

# Welcome to University of La Salle in Madrid!



This guide contains important information about paperwork for your semester abroad as well as some good tips about the University and life in Madrid.



## Index

- [3. About La Salle](#)
- [4. Paperwork](#)
- [6. About Madrid](#)
- [14. Transportation](#)
- [19. Accommodation](#)
- [20. Contact Information](#)

# About La Salle University

At La Salle we focus on the following three fields



## Education

- Infant Education
- Primary Education

## Social Science

- Social Education
- Social Work

## Health

- Physiotherapy
- Occupational Therapy
- Chiropody

# Paperwork for your semester at La Salle

## Paperwork for the university

In order to register as an exchange student at La Salle, please go to the International Relations and Mobility Office and hand in the following:

- Original and one photocopy of your valid passport or identity card.
- Original and one photocopy of your European Health Insurance Card or private health insurance including cover conditions in Spain during the period of stay.

We will have a welcome meeting at the beginning of the semester for all the mobility students in which we will do the registration and inform about the process. It is very important that you come to the welcome meeting as only students with justified reasons will be accepted for registration after this date, in that case you will have to inform us about your situation.

Please mind that the arrival date in your Certificate of Attendance will be the day you register. If you need to spend a determined period, you should consider this to arrange your stay, given that the latest departure date you will get in your Certificate of Attendance will be at the end of each Semester.



## Health insurance

Once you have arrived in Spain, it is necessary to obtain a health insurance either through international agreements between your home country and receiving country or by getting a private insurance.

- National Health Service: The European Insurance Card is valid for all citizens from a EU member state and all citizens from a country in the Economic European area (Iceland, Liechtenstein and Norway). As soon as you find accommodation, you must register at your closest health care centre with your card (<http://centrossanitarios.sanidadmadrid.org/>). Once you are registered you will be assigned a local GP and your card will also cover any urgent health care you may need at any of the centres included in the NHS network for public hospitals.

- Private insurance: If you already have a private insurance from your home country you must find out first what kind of health coverage you are able to get during your time abroad and if you are entitled to get a European Health Insurance card.



## VISA and Residency Certificate

All students coming from a EU member state won't need a VISA for entering the country but will need to sign up at the Registro Central de Extranjeros (Central Register for Foreigners) so the Interior Ministry can keep track of their stay in the country. To obtain a NIE students must arrange an appointment well in advance. Students can apply for an appointment in person at the Reception Office in Madrid (Oficina de Acogida) or by calling 902 56 57 01. They will ask for personal details, passport number and your Spanish phone number. Nationals from countries out of the EU must apply for a VISA at least 2 months before their program starts. Students must apply and obtain their VISA from the Spanish Embassy or consulate at their home country.

Students from the European Union, the European Economic Space (Norway, Iceland and Liechtenstein) and the Swiss Confederation may enter (with valid passport or ID card), leave and stay freely in Spain. If remaining in Spain longer than three months, students should go to the Foreigners Office and inscribe in Central Register of Foreign Nationals (Registro Central de Extranjeros) in order to get the Foreigners Tax Identification Number (NIE) [http://www.mir.es/MIR/Directorio/Servicios\\_Perifericos/Cuerpo\\_Nacional\\_de\\_Policia/Oficinas\\_de\\_extranjeros/Madrid/](http://www.mir.es/MIR/Directorio/Servicios_Perifericos/Cuerpo_Nacional_de_Policia/Oficinas_de_extranjeros/Madrid/)  
Citizens from other countries should:

- Request the corresponding student visa before coming to Spain, from the Spanish embassy or consulate in their country of residence.
- Apply for a foreigner's identity card (NIE) in person within one month following your arrival in Spain ([http://www.mir.es/SGACAVT/extranje/regimen\\_general/](http://www.mir.es/SGACAVT/extranje/regimen_general/)). This will not be required if your stay lasts for less than six months or if you have obtained the appropriate visa.

More information at [www.mir.es](http://www.mir.es)





# About Madrid

Madrid is a huge metropole where you never will run out of things to do or people to meet. The city has multiple organizations that arrange events for international students all week long and there is always new places to discover. Down below we list just a few of the places you must definitely will visit during your time in the capital.



# Plaza Mayor



# Museo Del Prado



# Estadio Santiago Bernabéu



# Estadio Metropolitano





# Palacio Real de Madrid

# El Rastro mercado



# Parque del Retiro



# Transportation and how to get around in Madrid



How to get around the city:

# The Metro

THE METRO is probably the mode of transportation you will use the most since it's the fastest and easiest way of getting around the city. We recommend that you download the app "Madrid Metro" to help you navigate around the city. The metro generally opens at 06.00 and goes until 01:30 and tickets can be bought at machines at every station. For using all the public transportation in the Madrid area without limits we

recommend you get a rechargeable transportation card. This card allows you to use all the public transportation in Madrid for 30 days straight and when that month has ended you can easily recharge it at one of the ticket machines. To get your card you need to go to one of the public transportation offices available at the bigger metro stations in the city (Moncloa, Sol). You should book an appointment, which can be done online or directly at the

offices. What you need to bring is any form of ID, a photocopy of your passport and money to pay for the card. For people under the age of 26, there is a special card that we recommend you get. It costs 10 euros per 30 days and gets you access to the whole region of Madrid (Metro, Bus, Train).

# Buses and Taxis

MADRID has an important network of urban buses that reaches every corner of the city. They go from 06:00 until 23:30 and runs every 4-15 minutes. There are also night buses known as Búhos which complete 27 different journeys around the city centre. We recommend the app “Mi Transporte” for helping you out with the bus schedules.

Taxis are the most comfortable way to move around Madrid, although not the cheapest. The cars are white with a red stripe and Madrid's shield on the front door. They are free if they have a green light on and you can call them by raising your hand. The most common way of paying is with cash, but most taxis also accept credit cards.



# Getting to La Salle

The university is located at 10, La Salle street, just west of the city. To get to the University you first need to go to Moncloa, which is a big station for public transport. You get there easy using the metro. Once in Moncloa you should look for bus terminal 3. Look for an orange sign that says Isla 3. Once at the terminal you should look for bus number 657, which will take you to LaSalle in about 10-15 minutes. The first day it can be a good idea to tell the bus driver that you are going to La Salle University and ask him to drop you off at the bus stop outside the school. Google maps is also your friend in this situation.

To get back to Moncloa from La Salle you have a few options. Bus 161 and 162 departs from outside of the school and takes you back to Moncloa. 161 is a bit faster but is also mostly full of students going back to the city. 162 takes a bit longer but is more comfortable since not as many people take it.





# Arriving to Madrid

## How to get into the city

The international airport of Madrid (Barajas) is located northeast of the city. When arriving to the airport you have several options to get to the city centre (metro, bus, train, taxi). We recommend you take the metro or a taxi.

If you take the metro, there is only one line going from the airport (the pink line). This line takes you close to Nuevos Ministerios where you can change to the blue line and get to the city centre. Download the app “Madrid Metro” to see where to change to get where you want. By metro, it takes about 45 minutes to get to the city centre.

There are fixed prices for taxis going from the airport: it costs 30 euros to get from the airport to the city centre.





# Accommodation: Where to live

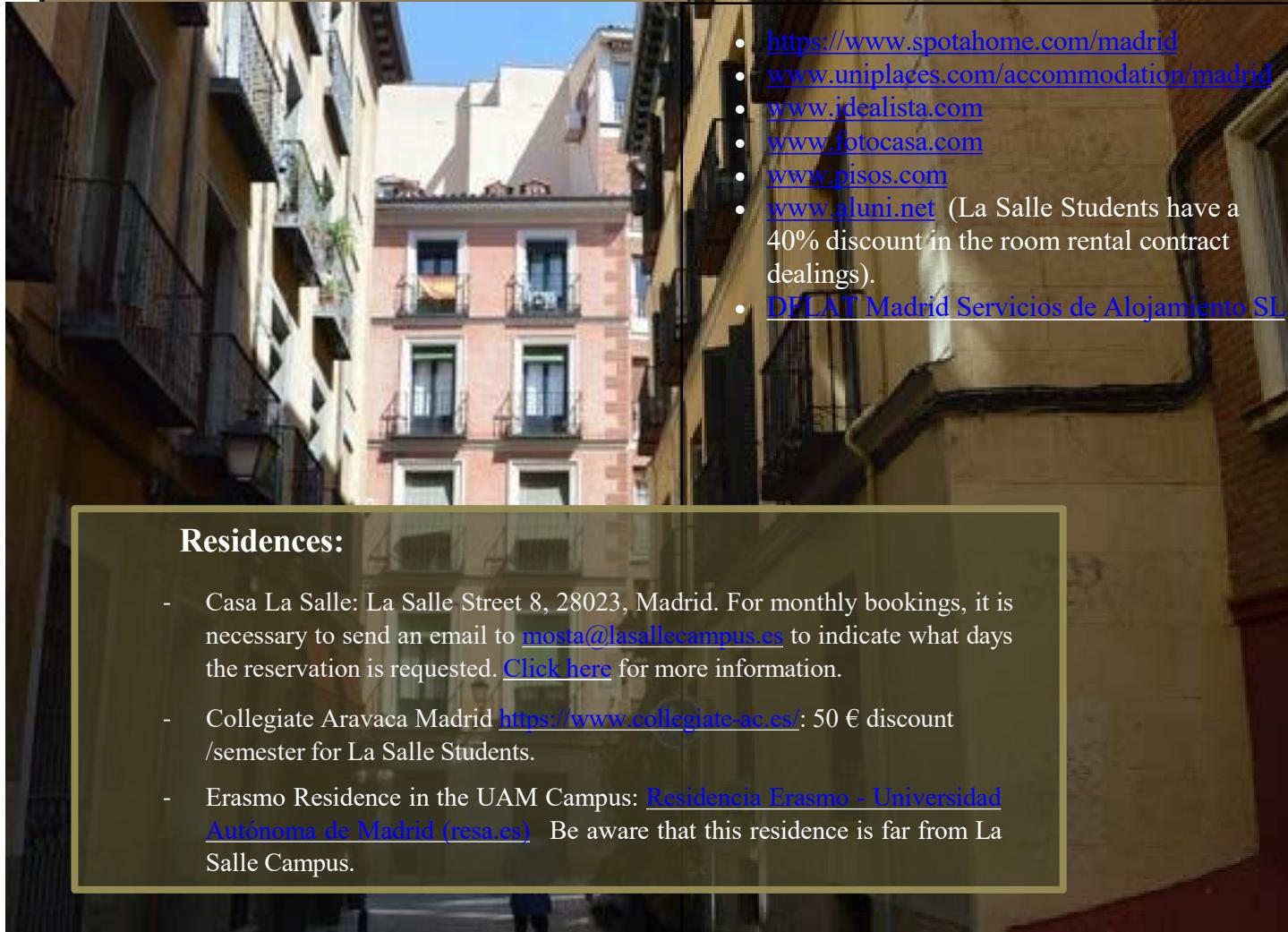
Finding a place to stay in Madrid is not very difficult, but you may need to spend some time if you are looking for the perfect accommodation. Most students in Madrid live with other students in apartments. The popular areas are the most central such as La Latina, Malesana, Chueca. Other areas around the city centre are also good locations since the metro takes you around fast and easy. For example the area Moncloa is located close both to the centre and La Salle. An easy way to find out how far a flat is from the heart of the city is to ask how long it takes to get to the metro station "Sol".

We recommend you not to sign a rental agreement before seeing the flat not to risk being disappointed. It is also an option to come to Madrid and look for a place to stay once you have arrived.

The rents for a room in an apartment varies depending on the area, but for a central place, you should expect to pay 400-500 €. Also the internet sites that helps you to find accommodation requires you to pay them a fee for the service once you get a place. If you want to avoid that, Facebook can be a good option to find accommodation.

## List of websites for finding accommodation

- <https://www.spotahome.com/madrid>
- [www.uniplaces.com/accommodation/madrid](http://www.uniplaces.com/accommodation/madrid)
- [www.idealista.com](http://www.idealista.com)
- [www.fotocasa.com](http://www.fotocasa.com)
- [www.pisos.com](http://www.pisos.com)
- [www.aluni.net](http://www.aluni.net) (La Salle Students have a 40% discount in the room rental contract dealings).
- [DFLAT Madrid Servicios de Alojamiento SL](http://DFLAT Madrid Servicios de Alojamiento SL)



# Contact Information

For questions regarding paperwork please contact:

María José Quintana – International Students Coordinator  
[mariajo@lasallecampus.es](mailto:mariajo@lasallecampus.es) Tel.: 917401980 Ext. 247

International Relations Office (ORI) [ori@lasallecampus.es](mailto:ori@lasallecampus.es)



**EDIFICIOS A y B** →

**EDIFICIO C** P ↑

**IRF** Instituto de  
Rehabilitación  
Funcional

**EDIFICIO H**  
**EDIFICIO R**

**IGS**  
Instituto de Negocios

**CAPILLA** (EDIFICIO R)

## Introduction

During your first week at the University, we will give you a tour of the campus and tell you all you need to know to start your studies. You will also meet all the other exchange students at the school and explore the city.

For questions regarding academics please contact the person in responsible for the program:

- ✓ Manuel Pérez – Education Academic Coordinator [manuelpc@lasallecampus.es](mailto:manuelpc@lasallecampus.es)
- ✓ Andrea Rodríguez - Social Work and Social Education Academic Coordinator [andrea@lasallecampus.es](mailto:andrea@lasallecampus.es)
- ✓ Óscar Arteaga - Academic Coordinator of Design and Management of Transmedia Projects [oscararteaga@lasallecampus.es](mailto:oscararteaga@lasallecampus.es)
- ✓ César Cuesta - Occupational Therapy Academic Coordinator [cesar.cuesta@lasallecampus.es](mailto:cesar.cuesta@lasallecampus.es)
- ✓ María Gómez – Physiotherapy Academic Coordinator [maria.gomez.jimenez@lasallecampus.es](mailto:maria.gomez.jimenez@lasallecampus.es)
- ✓ Jorge Gómez – Chiropody Academic Coordinator [jorgegomez@lasallecampus.es](mailto:jorgegomez@lasallecampus.es)