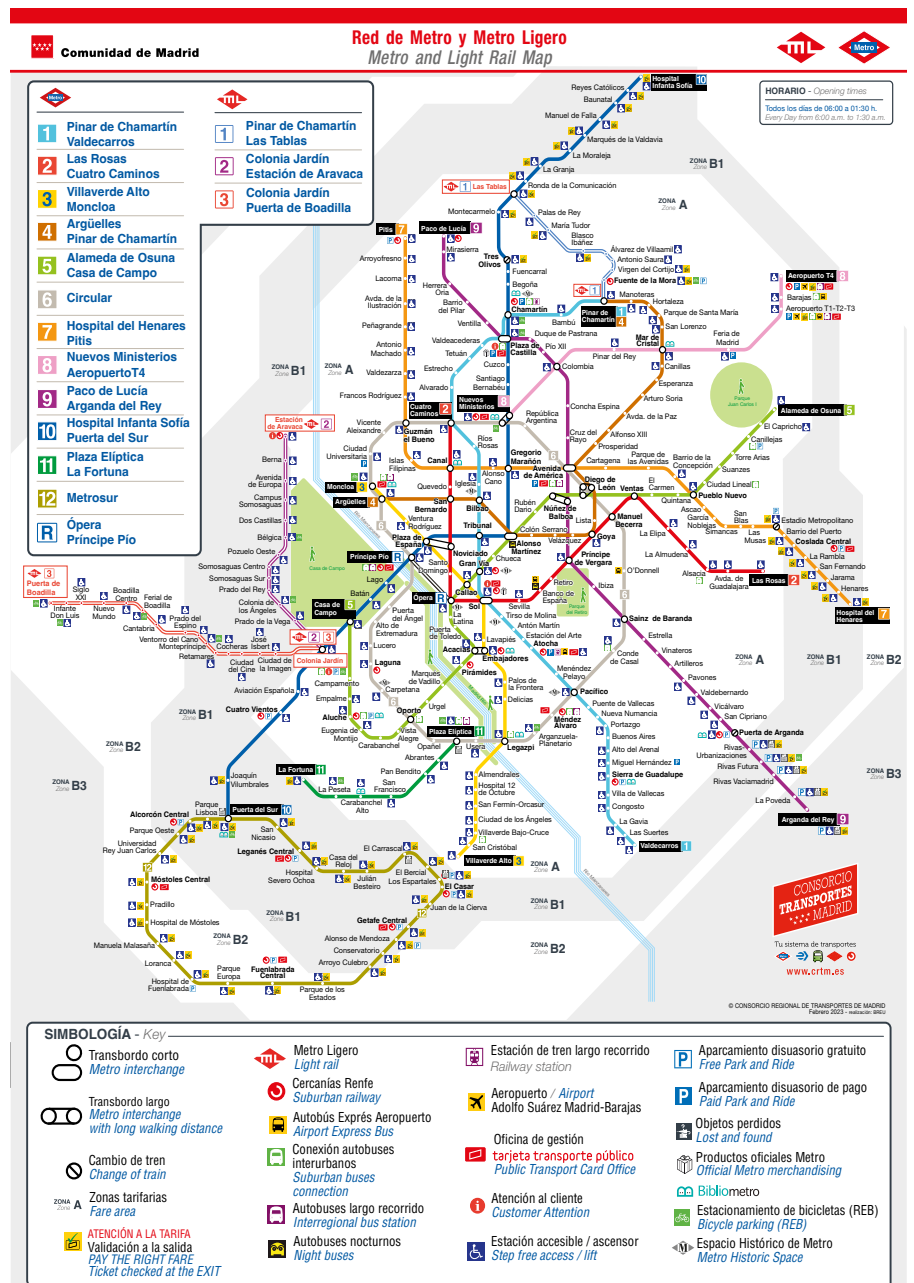
Madrid is one of the cities with the best public transportation in Europe, as everything is well-connected by bus or metro. The monthly pass, which includes unlimited trips on the metro, suburban trains, and buses, costs 55 euros per month. However, if you are under 25 years old, the cost is 8 euros.

To schedule an appointment to obtain this card, you need to visit the following [link](#) and follow the steps as indicated. The website may have translation issues in English and is sometimes not well-optimized for mobile devices, so we recommend using a computer with a translator nearby or a Spanish speaker. This only needs to be done once.

It's also possible to use public transportation without getting this card (although we believe it's highly recommended). To do so, you can simply buy a ticket directly from the bus driver or at the metro through the same red machines where you reload the monthly pass.

## PAY ATTENTION

- You must have a valid travel card or ticket whenever using public transportation. If you are stopped by an inspector without having one, the minimum fine is €100.
- Integrated tickets cannot be replaced or refunded if lost or stolen.



## We also have another solution!

If you're in a hurry and don't want to spend too much money on a taxi, you can use a mobile application to access electric scooters scattered throughout the city. Some private companies offering this service are:

- Cooltra
- Cabify

Please note that a valid driver's license is required to ride these scooters, and if you have a

driver's license, it must be valid in Spain. It's best to search on Google for all the requirements, as each case is different.



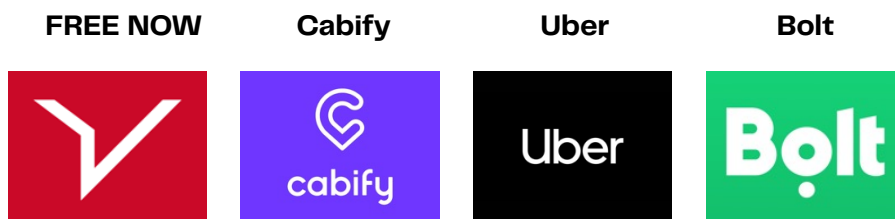
## Public transport Schedule

Public transportation in Madrid is available from early morning (6 am) until past 1 am, but it depends on the day of the week. There is also a system of night buses, called 'búhos,' which is the most economical option for moving around at night, but they have longer intervals between each and are slow due to making numerous stops.

Therefore, during the night, the most suitable option is to take a taxi

## Different ways to request a taxi

You can always hail a taxi by raising your hand when you see one on the street to get its attention and have it stop for you, or look up taxi stands on Google and go there to find one. However, currently, the most convenient ways are through various applications that assign you a price before starting the journey. These applications include:



## Getting from the airport to the city center

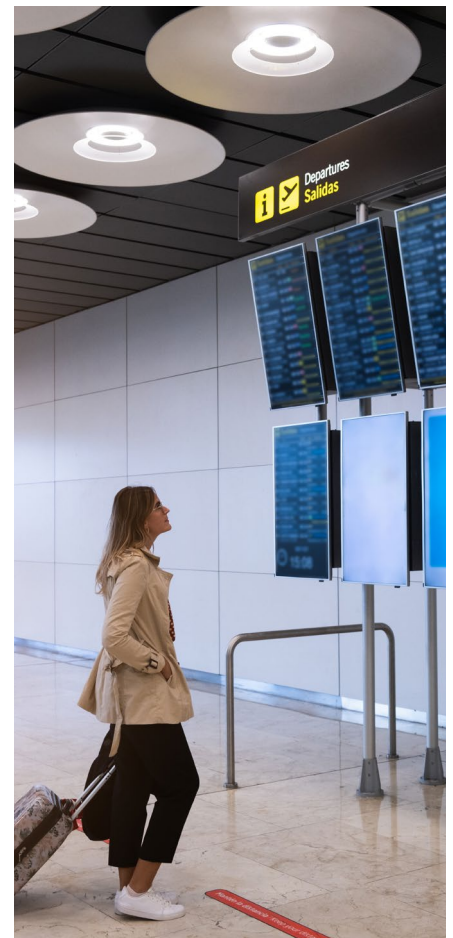
You can get from Barajas Airport to Madrid by bus, train, metro, or taxi.

**Buses** will take you to different points of the city (depending on the route) in 40 minutes for 5 euros.

There are several municipal buses running from the airport to Madrid city center. Most of them depart from the first floor of Terminal 1 (you can get there by free airport shuttle). Each of Madrid Airport to Madrid buses follows its own route, so you can get almost to any corner of the city. The line 203 bus has some comfortable night-time journeys (departing every 35 minutes). On average, you'll spend 5 euros and 40 minutes getting to Madrid city center.

**A journey by metro** will take up to 20 minutes – the route is Madrid Airport–Nuevos Ministerios station (1.5–2 euros for a ticket).

If you're thinking about how to go by metro from Madrid Airport to the city center or vice versa, then you should choose red line 8. The travel time is about 20 minutes. After arriving at Nuevos Ministerios station, you can continue your journey by lines 6 and 10 which lead to the historic center. It is recommended to have the Madrid metro map and some change for tickets with you. The ticket prices may vary depending on the destination. The Madrid metro operates



from 6 am to 1.30 a.m. Tickets can be bought from special ticket machines. Metro stations can be found in each of the four Barajas Airport terminals.

There is a fare supplement to Aeropuerto T1-T2-T3 and Aeropuerto T4 stations. Passengers that have the Travel Pass, the Tourist Ticket and the AENA card do not need to pay this supplement fare.

**Metro single ticket + Supplement:** Valid for the trips between any MetroMadrid station of zone A, and the Aeropuerto T1-T2-T3 and Aeropuerto T4 stations.

**Combined single ticket + Supplement:** Valid for the trips between any station of MetroMadrid, MetroSur, MetroNorte, MetroEste and TFM; and Aeropuerto T1-T2-T3 and Aeropuerto T4 stations.

**Airport supplement ticket:** Valid to enter and exit the Aeropuerto T1-T2-T3 and Aeropuerto T4 stations for passengers that have a valid ticket for MetroMadrid (Single MetroMadrid ticket, 10-trip Metrobús and Combined one-trip ticket).

**RENFE train** will get you to the city in 25 minutes and for 2.6 euros. A good way to get to the city is to catch the Madrid Airport train – line C1 RENFE. To Atocha station. The train will take 25 minutes. The train ticket can be bought for 2.6 euros. Barajas Airport trains are quite comfortable, however there is also one drawback: there are no night-time journeys.

**Taxis** are the most comfortable way to travel from the airport to the center of Madrid. The typical city taxis (the white taxis) have a fixed rate of 30€. We recommend checking and comparing prices on the various taxi apps mentioned earlier to choose the most economical option if you decide to take a taxi. In any case, it's advisable to ask the taxi drivers, as this can change depending on the season or time of day.

## Climate

Madrid and its metropolitan area have a mix of climates, ranging from Mediterranean to cold semi-arid climate, with very hot summers (35°–40°C) and cold winters (above 0 °C on average). It is a climate generally characterized by low precipitation. In addition to the default weather application on mobile phones, the “Aemet” website provides the most accurate weather forecast at this [link](#).





## Other expenses: leisure and clothing

Once your basic expenses are covered, you should budget some money for other purchases or leisure activities. An estimate: between 80 and 200 euros per month, depending on your interests and needs. To travel around Spain, we recommend using trains as they are generally the most economical option. In Spain, there are three companies in this sector:

**renfe**

[Renfe](#)



[iryo](#)



[Ouigo](#)

You also have buses, with the most commonly used company being [Alsa](#). Finally, there is BlaBlaCar, a mobile application that connects drivers and passengers to make travel more cost-effective.

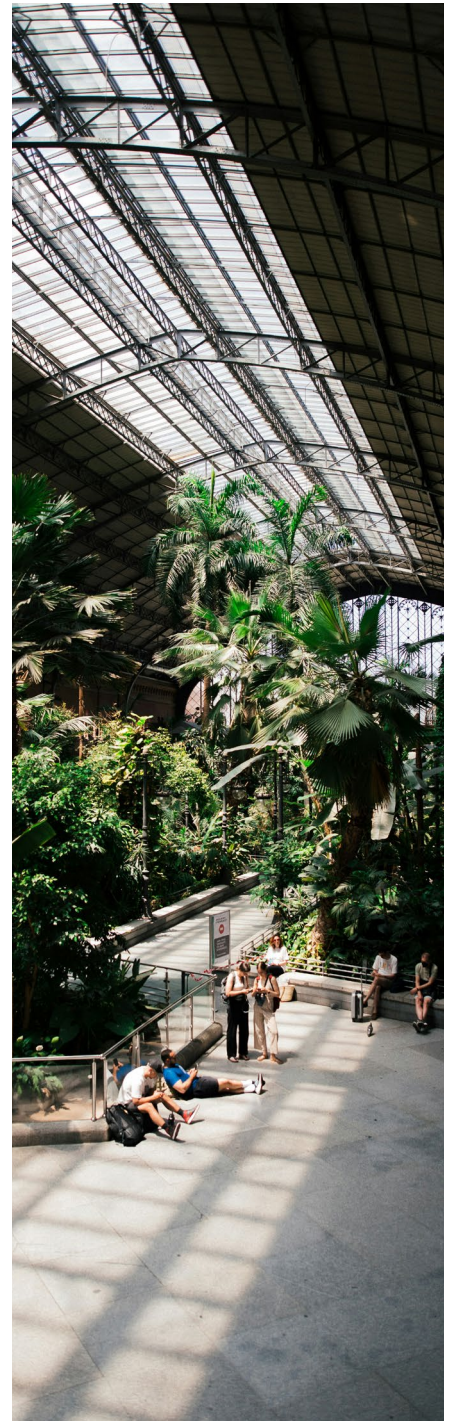


Related to second hand shopping, you can consider **second-hand clothing such as: Humana, Second Hand, Zapshop, Outlet, Vinted or Wallapop.**

We recommend all types of shopping during Black Friday and after Christmas due to the significant discounts available in official stores.

## Facebook/WhatsApp

Classes usually create a closed Facebook or WhatsApp group where students get to know each other before arriving and where a lot of information is exchanged. It's a good place to look, whether you're looking for people to share an apartment with, you have questions or you want to inform your classmates of something.



## Banking In Madrid

You can either open a bank account here or work with your bank account at home through a bank card or credit card. Using ATMs is probably the most convenient. You can find ATMs at most banks, but they normally charge a commission if you're not a client of theirs. Also, be sure to check with your home bank before you leave so you know how to use your card in Spain, and under what conditions. Cirrus and PLUS are the networks linked to Master Card/Maestro and VISA. Some machines don't accept PINs of more than 4 digits, for example, and the keypads may not have letters on them, so learn your numeric code before coming.

Use your credit/debit card to get the best exchange rate for purchases, including your hotel stays and meals, at better establishments. Visa and MasterCard are accepted almost everywhere; American Express runs a close second in usability.

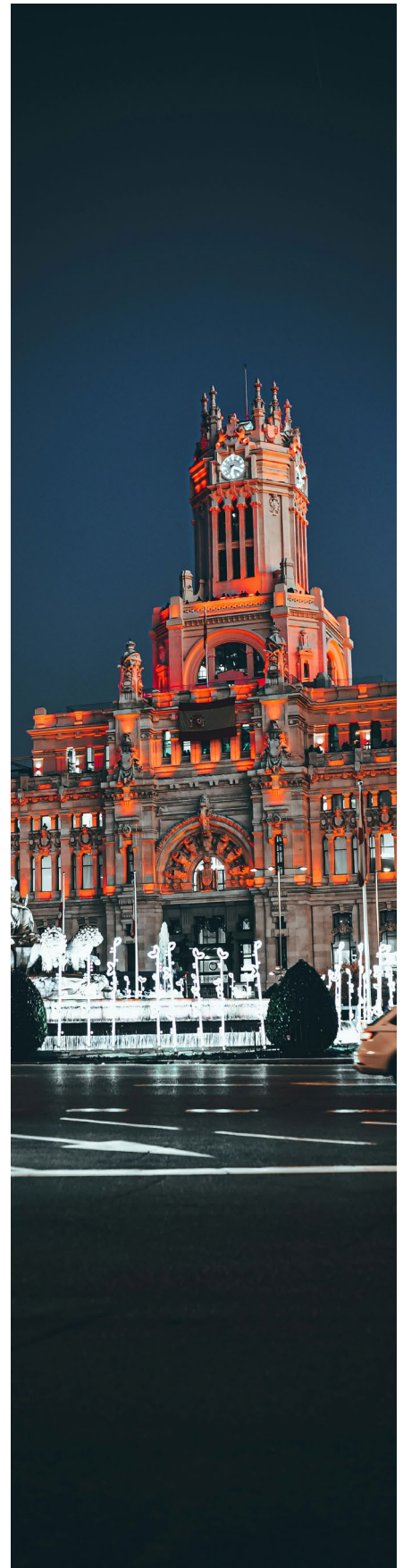
Foreign currency exchange booths are conveniently located in the center of Madrid but may charge high commissions as well as give a poor exchange rate, so you're better off using ATMs.

### OPENING A BANK ACCOUNT

Opening a bank account in Spain is simple but may be different from where you are from. You will need to show your passport and banks are required by law to ask for your *NIE* to open an account. However, you can find banks which temporarily forego this requirement until you have a Spanish NIE. You may also be required to show your passport in order to carry out transactions by a teller. It is a good idea to check with your home bank about the possibility of opening an account with a corresponding bank in Madrid. Many foreign banks such as BNP Paribas and Deutsche Bank have local branches in Madrid. Banking hours here in Spain are extremely inconvenient. Most banks are open 8:15–14:00, Monday–Friday; some savings banks are open Thursday afternoon, October–March.

It is very important to change your account from non-resident to resident status as soon as you receive your NIE to save on service charges and to save yourself considerable inconvenience when receiving a money transfer. You should also consider that most banks only accept larger money transfers from your own bank account abroad or from a family member. The amount of the deposits should be in relation to your expenses.

Non-EU nationals who stay for longer than 1 year will have to renew their TIE; in which case they will have to provide proof of financial means in a Spanish bank.





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## INTERNATIONAL FUND TRANSFERS

Transferring funds to Spain from another country presents no problem. However, it is important to have the bank code information (IBAN/SWIFT) for both banks to facilitate the transaction. IBAN (International Bank Account Numbers) in Spain begin with ES and are followed by 22 digits. Be sure to ask about the fees involved on both sides of the transaction, the originating foreign bank, and the receiving Spanish bank, especially when converting currency.

Students have sometimes been surprised by the fact that even though they paid the transaction fees in their home country, they had to pay additional fees to the Spanish bank to receive the transfer.

## CREDIT CARDS

All major credit cards are accepted in stores and restaurants in Spain, often indicated by a sticker on the window. If you are here for only a few months, no bank will issue you a credit card, although you can get a debit card when you open an account. You can, of course, use your existing foreign credit cards such as VISA, MasterCard and American Express.

The phone numbers to cancel credit cards (in English) are:

- **VISA International: 900 991 216**
- **MasterCard: 900 971 231**
- **American Express: 917 437 000**

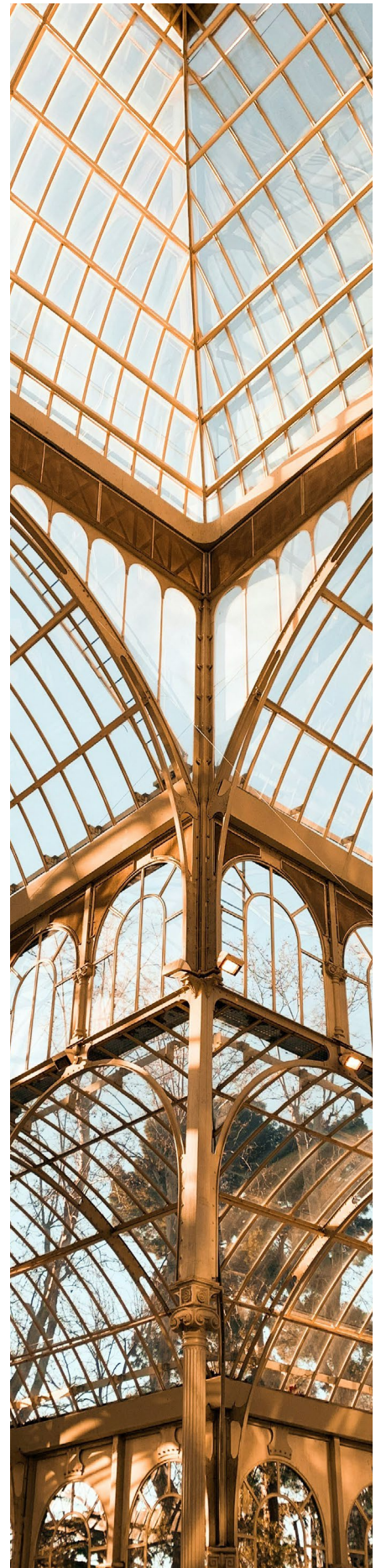
## Our honest recommendation

# Revolut

The fastest way to pay with a card nowadays thinking in a short-term is by opening an account with Revolut. To do this, you need to download their mobile app, and it's as easy as making transfers from your main bank account to the Revolut account. This bank allows you to change currency in your account at any time without any commission. We recommend ordering the physical Revolut card, which costs 7€, for any unforeseen circumstances.

## Telephoning

The country code for Spain is **34** and all landline phone numbers in the Madrid area begin with 91. Landline phone numbers in Spain have 9 digits. To call abroad, dial 00 + country code + area code + phone number. Numbers beginning with 800 and 900 are toll free but 803, 806 and 807 are premium rate numbers while numbers beginning with 901 are shared-cost numbers and 902 are fixed cost numbers.





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## Mobile Phones

Before arriving in Spain, we recommend that you inquire with your mobile phone company in your home country about your contract to avoid any unexpected charges or potential roaming issues.

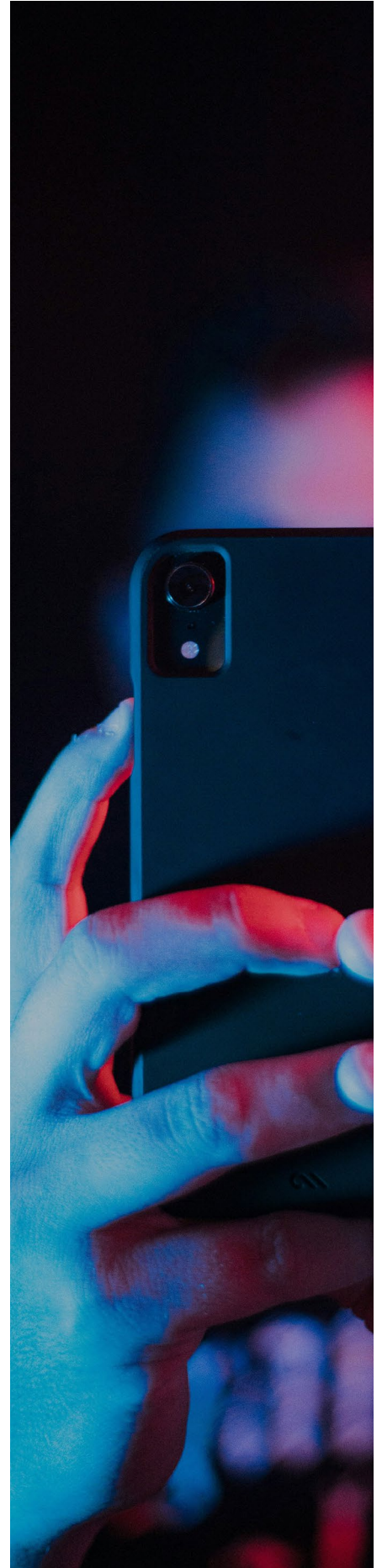
**Once you are here, the telecommunications market in Spain is highly competitive. Therefore, we suggest that you shop around among the different mobile phone companies. The major ones are Movistar, Orange, and Vodafone, but there are also others with lower prices that are quite popular, such as Masmovil, Lowi, or Yoigo.**

Many of the companies have their own retail outlets where you can buy their SIM cards, but you can also purchase the cards at other retailers such as El Corte Inglés or FNAC, to buy a SIM card for a mobile phone. If you choose a contract, you should make sure you understand all the conditions before committing to it. Check the duration of the contract, the total price (including tax) per month, and what the contract does and does not include.

You may also want to consult this website set up by a consumers' organization, which allows you to compare different plans. You need to indicate your province (Madrid) whether you prefer a prepaid card or a contract, and what kind of use you would be making of the card in terms of voice and data. They then do a search of operators and plans and make suggestions based on your information.

To get a contract with a telephone company, the only thing that you might need is to take your passport or TIE for them to add your personal information to their profile. Take into consideration that if you change your number, your WhatsApp number will be changed as well.

Also, if you prefer to still have your old phone number on your device, you can choose to use an eSIM card. eSIM cards will allow you to have more than one phone number on your device without replacing your old phone number. This could also be easier to get as you don't need to be in the country to get one and it could allow you to not go to a store to purchase it. For more info about that, get into this link, por "click [here](#)".



## Wifi/ Internet

Under certain circumstances, some apartments may not come with any Wi-Fi connection, making it necessary to contract one as soon as possible. To do this, it is advisable to visit the websites of mobile phone companies (Vodafone, Movistar, Orange, Lowi) and request a plan online, opting for the most affordable rate, usually sufficient for daily use (between €20 and €35). It is crucial to select the 'sin permanencia' (without permanence) option in case of unforeseen events. Additionally, consider whether your apartment already has a router installed, and if so, determine the company. In such cases, you'll need to subscribe to a plan from that company. If there's no router in your apartment, opt for a plan that includes a free router (which must be returned upon plan termination, or a deposit will be charged).

Ask the landlord to see if she can suggest a better situation or one that better suits both needs.



## Postal Service

As most postal services, the Spanish Post Office has its pros and its cons and for anyone having more than a letter sent from outside the EU, one of the biggest disadvantages is that you will have to pay duty, handling fees and possibly VAT on whatever is shipped, whether it's personal effects or merchandise that you have purchased. Since students have had to pay more than the value of what was in the package, and the paperwork required to clear customs can sometimes be an insurmountable obstacle, it will almost certainly be less expensive and more convenient to pay for extra luggage and bring what you need with you rather than have it shipped later. Buying from Spanish retailers will ultimately be cheaper than ordering from outside the EU.

If you do have a package sent from outside the EU, make sure that the address is clear and correct, including the name of the street, the number, the floor, and the door, all in the correct order. Having it sent through a private courier (e.g., DHL, UPS, or FedEx) might simplify the process somewhat: it will still have to clear customs in Madrid and so you will also have to pay duty, handling fees and possibly VAT, but the company will likely have their own agent to handle the paperwork. However, you should confirm this with the company before having the package sent.





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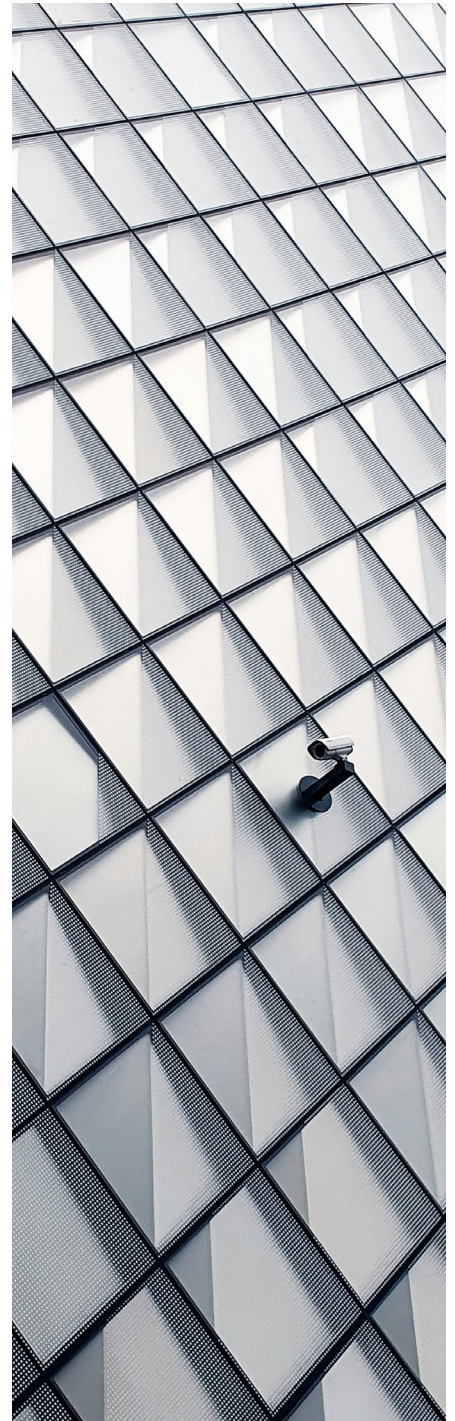
If your package is sent using the public postal system, once you are notified of its arrival you will have to register your NIE with the tax office and then create an account on the *ADT Postales* website, uploading various documents, including the arrival notice, a list of contents and value as well as purchase receipts for new merchandise. If you do not have an NIE you can use a friend's if it's registered with the tax office. Whether sending through a private courier or the post office order to avoid problems, include a list of contents in the package and keep a duplicate list yourself.

## Safety And Security

Spain, in general, and Madrid in particular, are relatively safe, but you should of course take precautions to protect yourself and your possessions. Although violent crime is relatively rare, Madrid is an attractive destination for tourists, and that in turn makes it attractive to petty thieves and notoriously expert pickpockets. Lonely Planet and other guidebooks offer useful safety advice for visitors to Madrid.

Bear in mind that thieves and pickpockets often work in groups and create or take advantage of distractions. Try to be aware of who is around you and keep a close eye on your belongings when using public transport or on the street and in other public places, such as the beach or restaurants, bars and cafés, and shops, especially in crowded situations. Limit the amount of cash and number of credit cards you carry on you, and don't carry your keys and your NIE or TIE in the same place. We also recommend you to double-lock your doors (even when at home) and exercise caution when using automatic cash machines.

In any emergency, call 112 (free 24-hour hotline) and they will notify the appropriate service (police, fire department, ambulance, etc.). In case of robbery, always file a report with the local police as soon as possible and notify Program Management. If you need to replace your TIE, you will need a copy of the police report.





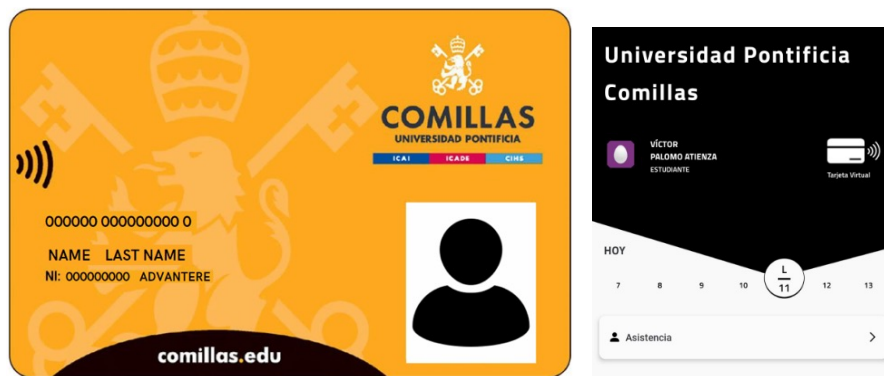
# International student cards

[Studentfy](#) provides a large variety of services to students:

- **Student card:** discounts and other benefits in Madrid.
- **Events:** football tournaments, trips, and business networking activities in Madrid.
- **Landing Services:** guides, housing, banking, legal help, internships, medical insurance.

The **ISIC Student Card** offers many discounts all over the world. It also gives you access to contract their own insurance policy.

Within the mobile app of ICADE 'UCOMILLAS,' you can find the virtual student card, allowing you access to a large number of offers. To activate the card you need to follow the steps that you will see on the app, and after that you will receive an email with the confirmation.



For Students. By Students



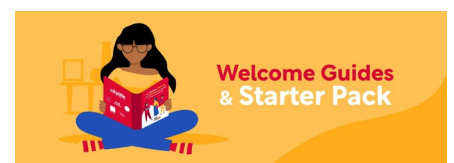
# Citylife Madrid

[CityLife Madrid](#) is an international community that helps you prepare for your trip, settle in smoothly and enjoy your time in Spain to the fullest.

They work hand in hand with Madrid's government, universities and various organizations to provide you with the best services available while making things simple and easy.

Whether you are looking for a place to live, setting up all the essentials (like opening a Spanish bank account or getting your public transportation card) or just want to meet new people, they've got you covered!

Check them out: [www.citylifemadrid.com](http://www.citylifemadrid.com)



# Annex 1 – Glossary of Spanish paperwork

**COMISARÍA** – Police station.

**DNI** – Documento nacional de identidad – National ID card for Spaniards.

**Estancia vs Residencia** – In Spain, a differentiation is made between short-term or temporary residence, estancia, and longer-term, more permanent residence, residencia. The residence permit for non-EU students is considered estancia, never residencia. This distinction is important when applying for and renewing your student 'Residence' Card.

**NIE** – Número de identificación de extranjero – the national ID number for foreigners. EU citizens who spend more than 30 days in Spain are required to apply for a certificado de registro de residente de la unión; which includes the NIE. The application fee is about €12 and the document, which is a plasticized piece of paper, is issued upon receipt of payment. The NIE must be accompanied by a passport for identification purposes. In Spain everyone is required to carry identification, so you are advised to carry, at least, a photocopy of your passport and the NIE.

**NIF** – Número de identificación fiscal – Fiscal/VAT number. For all foreigners, it is the same as the NIE.

**NUSS** Spanish Social Security Number – required document for anyone working in Spain. The following documents must be presented:

- passport + photocopy
- NIE/TIE + photocopy of each side
- completed Modelo TA1 form.
- empadronamiento + photocopy (at certain offices)

It can take up to 45 days for a social security number to be assigned, but it's usually at the time of application.

Student Residence Card – Tarjeta de Estancia Para Estudios; Tarjeta de Estudiante – often referred to as the TIE. Non-EU students who are going to spend longer than 6 months in Spain are required to apply for the TIE within 30 days of arriving in Spain.

**TIE** – Tarjeta de identidad de extranjero – AKA student residence card (for non-EU citizens) which is to be applied for within 30 days of arriving in Spain for students staying for longer than 180 days. Credit card sized; it includes the NIE under the photo.

## Annex 2 – Useful Apps

**My 112** allows you to communicate with the 112 Emergency Center, by sending your current geo-position. It helps the operator find your location. In addition, the app receives emergency alerts about incidents near your location and updated information about those incidents in real-time. Available at Google Play and the App Store.



**European Health Insurance Card:** the official EU app, which includes a guide on how to use the European Health Insurance Card in the 28 EU countries, Iceland, Lichtenstein, Norway, and Switzerland, along with general information about the card, emergency phone numbers, covered treatments and costs, how to claim reimbursement and who to contact in case you have lost your card. Available in 25 languages, at Google Play, the App Store, and the Windows Phone Store.



**Moovit** is a useful public transport information app which helps you plan trips and receive alerts about changes in service. Available at Google Play, the App Store, and the Windows Phone S.





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