



## **Information letter new students UC3M**

### **IMPORTANT ADMINISTRATIVE MATTERS:**

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#### **I. ENROLLMENT**

*Official enrollment takes place on arrival in September. Depending on the monthly stipend you have received from our program, the financing of your fees for the first year will be totally or partially covered by us.*

*Access to graduate studies can be attained without official recognition of the foreign degree, through an authorization of the dean that we will provide you with upon request. For example, a foreign student with a non-Spanish degree in Psychology must obtain the authorization of the dean of this university's Faculty of Psychology, even if the chosen doctoral program is under the responsibility of another department/center. In such cases, the resolution of the dean will in no case imply the official validation of the foreign degree in question, and shall have no official validity. It is a simple unofficial recognition of the foreign qualification as a means of permitting access to doctoral studies.*

#### **Ia. Observations**

*All documents issued abroad that are presented must be official, issued by the competent authorities, with an officially recognized translation (preferably) into Spanish or English.*

*Furthermore, all the documents originating from an institution outside of the European Union or European Economic Area require diplomatic certification. If the academic institution is from a signatory country to the Hague Convention of October 5, 1961, documents must be certified with an Apostille issued by the relevant authority.*



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*For other countries, such documentation should be authenticated through diplomatic channels, as detailed below:*

### **Countries within the European Union + Norway + Iceland + Liechtenstein**

*No authentication is required. However, the obligation of an officially recognized translation is still needed. Note that if the Administration (in this case Universidad Carlos III) has the means to understand the language in which the documentation is written, no translation shall be required.*

*You should bring with you at least 5 copies of your official transcript. You will need these for grant applications, etc. If they are not in Spanish or English, you should also get them translated into Spanish or English.*

### **Signatory countries to The Hague Convention of October 5<sup>th</sup> 1961**

*(Andorra, Antigua & Barbuda, Argentina, Armenia, Australia, The Bahamas, Barbados, Belize, Byelorussia, Bosnia-Herzegovina, Botswana, Brunei-Darussalam, Croatia, Cyprus, El Salvador, Slovenia, United States of America, The Russian Federation, Fiji, Finland, Hungary, The Marshall Islands, Israel, Japan, Lesotho, Lithuania, Liberia, Macedonia, The Former Yugoslavian Republic, Malawi, Malta, Mauritius, Mexico, The Netherlands, Panama, Saint Christopher-Nevis, San Marino, Seychelles, Switzerland, South Africa, Suriname, Swaziland, Tonga, Turkey and Venezuela.)*

*For the authentication of documents from the above countries, it is sufficient that the competent authorities in the home country issue the relevant Apostille.*

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*You are strongly encouraged to do this before you arrive in Spain. You should contact your Ministry of Education to find out the relevant authorities that issue the Apostille on your original degrees.*

*You should bring with you at least 5 copies of your official transcript. You will need these for grants applications etc. If they are not in Spanish or English, you should also get them translated into Spanish or English.*

### **Signatory countries to the Andrés Bello Convention**

*(Bolivia, Colombia, Chile, Ecuador and Perú)*

*Documentation must be legalized through diplomatic channels, all documents should be presented to:*

- *The Ministry of Education in the country of origin for degrees and study certificates.*
- *The Ministry of Foreign Affairs in the country in which the documents were issued.*
- *Spanish Diplomatic or consular representation in the country in question.*

*You are strongly encouraged to do this before you arrive to Spain.*

*You should bring with you at least 5 copies of your official transcript.*

### **Other countries**

*Documents to be presented, successively, to:*

- *The Ministry of Education in the country of origin for degrees and study certificates.*



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- *The Ministry of Foreign Affairs in the country in which the documents were issued.*
- *Spanish Diplomatic or consular representation in the country in question.*

***FURTHER INFORMATION:*** *The Section for Authentication, The Spanish Ministry of Foreign Affairs (Plaza de la Provincia, 1, 28012 Madrid. Tel: +34 91 379 9700).*

*[in Spanish: Sección de Legalización, Ministerio de Asuntos Exteriores (Plaza de la Provincia, 1, 28012 Madrid. Tel: +34 91 379 9700).*

*The Spanish Ministry of Foreign Affairs must authenticate documents issued within Spain by the diplomatic or consular authorities of other countries.*

*You are strongly encouraged to inquire about this process and start it before you arrive to Spain.*

*You should bring at least 5 copies of your official transcript with you. You will need these for grants applications etc. If they are not in Spanish or English, you should also get them translated into Spanish or English.*

### ***Ib. Officially recognized translations can be undertaken:***

- 1. By any diplomatic or consular representation of the Spanish State in another country.*
- 2. By the diplomatic or consular representation within Spain of the country to which the applicant pertains.*
- 3. By a sworn translator, officially authorized or registered in Spain*



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*Besides the above documents, all foreign students with financial support from us will also have to start with the official recognition of their academic titles once here at Universidad Carlos III. You will get instructions from us upon arrival.*

### **Ic. Financial Support**

*Continuation of financial support after the second year depends on the recognition of your degrees according to rules outlined above.*

## **II. SET UP COSTS AND PAYMENT SCHEDULE**

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*Getting settled and organized in Getafe or Madrid and its neighborhood is somewhat time consuming and expensive. We urge you to plan ahead your time and finances. Landlords renting apartments usually demand one or two month deposits, there are contract fees, and other set up costs that can be quite high. We recommend you to bring along about 2.000 € to face these costs.*

*Moreover, if you are receiving financial aid through our program, your first payment (for the period September 1 to 30) will be deposited to your banking account on September 30. After September 30 you will be paid at the end of each month. Keep this in mind as you plan your arrival.*

## **III. ARRIVING AT MADRID**

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### **Transport in Madrid**

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Maps of the Metro and the bus routes in Madrid can be obtained from Metro ticket booths, and also from ticket offices of the Municipal Bus Transport Company (E.M.T.) in Cibeles, Legazpi, Atocha and Puerta del Sol Squares. Also, you can ask for maps of suburban train at the railway station.

**The price of a single bus ticket and metro ticket is 1€.** A metrobus ticket, valid for ten rides, on the metro and the bus in Madrid, costs 9€. It can be bought at the Metro entrance or in any "estanco" (tobacconists).

**The transport card ("abono transportes")** is a personal card that permits unlimited travel using any combination of public transport: metro, bus and suburban trains. This card costs 53.70€ per month, 33.50€ if you are under 21. It can be bought in any estanco (tobacconists) or at E.M.T. kiosks. The B1 card covers the route between the centre of Madrid and the Universidad Carlos III zone.

### **Getting to the university**

The University campuses are also simple to reach by **bus** or **train**.

The **buses to Getafe** leave from Madrid in Plaza Elíptica (lines 441 and 442). The bus stop in Getafe is in the Calle Madrid in front of the University. The journey takes approximately 20 to 25 minutes.

**Suburban trains ("tren de cercanías")** leave from Atocha and Sol Station. The journey takes 15 to 20 minutes. (**Line C4 to Getafe**). The Getafe station (Las Margaritas) is about 10 minutes from the Faculty.

More information about arriving at the University can be found at <http://www.uc3m.es/uc3m/gral/IG/CA/iqca.html>

## **IV. ACCOMODATION IN STUDENT RESIDENCE**

FERNANDO DE LOS RÍOS STUDENT RESIDENCE (GETAFE CAMPUS)

[http://www.fundacion.uc3m.es/Residencias/Res\\_Estudiantes/Index.htm](http://www.fundacion.uc3m.es/Residencias/Res_Estudiantes/Index.htm)



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*This was the first residence of the Universidad Carlos III and it opened on 1st October 1994. The inauguration of this residence was an important step in the development of the integrated education project, which the university has pursued since its foundation.*

*The residence has a capacity for 370 students, divided into 160 double rooms, 26 single rooms, 10 apartments and 4 special rooms for physically handicapped students.*

*The rooms are divided into an area for study and an area for relaxation, and the furniture has been purpose designed to suit the rooms. So the students can enjoy a comfortable stay with all the accessories necessary for studying. Each room has an individual bathroom, and a bed 90 x190, made of panelled wood, as well as a small kitchen with two electric ovens, a small refrigerator with freezer, a smoke extractor, a sink, a plate rack and kitchen cupboards.*

*There is a locking system using a magnetic card and heating and air conditioning, with individual regulation in every room as well as a telephone, a connection to a collective antenna for the TV and for the computer.*

*Location: It is situated 200 metres from the Faculty of Social Sciences and Law of the Universidad Carlos III.*

*Prices: The prices depend on your family income.*

**Address:** Avda. de las Ciudades, nº 1, 28903; Getafe (Madrid). Phone: +34 91 771 27 00 (Ext. 806-808). **FAX:** +34 91 683 63 79. e-mail: [R.F.delosRios@fund.uc3m.es](mailto:R.F.delosRios@fund.uc3m.es)

### **V. MEDICAL INSURANCE**

*We strongly recommend you to get some type of health insurance. The insurance that covers you in your country may perhaps cover you also in Spain. Please inquire with your National Health authorities about it.*

*Citizens of Belgium, Germany, Andorra, Austria, Brazil, USA, Canada, Philippines, Finland, France, Greece, Guinea, Haiti, Netherlands, Latin America, Iraq, Ireland, Italy, Jordan, Luxembourg, Morocco, Portugal, United Kingdom, Syria and Sweden and Switzerland under 28 years, get coverage under Spanish School Insurance after they*



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*have officially registered (end of September). So you should at least have a temporary insurance for September and October.*

*If you are neither covered by one nor by the other, take some private insurance here in Madrid (there are several companies and the average price is about 30 € a month). Please do make sure that you discuss this topic with us as you arrive.*

*If you have been awarded a scholarship from the Universidad Carlos III, it includes a health insurance for you and (if they do not have coverage by Social Security System) for your family, which is valid from the time when you sign the scholarship and during the validity of the scholarship. The insurance company is Vitalicio Seguros.*

### **VI. VISA AND RESIDENCY PERMITS**

*Foreign students that need **a student visa entry** to Spain should contact the Spanish Embassy or Consulate with plenty of time.*

*After arrival all students that are not Spanish nationals must apply for student residency status. Acquiring student residency status is a time consuming bureaucratic process that you must clear with the Spanish Ministry of Interior. We strongly urge you to be diligence on this matter.*

#### **Residence formalities for foreign students in Spain.**

**→ Students from the European Union:** *They have freedom of movement and residence in Spain. For periods of over **180 days**, however, **they must obtain a residence card for studies** ("tarjeta de residencia para la realización de estudios").*



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*Non-European Union foreign students must have a current passport before arriving at Spain. Those who do not have Spanish nationality must apply for the special student visa at the Spanish Consular Offices in their home countries. The conditions for obtaining a visa vary from country to country. If a problem arises, the Consular Authorities may be informed that this application is being made "in accordance with the Telegram Memorandums: 1.135 and 1.136 of December 27, 1985".*

**To apply for the residence card for studies** (Students of the UE), students must present the following documents (the original and one photocopy) in the police station ("Comisaría") closest to each Campus:

- Valid passport.
- Application form (available at the police station).
- Document proving their admission to the university where they will study and the duration of the studies.
- Bank documents accrediting their financial solvency to cover their study and living expenses.
- Document providing evidence of their place of residence in Spain.
- 4 color photographs, ID-card sized.

➔ **Students from non-E.U. countries:** Students must acquire a student visa (**Type "D"**) from the Spanish Embassy or Consulate in their country of origin or normal, legal residence. Once in Spain, they must obtain the **student card ("tarjeta de estudiante")**.

**To apply for the student card** (Students from Non-EU countries), students must present the following documents (original and one photocopy) in the police station ("Comisaría") closest to each Campus:

- Application form (available at the police station).
- Type "D" Visa.
- 4 color photographs, ID-card sized.
- Document accrediting their admission to the centre where they will study.

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- *A document accrediting their place of residence in Spain.*
- *Bank documents accrediting their financial solvency to cover their study and living expenses.*
- *A health insurance contract covering all risks.*

*The family of the student must present documentary evidence of the relationship to the student (marriage certificate or birth certificate, in the case of children, duly legalized).*

### **Police Stations Address:**

**Getafe:** *C/ Churruca nº 6. Getafe (Madrid) – ☎ +34 91 695 76 39 (from 9 to 14 hours)*

## **VII. ACADEMIC ORGANIZATION AND RULES**

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*We are enclosing a document that describes in detail the rules governing the doctoral program (PhDGuide2010). Please read it carefully and keep it handy with your records. Many of the questions you may have concerning the program are already answered in the document. Contact us for further questions. Please also have a look at the university web page <http://www.uc3m.es>. The English version contains information about university life.*

*Should you have any doubts or further questions regarding any of the above-mentioned points, please do not hesitate to contact us, but remember that August is official holiday and our office will be closed. Also, let us know if your July address is going to be different from the current one.*