

uc3m

Universidad **Carlos III** de Madrid

Departamento de Economía



INFORMATION LETTER

Master in Economic Analysis

2020 - 2021

INDEX

1. ENROLLMENT	1
2. ARRIVING AT MADRID	1
2.1 Transport in Madrid	1
2.2 Getting to the university	2
2.3 Getafe Campus.....	3
3. ACCOMMODATION	4
4. CITY REGISTRATION (EMPADRONAMIENTO)	4
5. VISA AND RESIDENCE PERMITS	8
5.1 Students from the European Union	8
5.2 Non-European Union students	9
6. MEDICAL INSURANCE	10
7. APPOINTMENTS AND PROCEDURES	111
8. PAYMENT SCHEDULE - Steps to sign your master scholarship (ayuda al máster)	11
8.1 Open a Spanish bank account	11
8.2 Go to human resources	12
9. ACADEMIC ORGANIZATION AND RULES	133
10. KEYWORDS ENGLISH-SPANISH	13

1. ENROLLMENT

Official enrollment takes place from May, 4th onwards, however we kindly recommend our Master's students to wait until **September** to complete the online registration. If not, you may have to pay the reservation payment amount.

Remember that you must provide a legalized copy of your Bachelor's degree and your transcript before the 31st of December.

2. ARRIVING AT MADRID

2.1 Transport in Madrid

Public transportation in Madrid is quick, efficient and simple to use. For a single journey you will normally pay between €1.50 and €2. There are also 10-Journey Tickets for €12.20 that work on both the bus and the metro. Make sure you are using a valid ticket depending on the zone you are traveling to.



With 13 lines traveling between more than 300 stations, Madrid underground known as **Metro** is one of the fastest and most efficient forms of public transportation in Madrid. You can buy tickets for the metro in each of the stations at the machines available. The first time, you will need to pay for a reloadable card, that can be purchased along with the ticket. You should keep that card for the following times. More information:



- <https://www.metromadrid.es/en/travel-in-the-metro/fares-and-tickets/tickets> Fares and tickets
- <https://www.metromadrid.es/en/travel-in-the-metro/metro-de-madrid-maps> Metro map



Madrid local bus company is known as **EMT**. They offer 2,000 blue buses serving more than 200 lines between the downtown area and residential neighborhoods. Single-journey tickets can be purchased on the bus itself and you can also use the reloadable cards purchased at the machines in the metro stations. More information:



- <https://www.madridbuses.com/autobuses-emt/>



Madrid suburban train system, known as **Cercanías**, connects the entire Madrid autonomous community. Renfe, the national rail service, operates these punctual and efficient trains. Most of its stations in downtown Madrid also have metro connections.



You can buy your ticket from the machines in any of the *Cercanías* stations. You will also pay for a reloadable card the first time, that you should keep for the following times.

- <https://www.renfe.com/viajeros/cercanias/madrid/index.html> Cercanías web
- https://www.renfe.com/viajeros/cercanias/planos/plano_madrid.png Cercanías map

2.2 Getting to the university

Getafe campus is in zone B1 of the Madrid Public Transportation system. It is simple to reach by **interurban bus** or **Cercanías**. If you are going to live in Madrid, it is recommended that you get the Transport Personal Card with a 30 days Travel Pass for B1 zone, as it permits unlimited travel using any combination of public transport: metro, bus and suburban trains.

Interurban buses to Getafe are green and leave from Madrid in *Plaza Elíptica (Lines 441 and 442)*. The journey takes approximately 10 to 15 minutes. The bus stop in Getafe is in *Calle Madrid* in front of the University.



- <https://www.madridbuses.com/madrid/autobuses-getafe.html>

Cercanías leaves from Atocha and Sol Station (**Line C4 to Getafe**). The journey takes 15 to 20 minutes. The Getafe station (Las Margaritas) is about 10 minutes from the Department.



- <https://www.redtransporte.com/madrid/cercanias-renfe/linea-c-4.html>

More information about arriving at the University can be found at:

- <http://economics.uc3m.es/practical-information/>

2.3 Getafe Campus

Located in the town of Getafe in the south of Madrid, this campus has two schools: the School of Social Sciences and Law, and the School of Humanities. The modern campus installations include two libraries, computer rooms in various buildings, audiovisual rooms, recording studios, court rooms, wifi throughout the campus and a sports centre with facilities for basketball, tennis, squash, beach-volleyball and sauna, among others.



Buildings

1. Self service - Cafeteria	7. Foronda Building	13. Ignacio Pinedo Sports Centre	19. Seve Ballesteros Sports Centre
2. María de Maeztu Service building	8. Presidency Building	14. Concepción Arenal Building	20. Residence Hall Gregorio Peces Barba
3. Clara Campoamor Deanery Building	9. Adolfo Posada Building	15. López Aranguren Building	21. Residence Hall Fernando de los Rios
4. Gómez de la Serna Building	10. Campomanes Building	16. Cafeteria	
5. Giner de los Ríos Building	11. Luis Vives Building	17. Ortega y Gasset Building	
6. Normante Building	12. María Moliner Building	18. Carmen Martín Gaité Building	

If you want to make a virtual visit, follow this link:

https://hosting01.uc3m.es/semanal3/visita_virtual/getafe_ext_es/en/en_getafe_ext.html

3. ACCOMMODATION

Getting settled and organized in Getafe or Madrid and its neighborhood is somewhat time consuming and may be expensive for some of you. We urge you to plan ahead both your time and finances. Landlords renting apartments usually demand a one or two-month deposit, there are contract fees, and other set-up costs that can be high. We recommend that you bring along around 1,000 € to face these costs. If you suspect agencies or intermediaries are offering you unfair terms in contracts, please contact us for help.

If you want to rent a flat, these web pages can be useful:

- <http://www.idealista.com>
- <http://www.fotocasa.es>
- <https://www.uc3m.es/ss/Satellite/ApoyoEstudiante/en/TextoMixta/1371215921371/Accommodation>



4. CITY REGISTRATION (EMPADRONAMIENTO)

Once in Spain, you have to register in the city where you are going to live. The process must be done in person, but it is necessary to request an **appointment**. For registration in Getafe, use the following link:

- <https://ssweb.seap.minhap.es/icplusplus/citar?org=get>.

INTERNET CITA PREVIA

Por favor, seleccione el ámbito donde desea solicitar la cita previa.

ÁMBITOS DISPONIBLES Serv. Atenc. Veci ▼

Por favor, seleccione el trámite para el que desea solicitar la cita previa

TRÁMITES DISPONIBLES PARA EL ÁMBITO SELECCIONADO ALTA/CAMBIO DE DOMICILIO EN EL PADRÓN ▼

Aceptar Volver

Choose the following options:

Ámbitos disponibles → Ser. Atenc. Vecino (SAV)

Trámites disponibles para el ámbito seleccionado → Alta/Cambio de domicilio en el padrón

Click on → Aceptar

In the next screen, you will find information about the documents that you will be required when you attend the appointment (if on that day you do not present all the documents, it will be necessary to request a new appointment):



To prove your identity (original and in force):

Spanish students: National Identity Document (*DNI*)

Citizens of the EU, Iceland, Liechtenstein, Norway and Switzerland: Union Citizen Registration Certificate stating the Foreigner Identity Number (*NIE*) and Passport.

Rest: Foreigners Identity Card (*TIE*) or Passport.



To prove your residence:

Rental agreement of the Spanish home together with the receipt of the rental payment, indicating the address, the name of the landlord and the tenant, as well as the payment amount and the bank account where it is paid.

* When other people are registered in the same home, it is necessary for one of them to authorize the registration, so you will have to present a copy of their Identity Number and the document proving that they are living there.



To prove your studies:

Admission letter.

[LEA ATENTAMENTE](#)

EN CASO DE NO PODER SOLICITAR SU EMPADRONAMIENTO POR FALTA DE DOCUMENTACIÓN O DOCUMENTACIÓN INCORRECTA, DEBERÁ PEDIR UNA NUEVA CITA.

SI ADEMÁS DEL ALTA/CAMBIO DE DOMICILIO VA A NECESITAR UN VOLANTE/CERTIFICADO NO ES NECESARIO QUE PIDA OTRA CITA.

Entrar

Volver

Click on → *Entrar*

Tipo de documento N.I.E. D.N.I. PASAPORTE

*PASAPORTE
Campo obligatorio

IMPORTANTE: Compruebe que **LOS DATOS QUE CONSTAN EN LA CITA: nº pasaporte, nombre y apellidos SON IDÉNTICOS** a los que constan en el **DOCUMENTO DE PASAPORTE.**

No utilice espacios en blanco ni guiones para completar en N° del Pasaporte.

Cualquier alteración en el número del pasaporte o en el nombre y apellidos producirá la **INADMISIÓN de todas** las citas duplicadas.

Si por error en los datos se solicita nueva cita, previamente deberá haberse anulado la errónea.

*Nombre y apellidos
Campo obligatorio

*Por favor, valide el Captcha para poder continuar
Campo obligatorio

No soy un robot 
reCAPTCHA
Privacidad - Condiciones

[Aceptar](#) [Volver](#)

Tipo de documento → Choose the identity document of your election
Complete with the corresponding number without blank spaces or hyphens
Nombre y apellidos → Write your name and surname
Click on → *No soy un robot*
Click on → *Aceptar*

A continuación puede seleccionar cualquiera de las siguientes opciones

[Solicitar Cita](#) [Consultar Citas Confirmadas](#) [Anular Cita](#) [Salir](#)

Click on → *Solicitar cita*

Seleccione la oficina donde solicitar la cita

Oficina:

La oficina seleccionada, será a [concedida.]

Siguiente **Salir**

Oficina → Choose a place for the appointment. It could be either:

- The City Hall (*Ayuntamiento de Getafe*) : Monday to Thursday (9:00 to 14:00, 16:30 to 19:00) and Friday (9:00 to 14:00).
- One of the Civic Centers available (*Centro Cívico*) : Monday to Friday (9:30 to 14:00).

Click on → *Siguiente*

INFORMACIÓN COMPLEMENTARIA

*Teléfono
Campo obligatorio

e-Mail

Repita e-Mail

Asegúrese de introducir una dirección correcta de e-Mail.
Se le enviará a esa dirección una copia del justificante de cita previa.

Por causas ajenas a la Secretaría de Estado, estamos encontrando incidencias en la recepción de correos electrónicos a aquellos interesados que proporcionan una cuenta de hotmail.
En muchos casos, los correos enviados por la Sede Electrónica no están llegando correctamente a los interesados.

Motivo o tipo de solicitud de la cita

Siguiente **Salir**

Teléfono → Telephone number

E-mail → E-mail where you will receive proof of the appointment.

Motivo o tipo de solicitud de la cita → Write → ALTA EN EL PADRÓN

Click on → *Siguiente*

Choose the date for the appointment and make sure you will have all the documents required by then.

5. VISA AND RESIDENCE PERMITS

5.1 Students from the European Union

You have freedom of movement and residence in Spain. However, for periods of **over 180 days**, you must request a **Union Citizen Registration Certificate** (*Certificado de Registro de Ciudadano de la Unión*) by which you will also get a Foreign Identity Number/**NIE** (*Número de Identidad de Extranjero*). For this procedure, follow the following steps:

- **Request an appointment online using the following link:**

- 🔗 <https://sede.administracionespublicas.gob.es/icpplustiem/citar> (online appointments are quite limited in terms of availability, so you should request it as soon as you can)

- Under *Provincia Seleccionada*, select *Madrid*
 - In the next drop-down, select *Policia-Certificados UE*
 - Click *Aceptar* (it will bring you to the next page)
 - On the new page, download and fill out the EX-18 form
 - Scroll down the page and click on *Entrar* (it will bring you to the next page)
 - Fill out the required information (passport number & your full name) and click on *Aceptar*
 - Make your appointment by clicking *Solicitar Cita* and follow the instructions

- **Download and fill out the following application fee form before going to your appointment:**

- 🔗 https://sede.policia.gob.es/Tasa790_012/ImpresoRellenar

- Fill out the form for the 012 tax fee (model 790) with your personal data
 - Click the section labelled *Certificado de registro de residente comunitario o Tarjeta de residencia de familiar de un ciudadano de la Unión*
 - You will need to pay the amount of 12 Euros (March 2020)
 - Select to pay in cash (*en efectivo*) as payment option and leave the IBAN data blank
 - Press submit and a PDF will be automatically generated that you will need to print
 - Go to the nearest bank with the printed pages and pay the fee in cash

- **Check and prepare your documents before going to your appointment:**

- Proof of appointment and application form
 - Passport (original and copy)
 - Receipt of tax payment made at the bank
 - Health insurance card that will cover you in Spain (original and copy)
 - Document that certifies the reason of your stay in Spain

5.2 Non-European Union students

You must have a current passport before arriving in Spain. Those who do not have Spanish nationality must apply for the special **student visa** (type D) at the Spanish Embassy or Consulate 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”.

Once in Spain, you must obtain the Foreign Identity Card/**TIE** (*Tarjeta de Identidad de Extranjero*). Officially, you need to apply for your TIE within 30 days of your arrival in Spain. However, the waiting time for an appointment is usually more than this. It will be okay as long as you book your appointment within these 30 days. For this procedure, follow the following steps:

- **Request an appointment online using the following link:**

🔗 <https://sede.administracionespublicas.gob.es/icpplustiem/citar> (online appointments are quite limited in terms of availability, so you should request it as soon as you can)

- Under *Provincia Seleccionada*, select *Madrid*
- In the next drop-down, select *Policia–Expedición de tarjetas cuya autorización resuelve la Dirección General de Migraciones*
- Click *Aceptar* (it will bring you to the next page)
- On the new page, download and fill out the EX-17 form
- Scroll down the page and click on *Entrar* (it will bring you to the next page)
- Fill out the required information (passport number, your full name and nationality) and click on *Aceptar*
- Make your appointment by clicking *Solicitar Cita* and follow the instructions

- **Download and fill out the following application fee form before going to your appointment:**

🔗 https://sede.policia.gob.es/Tasa790_012/ImpresoRellenar

- Fill out the form for the 012 tax fee (model 790) with your personal data
- Click the section labelled *TIE que documenta la primera concesión de la autorización de residencia temporal, de estancia o para trabajadores transfronterizos*
- You will need to pay the amount of 15,76 Euros (March 2020)
- Select to pay in cash (*en efectivo*) as payment option and leave the IBAN data blank
- Press submit and a PDF will be automatically generated that you will need to print
- Go to the nearest bank with the printed pages and pay the fee in cash

- **Check and prepare your documents before going to your appointment:**
 - Proof of appointment and application form
 - Passport (original and copy)
 - 2 recent, passport sized pictures
 - Registration certificate (*empadronamiento*)
 - Receipt of tax payment made at the bank
 - Health insurance card that will cover you in Spain (original and copy)

6. MEDICAL INSURANCE

If you are under 28 years old at the beginning of the academic year, it is mandatory, in accordance with current legislation, to pay for student insurance with a cost of 1.12€. For this reason, students covered must provide their Social Security User Number (NUSS) at the time of enrollment (both Spanish and foreign students). You can check this information in the following link:

 <https://www.uc3m.es/postgraduate/enrollment/student-insurance>

If you do not have this number, you have to go to *Tesorería General de la Seguridad Social* in *Calle San Isidro, 2, 28901, Getafe* (9:00 to 14:00) without appointment and ask for your *número de afiliación a la seguridad social*. This number will be assigned immediately. You will need your admission letter and Passport, DNI or NIE.

In order to get the **Health Insurance Card** in Spain and to be assigned a family doctor (GP), you have to go to the Health Center (*Centro de Salud*) closest to your home and present:

- Registration certificate (*certificado de empadronamiento*) that you will get in the City Hall/Civic Center (dated no more than 3 months)
- Social Security Number
- Passport



The insurance that covers you in your country may perhaps cover you also in Spain. Please inquire with your National Health authorities about it.

If you are required to get private health insurance for the visa application or you are 28 years old or over, you can take a look at the private insurance policy that the UC3M recommends for foreign students. The insurance company is called OnCampus, which is specialized in insurance for students in Spanish universities:

🔗 https://www.uc3m.es/ss/Satellite/SecretariaVirtual/es/TextoMixta/1371212949371/Informacion_sobre_seguros

🔗 <https://oncampus.es/en/>

7. APPOINTMENTS AND PROCEDURES

Bear in mind that for some paperwork with Public Administrations, you might not be able to do it in August, due to the holiday period, but try to complete most procedures as soon as you arrive in Spain.

Prior appointments must be arranged for city registration and NIE/TIE. You should request them well in advance as sometimes they might not be available until several weeks later.

8. PAYMENT SCHEDULE - Steps to sign your master scholarship (*ayuda al máster*)

If you are receiving financial aid through our program, your first payment (for the period September 1 to 30) will be deposited into your bank 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.

These are the steps to follow in order to sign your *adjudicación de ayuda* with the University:

8.1 Open a Spanish bank account



You will need:

- Passport
- University enrollment (with a digital stamp or physically signed and stamped)
- Rental agreement of the Spanish home or registration certificate (dated no more than 3 months)
- Non-EU students: parents' bank statements and/or document that justifies parents' activity.

The economic conditions of the bank accounts must be previously consulted with the bank office.

As soon as you get your NIE you will have to give them a copy. Otherwise, your bank account will be blocked. Some banks may even require the NIE to open it. Even if you have the NIE in your Visa, it is only the number, so you will have to ask for the NIE certificate at the Police Station.

8.2 Go to human resources

When you have your Spanish bank account, you can go to Human Resources (*RRHH*) to sign your *adjudicación de ayuda*. Foreign students shall preferably do this in person, in order to help them with doubts. Spanish students can send the documents by email, if they so wish.

Building: **8** (*Rectorado*)

Office: **8.0.09**

Contact person: **Maite Roldán**



9. ACADEMIC ORGANIZATION AND RULES

We will send you a document that describes in detail the rules regarding the Graduate Program (PhDGuide2020/21). 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. Please contact us for further questions: ala@pa.uc3m.es / monavarr@pa.uc3m.es

Please, also have a look at the university web page as it contains information about university life:

 <https://www.uc3m.es/home>

10. KEYWORDS ENGLISH-SPANISH

Here is a list of some keywords used in this letter that could be useful for you in Spanish:

- | | |
|--|--|
| ★ to rent: <i>alquilar</i> | ★ visa: <i>visado</i> |
| ★ flat: <i>pisó</i> | ★ Foreigner Identity Number/Card: <i>Número/Tarjeta de Identificación de Extranjero (NIE/TIE)</i> |
| ★ room: <i>habitación</i> | ★ admission letter: <i>carta de admisión</i> |
| ★ address: <i>dirección</i> | ★ name: <i>nombre</i> |
| ★ deposit: <i>fianza</i> | ★ surname: <i>apellidos</i> |
| ★ rental agreement: <i>contrato de alquiler</i> | ★ medical insurance: <i>seguro médico</i> |
| ★ landlord: <i>casero/arrendador</i> | ★ social security number: <i>número de afiliación a la seguridad social</i> |
| ★ tenant: <i>inquilino/arrendatario</i> | ★ health insurance card: <i>tarjeta sanitaria</i> |
| ★ appointment: <i>cita previa</i> | ★ family doctor: <i>médico de cabecera</i> |
| ★ city registration: <i>empadronamiento</i> | ★ health center: <i>centro de salud</i> |
| ★ town/city hall: <i>ayuntamiento</i> | ★ bank account: <i>cuenta bancaria</i> |
| ★ police station: <i>comisaría</i> | ★ human resources: <i>recursos humanos</i> |
| ★ procedures: <i>trámites</i> | |
| ★ foreigners: <i>extranjeros</i> | |
| ★ passport: <i>pasaporte</i> | |

We would also recommend you to install the [Google Translate Chrome Extension](#) for automatic translations of Spanish webpages, as some of them might not have an English version. This can be useful as well to complete forms online, like appointments or registrations.