

Madrid Campus





Dear Student,

On behalf of Schiller International University, we would like to welcome you to the Madrid Campus and to the vibrant city of Madrid. Starting a new Degree or Masters is always a challenge and an adventure. The Madrid team is here to assist you to anything you may need regarding registration, designing the academic course and improving your employability.

At Schiller we prepare students to become global citizens who are employable anywhere in the world. Our goal is to make our students curious and innovative, critical thinkers capable of embracing diversity to become engaged leaders in an international environment.

We believe education is the most powerful tool to make the world a better place. We encourage you to take the most of this opportunity and be conscious that learning happens everywhere. Thus, we strongly encourage you to be part of the student community by participating in the different activities organized for you.

The purpose of this handbook is to guide you with the university policies, regulations and procedures as well as to provide you with useful information to get around Madrid. We are looking forward to welcoming you to the Madrid Campus and hope you have an enjoyable and rewarding time as a student!

Elisa Álvarez Palomares
Campus Director – Madrid

WELCOME TO SCHILLER CAMPUS MADRID

Schiller's Madrid campus, a beautiful late 19th century stately building, enjoys a privileged location on **Paseo de Recoletos 35, in the heart of Madrid's cultural, social and business district.**

The campus is surrounded by numerous local and international restaurants, and within walking distance of Puerta de Alcalá, Retiro Park and Paseo del Prado, providing an immersive learning cultural experience from the very beginning.

Easily accessible by bus, metro and commuter train, its more than 3,000 square meters include modern learning spaces adapted to Schiller's experiential methodology and digital educational technology, a large and bright library, and a student lounge with a food and beverage corner where students can relax and grab a bite to eat between classes.



Madrid Campus works hand in hand with **CityLife**, an international community that helps you prepare for your trip, settle in smoothly and enjoy your time in Spain to the fullest.



STUDENT VISA

All students must be legally residing in Spain. Remember that the Spanish police can and do ask you to identify yourself and to demonstrate your right to be in Spain. Applying for a student visa to come to stay in Spain for longer than 90 days is usually a very standard process. You simply need to **collect the required documents**, head to the nearest consulate and submit the paperwork.

Free e-mail Consultation 

Note: It is a good idea to **scan your documentation** and email it to yourself, that way you will always be able to access a copy in case of loss or theft.

HEALTH & SAFETY

Understanding the Spanish healthcare system or finding the right doctor can be stressful, especially if you do not speak Spanish yet.

Make sure to be informed on how the Spanish healthcare system works. To help you familiarize with the Spanish public & private healthcare system, we offer you this comprehensive **healthcare in Spain guide** that will help you navigate the Spanish healthcare system.

The Spanish Healthcare 



English Speaking Doctors

If you are looking for an English speaking doctor in Madrid it can get tricky as many Spanish doctors within the public system do not speak the best English, if at all.

[READ MORE](#)

[Check for Doctors Here](#)

Pharmacies in Spain

You will recognize most pharmacies in Madrid (and Europe, for that matter) by the **large green cross above their entry** door which makes them easy to spot. Pharmacies operate on a rotating system remaining open at night and during holidays. Some are open 24-hours. You will find a list posted on the door of every pharmacy showing the nearest pharmacy open.

[24H Pharmacies](#)

Psychological Care

If you're studying or living abroad you might find that you need someone to talk to. Maybe you need support adjusting to a new culture, need a refill for your prescriptions, maybe the stress of moving abroad has snuck up on you, or maybe you would just like to reduce your accent when speaking Spanish.

[Multilingual Therapy](#)



Emergencies

912

Local Police &
SAMUR Ambulances

092

24h Pharmacy

913 664 616

24h HM Hospitales

+34 629 823 493

Health Insurance in Madrid & Spain

All students are required to carry their own health care insurance and accident insurance. Coverage is required from the date of departure from their country of residence until their return there. The coverage must meet the requirements established by the Spanish government and Spanish consulate.

E.U. nationals may use the Spanish Seguridad Social through agreements with their social security services at home. The Admissions office will be pleased to help you choose the best type of insurance for your needs. **The University cannot assume responsibility for students who fail to take out adequate medical insurance.** [READ MORE](#)

[Best Private Health Insurance in Spain](#) 

Hospitals in Madrid & Spain

Hopefully, you will not need to worry about visiting any hospitals during your time in Spain. But if the situation arises and you find yourself in need of medical attention, **it's important that you know which hospitals you can visit and how the visit will work.**

Your decision to visit a **public hospital** versus a **private hospital** depends on the type of insurance you have. If you have access to the public system then you can make use of the public hospitals and public doctors / healthcare centers, however if your treatment is not an emergency then you will need to get a referral from your general practitioner (médico de cabecera) before you can get treated by a specialist. If you have access to the private system via a private insurance then you can make use of private hospitals and private doctors at no extra cost – so long as your insurance covers the treatment that you're interested in.

[Public Hospitals in Madrid](#) 



HOUSING GUIDE

We know that figuring out how to start your housing hunt can be quite confusing. To make it easier for you, **we have compiled a list of the most important information as well as hints & tips below.**



Shared Apartments

The two most popular options to rent a room in Madrid are: Renting a room in a shared apartment or renting an entire apartment in Madrid together with friends.

Popular Rental Agencies

Student Residence

You usually have the choice to either rent a single bedroom or share with someone else in a double bedroom. Living in a student residence is more costly than sharing an apartment but it puts you in contact with many other like minded peers. Also many student residences will have a library to study, a gym to work-out and chill-out areas to hang out with your friends.

Popular Residences



Homestay



With homestays you'll have a chance to **practice your Spanish**, to try traditional Spanish foods and to experience other important aspects of Spanish traditions throughout the year. On the other hand, living in a homestay will most likely result in **less independence**. You will need to follow the rules of your host family, which may include curfews or restrictions when it comes to friends visiting.

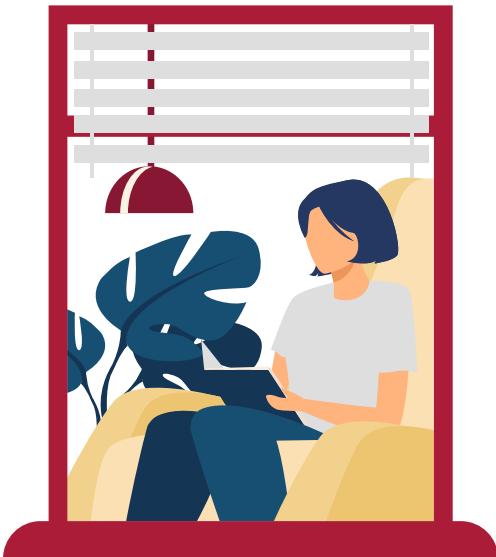
[Learn about Homestays](#)



Studio Apartments

If you prefer living alone because you enjoy a more quiet atmosphere and independence, then a studio apartment in Madrid for rent might be an option for you. It will however be more costly than sharing a flat and you will have less social connections especially at the beginning. Do keep in mind that these 1 bedroom apartments are not so common in Madrid, making the hunt a bit more complicated.

[Find a Studio Apartment](#)



Our recommendation is to rent a room with a **rental agency**. This way, everything is official, organized and most importantly, you will have a **reliable contact** in Madrid in case you have any questions.

GETTING LEGAL NIE, TIE, EMPADRONAMIENTO

The NIE card and the TIE card are the most common legal documents that are required by both **EU citizens (NIE)** and **Non-EU citizens (TIE)** who plan to move to Spain. In combination with other documents like the **Empadronamiento** and the **Social Security Number**, the NIE card and the TIE card are important documents that verify your legal status in Spain and should be applied for very early into your time here.



NIE (EU citizens)

The NIE card is officially known as the “Certificado de Registro de Ciudadano de la UE”. As its official name suggests, this is the document that citizens of the European Union (or equivalent) will apply for when moving to Madrid **to work or study for longer than 3 months**.



TIE (Non-EU citizens)

The TIE card is officially known as the “Tarjeta de Identidad de Extranjero”. This is the document that all Non-Europeans who are **staying in Spain for more than 6 months** will need to apply for. The card classification will differ depending on the type of visa the applicant applies with – the most common being the student TIE.

You can only apply for the NIE or TIE Card from Spain, however you can start looking for appointments dates and collecting the required documents from home. [READ MORE](#)

That **NIE Number** you will get on both cards will act as your foreigner's ID number and will be your key to life in Spain as it will be used when applying for nearly anything. For example, you need a NIE number in Spain for the following:

- **To work**, to be self employed or to start a business
- **To study long-term** in Spain (more than 3 months)
- **To open a Spanish bank account** as a resident
- **To contract internet** or a Spanish SIM card (that is not prepaid)

Empadronamiento

The Empadronamiento is officially known as the **“Padrón Municipal de Habitantes”** and is also commonly referred to as just the **“Padrón”**. It's a general census record of habitants in the city, which allows the municipal government to allocate the right amount of funds and community services to a particular region or neighbourhood of the city (healthcare centres, police, maintenance, etc.). **Once a person is registered, they will officially become a member of the community and their presence in Spain will be verified.** The Padrón has no real effect on a person's legal status, however the document is required for many subsequent documents that might be required when moving to Spain or to extend time in Spain.

 Padrón Municipal de Habitantes
VOLANTE DE INSCRIPCIÓN PADRONAL

Distrito: **CENTRO (OFICINA XXXXX)**

1. DATOS DEL PADRÓN MUNICIPAL
DISTRITO: XXXXXX Barrio: XXXXXX Sección: XXXXXX

2. DATOS DEL / DE LA TITULAR DEL DOCUMENTO
Nombre y Apellidos: XXXXXX XXXXXX
Domicilio: XXXXXX XXXXXX - MADRID
Sexo: XXXXXX
Fecha de Nacimiento: XX/XX/XXXX
Lugar de Nacimiento: XXXXXX País de Nacionalidad: XXXXXX
Documento de Identidad: NIE: XXXXXX
Pas./Doc.: XXXXXX
Situación actual de empadronamiento: ALTA
Otros datos de la inscripción: XXXXXXXXXXXXXXXXX

3. DATOS DE LAS PERSONAS QUE FIGURAN CON EL TITULAR
VOLANTE INDIVIDUAL

Madrid, a XX de XXXX de XXXX
 NÚMERO DE PERSONAS QUE COMPARTE ESTE VOLANTE
 (SIGLA: XXXXX) 1/2

How to apply? 

Social Security Number

The Social Security number is officially known as the **“Número de Afiliación de la Seguridad Social”**. Having it means that you are officially registered as a part of the tax & social security system in Spain and thus you will gain access to many benefits that are a part of the Spanish social system. These benefits include healthcare benefits, social benefits, security and disability benefits, unemployment benefits and other resources that might support you in times of difficulty.



The Social Security number in Spain is required when a person legally living in the country intends to earn money in an official capacity. **You will always need a Social Security Number if you intend to participate in any of the following situations:**

- Being employed at a company
- Being self employed (autónomo)
- Being a student taking on a professional, paid internship
- Being a business owner or business partner

TRANSPORTATION IN THE CITY

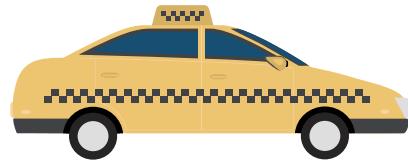
Madrid has a very efficient system of both subway and bus lines and you can find full information [HERE](#).

Buses and subway are **less expensive if you buy a 10-ride ticket**. These can be found in the Metro or at the newspaper kiosks. Special discount monthly passes are available for those under 26. If you use public transportation **more than 4 times a day, it is worth your while to invest in the monthly unlimited-use transportation pass**.

There are trains, called **“Cercanías”** that circulate in Madrid and go to suburban towns outside, and interesting places such as El Escorial, Segovia, Toledo and Ávila, with schedules throughout the day. The main stations are **Atocha, Sol, Nuevos Ministerios, Chamartín and Príncipe Pío**.

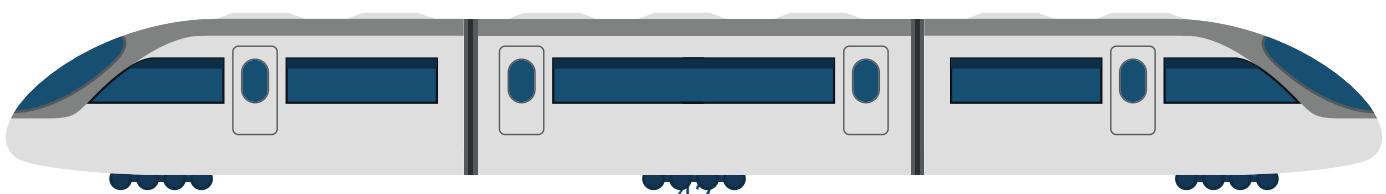


Subway Map 



Although gasoline prices have gone up considerably in the past few years, **taxis** continue to be reasonable and you can also use apps such as **Uber, Cabify or FreeNow**.

We recommend that you order your personal public transport card online – **ideally about 3-4 weeks before your arrival**. It will save you time, money and hassle. Read the [following guide](#) to know all the details and order yours.



SIM CARD & INTERNET

In general, **getting a SIM card for Spain with one of Spain's mobile operators is quite easy.** You'll also find that it's usually more affordable in comparison with other countries. The hardest part is actually selecting the right SIM card and best Spanish mobile phone operator. The first thing to get clear right away, is to determine whether or not you really do need a SIM card for your time in Spain.

Much like cell phones, Internet at home is a must have for everyone. If you are still on the hunt for a new place to live in Spain, make sure to check if Internet is established before renting a room or apartment. **As contracting Internet for your new home is a big hassle, it's recommendable to look for flats with Internet already established and ideally included in your rent.**

Learn more about SIM Card Providers in Spain

Learn more about Internet Providers in Spain

BANKING & MONEY TRANSFER

If you are an international student who is only staying for a few months you might not necessarily need to open a Spanish bank account. That being said, **Non-EU citizens will always save costs by opening one,** as they won't have to deal with all the fees that come with using a foreign card abroad.



Sending money to/from Spain to/from an account outside the European Union can be inconvenient and costly. But if you have no other choice, there are great alternative options to tradition bank transfers that will save both money and time. Learn more about it [HERE.](#)

Open a Spanish bank account

CULTURAL LIFE

General Information

As the capital city, a cosmopolitan city, a business center, seat of government, Spanish Parliament, and residence of the Spanish monarch, Madrid is also the political centre of Spain. The city is characterized by intense cultural and artistic activity and a very lively nightlife.

Tourist Information

In addition to its famous museums, busy streets dotted with all kinds of shops, restaurants with world cuisine or unbeatable nightlife, Madrid will surprise you with its charming, tranquil historic spots, with traditional and family-run century-old bars where friends meet up for a drink, all kinds of neighbourhoods, and cultural centres that offer an alternative type of tourism. Madrid has an authenticity that is hard to match. It is welcoming and diverse. Madrid is, without a doubt, one of Europe's most interesting cities.

Activities

Throughout the semester SIU-Madrid offers a variety of academic, cultural and social activities. These entail visits to places of interest in Madrid and other cities in Spain, field trips to multinational companies, lectures on business and political issues by outside speakers, sports activities and our traditional end of semester graduation ceremony.

Madrid is a vibrant city that boasts tons of fun things to do day and night. From Spanish wine tasting and flamenco shows, to salsa classes and language exchanges you can find anything you seek in Madrid.



You will find all details about our events in the Reception area, on the digital screens, in the student lounge and in the Student Portal. The cost of some activities is covered partially by the University and partially by the students. For many events, students signing up must pay a deposit to reserve a place which will be refunded once the student attends and the activity has taken place. Deposits will not be refunded for students who do not show up.

Trips

In addition to the excursions you will be taking with the University as a group, all students are encouraged to travel on their own, taking advantage of all that Spain has to offer.



Studying abroad in Europe will give you the opportunity to explore several countries over the course of just a few months. The cost of air fare ([CLICK HERE](#) to read our travelers guide to booking flights around Europe) **from one European country to another is extremely cheap**, especially if flights are bought a month or two in advance.

The most popular destinations from Madrid are Morocco, Portugal, the Andalucía Region, the Basque Country and the East Coast in general. If you wish to travel as a group in organized trips you can visit the [following page](#).

Eating out in Madrid

Eating out in Madrid is a real adventure that you will come to appreciate during your stay in Madrid. **Meal time is a very important time of the day for a Spaniard.**



Normal Spanish meal hours don't even begin until 1:30pm for lunch and 9pm for dinner, so you should attempt to gear your stomach accordingly.

The "Menú del Día" is a fixed price which includes 3 courses, beverage and bread. Inexpensive restaurants are found on streets parallel and perpendicular to the general university and downtown areas. Suggested restaurants and cafeterias are included in the www.guiadelocio.com

Sports

Madrid is a passionate city and fitness culture is no exception! Madrid offers a large amount of sports activities both indoor and outdoor, which you can do on a daily basis or whenever it best fits your schedule. **Don't skip your routine during your stay abroad – motivation will get you started and habit is what will keep you going.**

Learn more about
Sports in Madrid

Museums

- **The Prado Museum:** This is one of the most outstanding art galleries in the world. The collection, which includes canvases by important Spanish painters of the period from the 12th to the 18th century, such as El Greco, Velázquez, Ribera, Murillo and Goya, of Italian painters such as Fra Angelico, Rafael and others of the Venetian School, as well as Flemish painters like Bosch, Rubens and Van Dyck.
- **Fundación Thyssen-Bornemisza:** Spain's most outstanding recent museum, consisting of a historically broad range of art purchased by the late Barón von Thyssen, whose wife is Spanish.
- **Centro de Arte Reina Sofía:** This newly established museum is the place to see 20th century art. Special shows are constantly rotated. This is the new home of Picasso's "Guernica".
- **El Palacio Real (The King's Palace):** Though the King no longer lives here, the Palace is one of the finest to be seen in Europe. It contains a magnificent display of porcelain, carpets, furniture, weapons and paintings.
- **El Museo Español de Arte Contemporáneo:** Paintings and sculptures created in present day in Spain and abroad.

Students can usually visit these places for free with a student ID, we recommend however, that you always check the exact free visiting hours for students online!



Parks

- **The Retiro Park:** Gardens, expositions, boat, and bicycle rentals, outside cafes and even mimes and other free performances on Sunday mornings. Entrance by the Plaza de la Independencia (Puerta de Alcalá), or the following streets: Alcalá, O'Donnell, Alfonso XII. You can take the Metro to Retiro and there is a direct exit to the park.
- **Casa de Campo:** Trails, zoo, Parque de Atracciones (which is a large amusement park). Great for a picnic, boat rentals, etc. Entrance below Plaza de España or take the Metro to Batán.
- **Parque del Oeste:** Beautiful gardens including an Egyptian Temple, extending behind the Plaza de España to Moncloa.



