



International Student Welcome Guide

International Student Support Service
2012/2013



MINISTERIO
DE INDUSTRIA, ENERGÍA
Y TURISMO

EOI Escuela de
organización
industrial

Welcome to EOI Business School

- ▶ This **Welcome Guide** is designed to provide you with information and guidance on:
 - ▶ preparing for your stay in Spain
 - ▶ travelling to Madrid
 - ▶ student life at EOI
 - ▶ living in Madrid and Seville
- ▶ It also includes important contact details and websites for both EOI services and external organisations.
- ▶ We recommend that you read through the guide as you start to plan for your journey to Madrid, and also remember to bring it with you so you can refer to it during your stay.
- ▶ We hope the guide answers many of your questions and gives you a good start to your studies with us.



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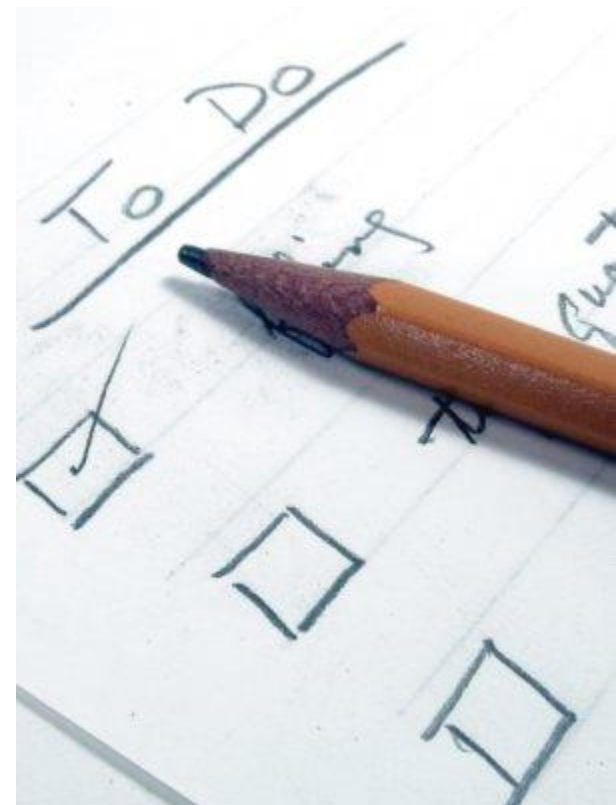
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Pre-departure

Checklist

- ▶ Have you budgeted to ensure you have enough funds to cover your tuition fees, accommodation costs and living expenses for the duration of your course?
- ▶ Have you made arrangements to bring all the documents that are needed when you arrived at the airport in Spain?
- ▶ Have you applied for accommodation and paid your booking fee or arranged somewhere to stay if you will be looking for private accommodation?
- ▶ Have you checked if you require any health insurance?
- ▶ Have you informed either your School Office if you are likely to require specific support or arrangements because of a disability?
- ▶ Have you made sure that you keep in your luggage some Spanish currency, insurance documents, any prescribed drugs plus a letter from your doctor explaining it?
- ▶ Have you written down the address, telephone number and travel instructions to your final destination?



Immigration: visas & NIE

▶ **Student visa**

- ▶ If you are coming to Spain to study a course which is for more than 90 days, you can come as a student visitor.
- ▶ It must be requested before your arrival to Spain in the Spanish Embassy of your country.
- ▶ The visa period is the same as the course duration.
- ▶ Note that the process could take more than one month, so you should start the process at least **3 months in advance**.

▶ **NIE**

- ▶ Once in Spain, you have **one month** to apply for the NIE which is **necessary** in case you go out of Spain and come back during your visa period.
- ▶ To get the NIE, you have to follow that three simple steps below:
 - ▶ **Arrange a meeting** by calling +34 902 565 701
 - ▶ Hand in the documents requested in the **Immigration Office** (Plaza del Campillo Mundo Nuevo, 3 – Metro: Puerta de Toledo, line 5)
 - ▶ One month later, you will be able to collect NIE card at the **Police Station** (located in General Pardiñas street, 90)
- ▶ For further information <https://sede.mpt.gob.es/acceda/procedimientos/>

PLEASE NOTE

*EOI will provide you with some of the **required** documents: Student Visa Application, Admission Letter, Curriculum, Proof of Payment to reserve place or matriculate.*



Your journey to EOI

Arriving to EOI Madrid

- ▶ The closest **airport** to Madrid is Barajas Airport which handles flights to and from the whole world. Other international airports you may fly into are El Prat (Barcelona), Loiu (Bilbao), Manises (Valencia) and San Pablo (Sevilla).
- ▶ When planning your journey from the airport to Madrid city centre, you will have to choose whether to travel by **taxi**, **bus** or **tube**. Many students prefer to travel by bus or tube, as the services from the airport are more direct and generally cheaper than taxi.
- ▶ **Tube** journeys are quicker because you avoid the traffic jams. Line 8 starts in the Airport and finishes in *Nuevos Ministerios Station*, where there are connection with other lines that takes you to your final destination.
- ▶ **EOI** is at **Metropolitano Station** (Line 6) and it takes you few seconds if you go through *Gregorio del Amo* exit.



Arriving to EOI Seville

- ▶ Our headquarters in Seville are located in the Parque Tecnológico Cartuja '93 (in Isla Cartuja), near the city centre. It's an area from where new technologies and innovation in enterprises are fostered in the region. You've got different options to get there.
- ▶ **If you are coming from Seville airport (located about 10 km away)** By bus. The Seville City Transport Line (TUSSAM) connects the airport to the Puerta de Jerez in the centre of Seville. Once you're in the centre of Seville you can catch a C2 circular bus line to La Cartuja stop or take a taxi.
- ▶ **If you are coming from the Santa Justa train station.** You can take the bus (TUSSAM) on C2 line from Santa Justa to La Cartuja, or you can catch a taxi.
- ▶ **To get there from the centre of Seville on foot,** you can cross the Barqueta Bridge (you have to cross the river) which is the closest one to EOI.





Planning your finances & living costs

▶ Planning your finances

- ▶ Coming to study in Spain is a considerable financial commitment and it is extremely important that you think carefully about all of the costs involved for the full duration of your course before you start your studies.

▶ Living costs

- ▶ How much you actually spend will depend on your personal lifestyle. In order to have a general idea we give you some examples:
 - ▶ Accommodation rent 600€ per month
 - ▶ Transportation card 50€ per month
 - ▶ Monthly food shopping 300€
 - ▶ Prices at the pub: coffee 2€ / beer 3€
 - ▶ For further information visit: www.spainexpat.com
- ▶ As an overall guide, you are likely to need at least €1.300 each month to cover your own living expenses (excluding tuition fees).



Banking services

- ▶ Madrid city centre banks
 - ▶ In Madrid you will find the main international banks as well all the Spanish banks.
 - ▶ In the first instance, we suggest you check with a few different banks to see which can offer the most suitable account for your purposes. As an international student, you will usually be offered a basic card account which allows you to pay in and withdraw cash.
- ▶ Opening a bank account
 - ▶ You will normally be required to take with you the following evidence to open an account:
 - ▶ Your passport and visa or just your NIE
 - ▶ EOI's admission letter



PLEASE NOTE

Further information on opening a bank account is available from the *Spain Exchange*
<http://www.spainexchange.com/>

Paying your tuition fees

- ▶ Once you are accepted in one of EOI's course, you have 15 days to pay the deposit. This deposit guarantees your place in the programme.
- ▶ After you have paid the deposit, you have 1 month, after the course starts, to pay the rest of the tuition fees. EOI gives you the opportunity to make an immediate payment in full or set up a monthly instalment.



PLEASE NOTE

For further fee payment information,
contact **Admissions Department**
Tel: **+34 91 349 56 00**
informacion@eoi.es



Looking for accommodation

- ▶ There are different types of accommodation according to needs and preferences:
 - ▶ Flat sharing
 - ▶ Individual apartment
 - ▶ Halls of residence
- ▶ You will find all the info you need here:
 - ▶ www.aluni.net
 - ▶ www.easyflat.eu.com
 - ▶ www.accommadrid.com
 - ▶ www.liferasmus.com
 - ▶ www.ragooh.com
- ▶ Besides, you will get complementary helpful information here:
 - ▶ www.loquo.com
 - ▶ www.segundamano.com
 - ▶ www.reginaalojamientos.com
- ▶ **Feel free to contact them directly and they will lend you a hand!!**





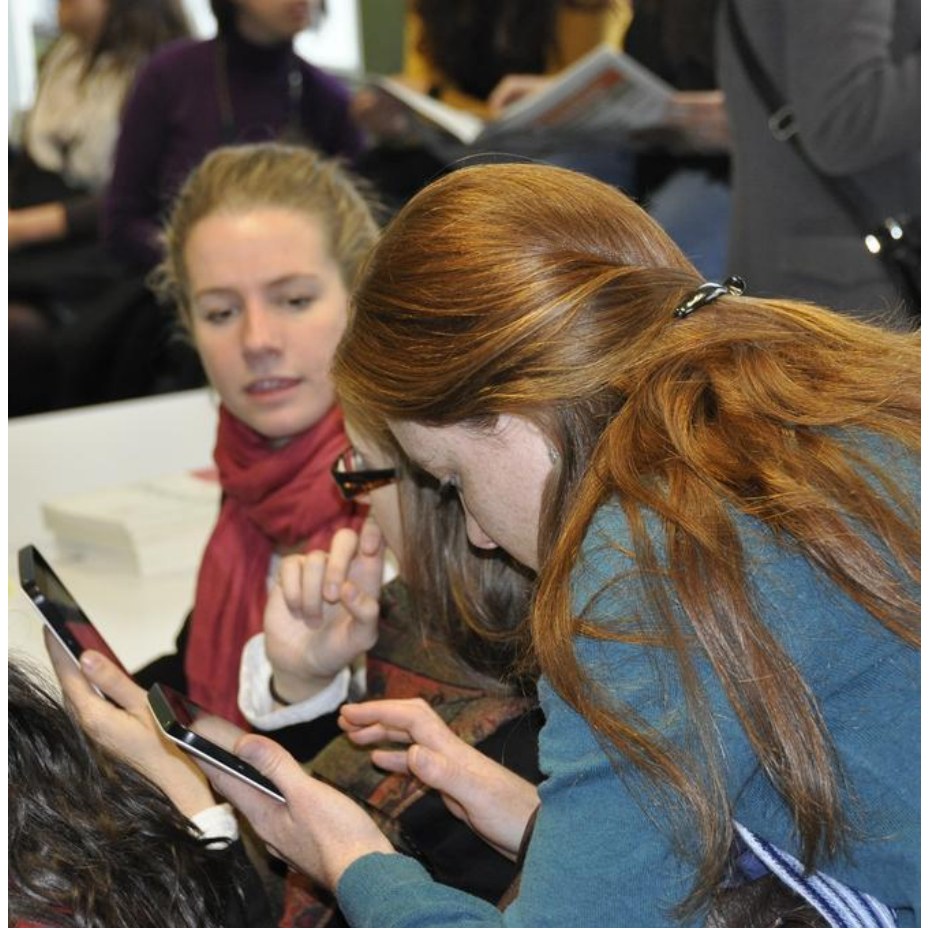
Healthcare in Spain

- ▶ International students coming to Spain must have a health insurance.
- ▶ **Students from the European Union** (Island, Liechestein and Norway included)
 - ▶ When these students have free health service in their country, they will have the same services in Spain. They **have to apply in their country for the E-12** form and hand it in the nearest Health Centre in Spain.
 - ▶ Further info www.seg-social.es
- ▶ Agreements with **other countries**
 - ▶ Spanish health service has agreements with other countries (Andorra, Argentina, Australia, Brazil, Canada, Chile, Colombia, Rep. Dominican, Ecuador, USA., Philippines, Morocco, Mexico, Paraguay, Peru, Russia, Tunis, Ukraine, Uruguay y Venezuela). Check if your country is in the list and apply for the certificate in your embassy.
 - ▶ Further info www.seg-social.es
- ▶ Finally, in case you are not in the above mentioned groups, you have to take a private insurance policy. Here are some helpful links:
 - ▶ Sanitas <http://www.sanitas.es/>
 - ▶ Adeslas <https://www.adeslassegurcaixa.es/es-ES/Paginas/default.aspx>
 - ▶ AXA <http://www.axa.es/Seguros/Servicios/salud/salud-AXA.aspx>
 - ▶ DKV http://www.dkvseguros.com/Dkvacesible/index_es.htm



Emergency health services

- ▶ General emergencies: 112
- ▶ Health emergencies: 061
- ▶ Cruz Roja: +34 915 22 22 22
- ▶ Pharmacies in Madrid
<http://a.eoi.es/24bx>
- ▶ Further info about hospitals and emergency service in Madrid
<http://a.eoi.es/24bw>





What's EOI?

- ▶ EOI, **inspiring** futures for a new generation of leaders
- ▶ Our **experience** has made us a benchmark in postgraduate education and our commitment and vision make us a key school for educating future generations of managers and leaders: who will have to lead companies in a more social, sustainable and digital world.
- ▶ Our **aim** is for the professionals we train to be able, after studying at our school, to conduct business practices and carry out projects based on these four principles:
 - ▶ **Sustainability** as a business practice that develops the environmentally-friendly economy.
 - ▶ **New technologies** as a source of global exchange and knowledge enrichment.
 - ▶ **Entrepreneurship** as an engine of economic development that gives value to creative ideas.
 - ▶ And finally the **development of a global economy** in an international environment that is increasingly interconnected.



EOI experience

- ▶ You will learn by applying a methodology based on:
 - ▶ Design thinking
 - ▶ Learning by doing
 - ▶ Outdoor training
- ▶ Methodology
 - ▶ Class lectures
 - ▶ Case studies
 - ▶ Forum & debates
 - ▶ Final project
 - ▶ International experience
 - ▶ Internships



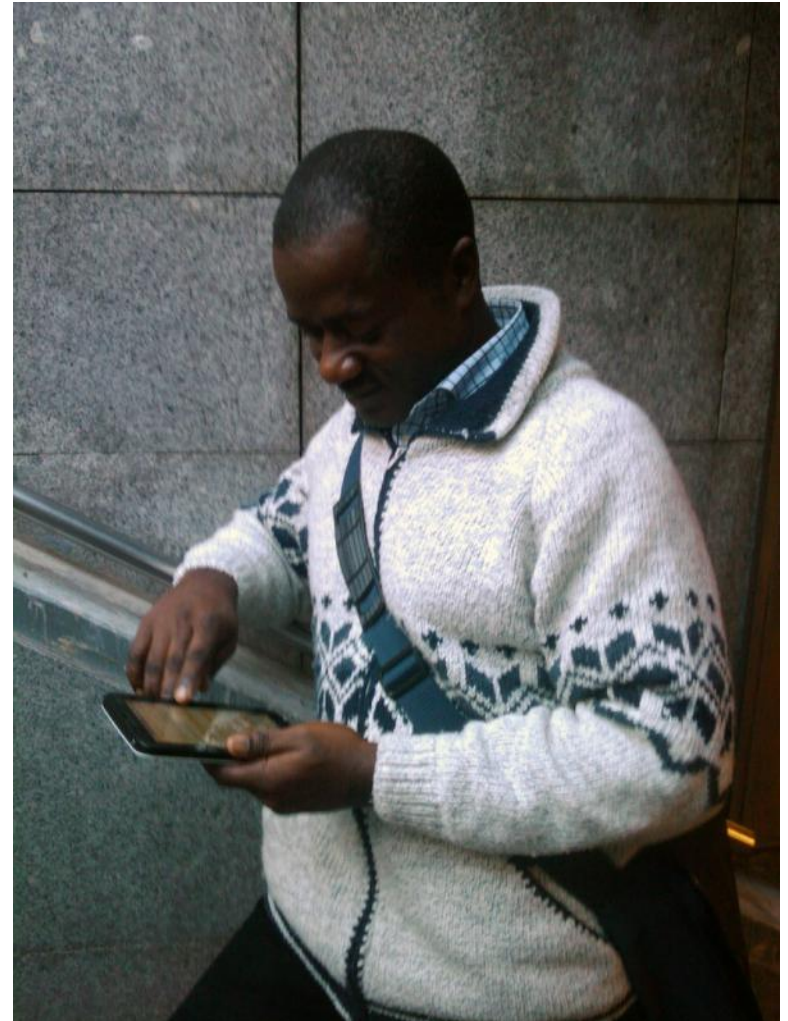
Open knowledge

- ▶ Our way of teaching is closely connected with a commitment to **open knowledge**.
 - ▶ This takes the form of numerous everyday examples. From our way of publishing content to the way in which classes are held; the future is open.
- ▶ **Digital tools** promote a more open school and allow us to extend the classroom into an expanded learning model; the classroom is only the beginning.
 - ▶ Mobile, digital, public, workshop, expanded and online lecture rooms.
- ▶ **Open activities**. Our commitment to open knowledge also involves our activities: an open school, with lecture rooms, activities and open areas.
 - ▶ Open books, networks, voices, classes, labs, research, cloud, sight, events and login.



Learning resources

- ▶ We are pioneers in using mobile devices in our training programs.
 - ▶ Over a thousand students have already trained at EOI through **smartphones** and **tablets** that we have included in their programs.
- ▶ Teaching is something that is expanded from the physical lecture room to the virtual network.
 - ▶ We use **Moodle**, the most popular open-source software in educational institutions at an international level, and we supplement this with **Wimba** multi-user videoconferencing, which allows audio-visual interaction between teachers and students from anywhere in the world.
- ▶ We believe in a knowledge community within a global society in which everyone can enhance themselves besides becoming nourished.
 - ▶ This principle includes our content having a *Creative Commons* license ensuring it is spread. Because we want to stimulate new ways of learning, spreading knowledge and enjoying. We have already shared over 1,500 pieces of digital content in our archive collections: **Savia** for publications and books, and **Mediateca** for audiovisual content.





Services and facilities

The campus



▶ **Disabled access**

- ▶ To make our school a place open to all, we have adapted accesses and facilities that provide people with physical disabilities access to our centre and their daily lives in them (ramps, services, lifts, etc.)



▶ **Alumni community**

- ▶ We have our own platform to be able to access services (vacancies, training), social benefits and keep in touch with students, alumni, faculty and companies.



▶ **Library**

- ▶ To complement your knowledge or research on a particular issue, we have a specialized library from where you can access publications and documents about the economy, environment, sustainability, etc.



▶ **Hall**

- ▶ We carry out all kinds of events during the course, with the collaboration of companies, institutions or networks and groups. To accommodate these events, EOI has a specially-equipped conference room for such occasions.

The campus



▶ **Lecture rooms / Labs**

- ▶ Our classrooms are equipped with all necessary learning resources. It also has Labs: space to work in groups. You'll find open Wi-Fi in all the School's facilities: even in the garden!



▶ **Restaurant**

- ▶ You'll spend time with us and for your convenience, we have our own self-service restaurant and cafeteria, but you'll also have a room equipped to heat and eat your own food if you prefer.



▶ **Bank service**

- ▶ La Caixa cash machine is located on our campus so you don't have to travel to find a bank if you need to perform a transaction or get cash.

(Not available in Sevilla)



▶ **Accident insurance**

- ▶ Just for the fact you're studying with us, you'll have the peace of mind of accident insurance.



Student's card

▶ Madrid Culture & Art

- ▶ With this official card you will have a preferred treatment and discounts of up to 50% in every related to: Museums, theatres, restaurants, original version theatres, cell phones, clothing stores, shoe stores, dentists, book stores, clubs, gyms, dance school, hair salons, etc.
- ▶ In addition, the membership card grants you access to weekly activities organized in order to introduce you to an intercultural network, so that you may get to know people from around the world.
- ▶ You will know Madrid in an exclusive way, receive the best discounts, and over all, you will be part of an international community of young people who are interested in getting the most out of their stay in Madrid.
- ▶ This exclusive membership card has a cost of €21 valid for 6 months or €25 valid for 12 months.



PLEASE NOTE

For **further information** and apply for the card, visit <http://www.madridculturayarte.com>



Living in Madrid



Culture



▶ Museums

- ▶ Writers, painters, sculptors and a variety of artists have spent time in this historic city. So it's no wonder you'll find some of the most renowned works. You can see them all in the many museums in the city.



▶ Theatres

- ▶ Musicals, plays, monologues... Madrid can offer all that and more due to its countless theatres and auditoriums. Everyday actors struggling to find the perfect function tread their stages. And best of all, the curtain never closes if you don't want it to.



▶ Music

- ▶ Open your ears and you won't miss anything because this is a city of music. International bands, singers successful in Spain, symphony orchestras, and the most important operas are also represented. Numerous concert halls will provide you with music.

Gastronomy

- ▶ Gastronomy is an important part of the culture in Madrid. You can enjoy both home-made cooking as well as more creative and innovative dishes, plus a variety of international cuisine options due to the city's diversity.
 - ▶ **TAPAS & WINES**
Going out for tapas is one of the most enjoyable traditions of our city. We'll show you all you need to know to be able to *tapear* like the locals: what to order (calamari, cod, tripe...), the best places to go, and the unmissable culinary events held in the city.
 - ▶ **TYPICAL SPANISH GASTRONOMY**
Discover the most typical dishes from Madrid, *cocido*, *besugo*, *tortilla de patata* and *callos*, but also traditional pastries such as *torrijas*, *barquillos* and *huesos de santo*.
 - ▶ **GASTROBARS**
The innovative and trendy tapas culture finds a home in modern bars, where you can try some truly creative recipes. These little dishes are prepared with the latest ingredients and techniques, and are served in venues that are just as modern, imaginative and chic.
 - ▶ **STAR-STUDED RESTAURANTS**
Madrid is home to around 3,100 eateries of which a number have Michelin stars: Santceloni, La Terraza del Casino, Sergi Arola Gastro, Ramón Freixa Madrid, Diverxo and El Club Allard with 2, and Zalacain, Kabuki Wellington and Kabuki with 1.
 - ▶ **MERCADO DE SAN MIGUEL**
Built in 1916, this market is the finest example of cast-iron architecture in Madrid. Today it is a temple to gastronomy, home to 33 stalls selling mouth-watering products and select ingredients, offering food to take home or to consume right there on the premises.



Nightlife

- ▶ Madrid offers different nightlife options. We're sure you'll be pleasantly surprised by whatever option you choose.
 - ▶ **THE SKY AT YOUR FINGERTIPS**
Some cultural centers and hotels in Madrid have roof terraces where you can enjoy live jazz or sip a refreshing cocktail while you watch the sun set, gaze at the starlit sky on summer nights, and enjoy a superb view of the city from a vantage point which gives the impression that you could touch the sky.
 - ▶ **A DESIGNER'S NIGHT OUT**
Madrid has always been a meeting point for very different people. New venues are continuously opening up with new offers to spice up the night. Live music, elaborate décor and lighting, signature cocktails or resident DJs are some of the proposals served by the most 'chic' venues in the capital.
 - ▶ **LIVE MUSIC**
Every night, venues pertaining to the Live Music Venues Association *La Noche en Vivo* host a wide range of live music shows. Everything from acclaimed to up-and-coming artists, singer-songwriters to rock bands, jazz concerts or electronic music sessions to enjoy music at its best.
 - ▶ **NIGHTLIFE SPOTS**
Madrid never sleeps. By day, culture invades every corner of the city, but when the sun goes down, it's the turn of the most glamorous venues, pubs playing all kinds of music and clubs that stay open until the early hours. All over Madrid, the huge range of nightlife guarantees you'll always find somewhere that suits your style.



Shopping

- ▶ In Madrid you can find almost anything you may be looking for. Shops, malls, big brands and trendy small shops. Visit its neighborhoods and you'll be amazed by its extensive window display.
- ▶ **EL RASTRO FLEA MARKET**
Come rain or shine, Madrid's renowned flea market is held every Sunday morning and on public holidays. Many of the roads in the city centre are closed to traffic as they fill up with stalls selling everything from antiques and trinkets to clothes and CDs.
- ▶ **SERRANO (SALAMANCA DISTRICT)**
Calle Serrano's revamped look has opened up a world of new possibilities in the city's best known shopping thoroughfare. The new wider pavements now make strolling along the street and window-shopping even more of a delight.
- ▶ **DARE TO BE DIFFERENT**
Madrid is still sipping from the *Movida madrileña*, a socio-cultural movement that placed the city on the avant-garde, giving Spain a new cultural identity during the early 80s. This spirit lives on in places like Chueca, Malasaña and Fuencarral Street. Go into Fuencarral Market and brave a radical make-over in one of the beauty salons, or go ahead and get that tattoo you've been dreaming of for years.



Travelling in Madrid

▶ Underground (Metro)

- ▶ The underground (Metro) is the fastest, most efficient and most affordable way to move around in Madrid. The city has a vast metropolitan network, one of the most comprehensive in Europe, and covers almost all the points in the capital and many of the neighbouring cities.

▶ Bus

- ▶ Madrid has an extensive city bus network, run by the company *Empresa Municipal de Transporte* (EMT), which covers practically the whole city. Certain areas are not served by the Metro, although the buses do go there. In the main streets there are bus lanes, though we should bear in mind that in moments of heavy traffic the buses can also be affected by the traffic jams, which means they can be slower than the Metro.

▶ Taxi

- ▶ With over 15,600 taxis in Madrid, finding a free one on any of the city's main thoroughfares is rarely difficult.



Transportation season ticket

- ▶ The Transport Season Ticket comprises a Card and a magnetic voucher. It is valid for unlimited travel on public transport during the chosen period and zone. The card is personal. In order to travel, a monthly or annual voucher must be purchased, which must coincide with the type, number and zone of the card.
- ▶ **How to obtain a Transport Season Ticket**
 - ▶ **The Card:**
 - ▶ Monthly cards can be acquired in the official tobacco shops.
 - ▶ Proof of fulfillment of the age requirements is necessary when requesting a Young Person 's card.
 - ▶ Annual season tickets are obtained at the Transport Consortium (Plaza del Descubridor Diego de Ordás, 3)
 - ▶ **The Voucher:**
 - ▶ Monthly vouchers are available in the official tobacco shops and Metro's ticket booths and automatic ticket machines as from the 20th of each month until the 15th of the following month.
 - ▶ Annual vouchers should be obtained at the Transport Consortium, together with the Card.
 - ▶ **How to use the Transport Season Ticket:**
 - ▶ Both the Card and the Voucher are necessary.
 - ▶ When travelling with METRO, EMT, TFM, METROSUR, METRONORTE, METROESTE, METRO LIGERO OESTE (Light Railway) or any company operating within the Community of Madrid using a magnetic cancelling system, the Voucher must be stamped both on entry and on exit, as appropriate.





Living in Seville



Culture



▶ Architecture

- ▶ Due to its important role in history, Seville offers a great variety of buildings such as Torre del Oro, Alcazar, Town Hall, Archive of Indies and Tobacco Factory.
- ▶ You will find a large number of churches, that are true works of art!!



▶ Museums and theatres

- ▶ Seville offers a wide range of culture. You can visit many museums, galleries and also enjoy its cultural agenda in **Lope de Vega** and **La Maestranza** theatres.



▶ Music

- ▶ From **flamenco** to the latest sounds, Sevilla will not leave you indifferent. You can enjoy national, international, classical, religious or popular music!!

Gastronomy

- ▶ Gastronomy is one of the tastiest of our country. Mainly based on **mediterranean** diet, it uses a huge variety of vegetables and olive oil as the base of every plates.
- ▶ Sevilla offers you the opportunity to enjoy not only the best traditional recipes, but also great author dishes.
- ▶ Going for **tapas** is a good habit that is part of our culture and is well known to all who visit us. The variety and quantity of establishments is uncountable.
- ▶ You can't leave Sevilla without tasting *gazpacho*, *salmorejo*, Jabugo's ham or *Rebujito*.



Nightlife

- ▶ Seville is a happy and passionate city with a lively nightlife, due to its climate and people. You can choose from many different possibilities.
- ▶ The whole city center has a lot of night life and in every corner you can find bars, pubs, lounges, etc.
- ▶ During the spring-summer season the same areas are still common, but when the high temperatures are coming, people move toward the river, where many bars, terraces, gazebos and summer clubs are installed.
- ▶ If you prefer something quieter, you can always go for a walk by the Guadalquivir river and its bridges... Or take a boat or a beautiful horse carriage!



Shopping

- ▶ Sevilla offers you all kinds of **shops and malls**; the historic centre, Remedios neighborhood, or Nervión, the most modern, are examples of commercial areas where you will find everything you need.
- ▶ Besides, Seville is known for its **craft industry**; mainly of ceramics and pottery are made in Triana. It should be noted craft industry of La Cartuja, which was founded in 1839.
- ▶ Shawls, *mantillas* and fans are an important part of the craft from Seville.
- ▶ In addition, Seville has become a major center of **fashion** thanks to local designers such as Victorio y Lucchino or Toni Benitez – members of the Association of Fashion in Seville (ASEMOS) – and Andalusian Centre of Fashion (CAM), which has recently joined renowned firms such as Adolfo Domínguez, Roberto Verino or Loewe.
- ▶ You can also visit the **traditional outdoors markets** certain days of the week, where everything from used objects or valuable antiques to stamps, animals and crafts in general are sold.



Travelling in Seville

▶ **Bicycle**

- ▶ 120 km of bike-road cover every neighborhood of Seville. Don't worry if you don't have your bike with you, you can rent a bike in one of the 250 points distributed around the city!

▶ **Metro**

- ▶ Six lines connect you with any point of the city.

▶ **Tram**

- ▶ Easy way of travelling around the city centre where it is allowed take your bike in.

▶ **Bus**

- ▶ Nearly fifty lines connect Seville with different cities.

▶ **Taxi**

- ▶ Although it is easy going through Sevilla, you can always take a taxi...





**Additional
information**

Metro Madrid Map

simbología

- Transbordo entre líneas de Metro
- Transbordo largo entre líneas de Metro
- Estación con horario restringido
- Estación con acceso para personas con movilidad reducida. Ascensor
- Acceso con rampa
- Estación de Cercanías + Renfe
- Estación de largo recorrido + Renfe
- Terminal de autobús interurbano
- Aeropuerto de Madrid + Barajas
- Aparcamiento Libre en estación
- Aparcamiento de Pago en estación



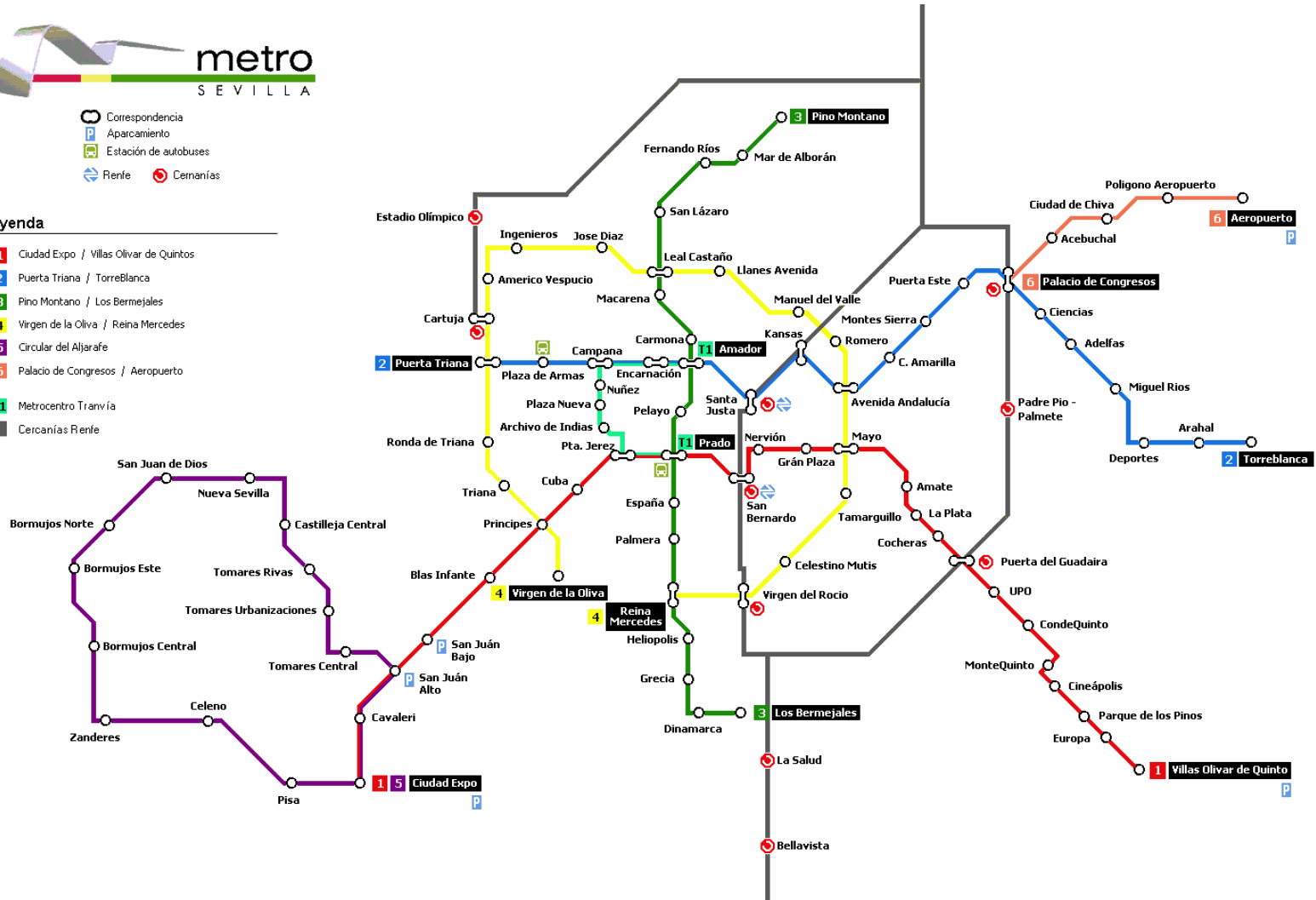
Metro Seville Map



- Correspondencia
- Aparcamiento
- Estación de autobuses
- Renfe
- Cercanías

Leyenda

- 1** Ciudad Expo / Villas Olivar de Quintos
- 2** Puerta Triana / TorreBlanca
- 3** Pino Montano / Los Bermejales
- 4** Virgen de la Oliva / Reina Mercedes
- 5** Circular del Aljarafe
- 6** Palacio de Congresos / Aeropuerto
- 11** Metrocentro Tranvía
- Cercanías Renfe





GOBIERNO
DE ESPAÑA

MINISTERIO
DE INDUSTRIA, ENERGÍA
Y TURISMO



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www.eoi.es