

# **International Student Handbook**

**2018/2019**

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## WELCOME

Dear International Student,

Thank you for choosing ESADE for your overseas experience, whether it be for only a few months, for a year, or more. We hope the information included in this handbook helps to make your transition to ESADE as easy and as pleasant as possible. Please take the time to read through the entire document and then save it for future reference; you may need to consult it during your stay in ESADE.

In early 2009, the ESADE undergraduate, MSc, MRes and PhD Business Programs moved to Sant Cugat and in 2012 they were joined by the Full-Time MBA Program. Sant Cugat is located about 20 km northwest of Barcelona on the other side of the Collserola mountain range. Meanwhile, the Law Programs as well as the Executive Education Programs continue at the ESADE Barcelona-Pedralbes campus.

The aim of this Student Handbook is to familiarize you with both the ESADE Barcelona-Sant Cugat campus as well as the ESADE Barcelona-Pedralbes campus. Where information is specific to a program, it's indicated in the handbook.

Because of the nature of the information provided, this handbook is a constant work in progress. Every effort has been made to check that the links are active and to verify the details but some are subject to change. **If you find any such changes, please notify the International Student Advisors so that the information provided can be updated.**

We look forward to meeting you in person in the near future.

Best regards on behalf of the International Relations Team and the rest of the ESADE family.

Ania Berka  
[ania.berka@esade.edu](mailto:ania.berka@esade.edu)

Jackie Neff  
[jackie.neff@esade.edu](mailto:jackie.neff@esade.edu)

International Student Advisors  
[isa@esade.edu](mailto:isa@esade.edu)  
<http://www.esade.edu/>

April 2018

## 1. ESADE Management Team

**Eugenia Bieto**

Director General

**Josep Franch**

Dean of ESADE Business School

**Eduardo Berché**

Dean of ESADE Law School

**Jonathan Wareham**

Dean of Faculty and Research

**Jordi Brunet**

Director of Executive Education

## 2. Education: on three campuses



### UNIVERSITY PROGRAMS (taught in Sant Cugat)

- Bachelor in Business Administration (BBA)
- Master of Science Programs in Management (MSc) (Business Analytics, Finance, Global Strategic Management, Innovation & Entrepreneurship, International Management, Marketing Management)
- Master of Research in Management Sciences (MRes)
- Doctorate in Management Sciences (PhD)

### MBA PROGRAMS (taught in Sant Cugat)

- Full-Time MBA (Flexible format: 12, 15 and 18 months)

### EXECUTIVE EDUCATION (taught in Barcelona – Pedralbes Building 3 and Madrid)

- Executive MBA
- Global Executive MBA
- Multinational MBA
- Executive Master in Marketing and Sales
- Open Enrollment Programs
- Custom Programs



### LAW PROGRAMS (taught in Barcelona – Pedralbes Building 1)

- Bachelor in Law and Global Governance
- Double degree in Business Administration and Law
- Master in Law
- Specialization modules, In-Company Training, Conferences & Seminars
- Research and PhD programs

## BEFORE ARRIVING

### 3. Visa requirements

**STUDENTS FROM EU COUNTRIES** and citizens of Norway, Iceland, Liechtenstein and Switzerland **do not require a visa to enter Spain**. The only documentation you need is your passport; however, if you are staying for longer than 90 days, you will have to provide proof of medical insurance coverage, either the EHIC or private coverage, as well as proof of financial means when applying for the *Certificado de registro de residente de la union*, which includes your NIE. If you do not have the EHIC, the documentation for your private insurance plan will need to be issued by the company in Spanish; otherwise, you will need to have it translated by a sworn translator. It must provide complete medical coverage including hospitalization, with no copayments or deductible.

**STUDENTS FROM NON-EU COUNTRIES** may or may not need a visa **for visits of less than 90 days**. Consult the lists at: [Do I need a visa?](#) and also the Spanish Consulate which covers your jurisdiction. Citizens of countries in Annex 1 are required to have a visa to enter the EU regardless of the time you plan to spend here. The 90-day visa is commonly called the Schengen Visa and if you plan to travel abroad during your stay, you should apply for multiple entries.

If your stay in Spain is for 90-180 days, you must apply for a **short-term, type D Student Visa**, also referred to as a National Visa, which allows you to remain in Spain / the Schengen area for up to 180 days. It does not allow for extensions nor can you apply for a TIE / Student 'Residence' Card when you arrive. However, it might be a good idea to apply for an NIE (Foreigner ID Number) in conjunction with the visa since it may be required for certain administrative processes.

If your stay in Spain is for longer than 180 days, you must apply for a **long-term, type D Student Visa**, also referred to as a National Visa. Once you arrive, you are required to apply for a Student 'Residence' Card (also known as: *TIE; Tarjeta de Identificación de Extranjero; Tarjeta de Estancia Para Estudios*) within 30 days. If the consulate allows, you should apply for your NIE (*numero de identificación de extranjero*) at the same time as your visa; this will save you a step in your paperwork when you arrive in Barcelona. **Make sure to have your passport stamped at your first point of entry into the Schengen area to be able to prove when you arrived.**

If you are going to be coming to Barcelona with your spouse or other family members, it's best to apply for visas all together; the application process can be more complicated if the applications are submitted separately.

If you need a visa / *Visado para Estudios*, consult the Spanish Embassy or Consulate in your home country or your country of residence concerning the process for obtaining it, which can be lengthy so get started as early as possible. Although many consulates will not accept visa applications more than 90 days before the date of departure, you should check appointment availability even further in advance of that date if possible. You will have to apply at the Spanish Consulate which has jurisdiction over your place of residence; visa requirements may vary from one consulate to another.

Required documentation for Student Visa:

- Passport (valid for the length of your stay)
- Passport-size photos
- Proof of financial means
- ESADE Admission Letter
- Proof of Accommodation/Invitation to Housing Letter\*
- Proof of medical insurance including repatriation
- Other documentation specific to your situation

\* Students from all programs except MBA, contact [isa@esade.edu](mailto:isa@esade.edu)

**IMPORTANT:**

For stays of longer than 180 days, other required documentation may include a medical certificate, Police Clearance Certificate for each country you've lived in during the last 5 years or an FBI background check if you're applying from the US or have lived there in the last 5 years, so **be sure to contact the Spanish Consulate soon.**

**CONSIDERATIONS TO KEEP IN MIND:**

- ✓ If your passport is going to expire soon, better renew it sooner rather than later. Some countries will only issue visas on passports that are valid for at least 6 months from the date of the trip.
- ✓ If you apply for a new passport, keep your old one so that you can provide a history of travel if need be for other visa applications during your stay at ESADE. In the past, students' visa applications to third countries have been rejected for lack of proof of previous travel history.
- ✓ If you plan to travel outside of Spain during the period shown on your Student Visa, be sure to ask for a multiple-entry visa, although there is no guarantee that you will get it.
- ✓ If you enter Spain on a Schengen Visa or without a visa, you will **not** be able to extend your stay beyond the 90-day limit.
- ✓ Be sure to get your passport stamped when you enter the Schengen area, regardless of whether you arrive in Spain or any of the other Schengen countries. Your boarding pass may be accepted as proof of date of entry, but you must take it to the immigration office at Passeig de Sant Joan 189 in Barcelona within 72 hours of your arrival to request a certificate to substitute the stamp.
- ✓ If your study program lasts fewer than 90 days and you do not need a visa to enter Spain, you can stay in the country / the Schengen Area for up to 90 days within any 180-day period without a visa. That means that **when you leave Spain / the Schengen Area after 90 days you cannot re-enter the Schengen Area for the next 90 days.**
- ✓ If your study program lasts fewer than 90 days and you are from an [Annex I country](#), you will need a visa to enter the Schengen area; request a multiple-entry visa.
- ✓ If you are living outside your home country when you apply for a Student Visa, the Spanish Embassy or Consulate in the country where you are currently residing may require you to return to your home country to apply for the Student Visa. Do not assume that you will be able to obtain a Student Visa from a Spanish Embassy or Consulate outside your home country.

## 4. Medical Insurance

All incoming students are required to have adequate medical insurance coverage for the duration of their stay in Spain; for visa application purposes, €30,000 of coverage (no deductible; no co-payment) plus repatriation insurance is considered standard. However, terms may differ depending on your country of origin so ESADE recommends that you request complete information from the Spanish Consulate and your insurance company before coming to Spain. Upon arrival at ESADE you will be required to provide proof of medical coverage for the length of your stay at ESADE.

**STUDENTS FROM EU-COUNTRIES** If you are covered by your country's national health system, request a European Health Card (EHIC) in your home country. The EHIC allows you access to the Spanish national health system through CatSalut but since agreements differ between countries, find out what coverage you have before arriving. As a minimum, emergency services are covered for EHIC cardholders. If you will be staying for longer than 6 months and do not have the EHIC, contact [isa@esade.edu](mailto:isa@esade.edu) for information regarding requirements for private insurance policies. If you have private insurance, consult your insurance company about how your policy "works" here in Spain.

**STUDENTS FROM NON-EU COUNTRIES** If you contract private insurance before arriving in Spain, be sure to consult your insurance company about the details and exact procedure to follow in case you need medical attention while in Spain. If your stay in Spain is longer than a year, bear in mind that the requirements regarding insurance when applying for your TIE renewal will likely be stricter than those needed for a visa. For example, you will need at least €100,000 of coverage and if the policy you submit is from another country, you will need to have it legalized by your country's consulate in Spain or the Spanish consulate in your country. Also, all documentation submitted for the renewal process must be in Spanish and if you have it translated, it must be done by a sworn translator.

**ALL STUDENTS** We respect the right of students to choose their insurance but in answer to students' requests, we provide information below regarding policies for international students. All of these are private entities and totally independent from ESADE.

NOTE: **EU students** need to provide documentation in Spanish showing unlimited medical coverage and should indicate that when contracting one of the plans below. Contact [isa@esade.edu](mailto:isa@esade.edu) for details.

NOTE: If you have an accident or are hospitalized, please advise your Program Manager as soon as you can.

**GAESCO (DKV)**

Ms Marta Cot  
C/ Dr. Ferran, 3-5  
08034 BARCELONA  
Tel: + 34 933 662 731  
Fax: 933 662 732  
[mcot@gvcgaesco.es](mailto:mcot@gvcgaesco.es)

**Sanitas (BUPA)**

Ms Laura Ortega  
C/ Balmes 245 – 247  
08006 Barcelona  
Tel: +34 692 126 000  
+34 93 255 03 23  
[lortegah@sanitas.es](mailto:lortegah@sanitas.es)

**Atlàntida Grup**

Mr Arturo Bellettati  
Calle Provença 111  
08029 Barcelona  
Tel: +34 93 237 70 70  
Cell: +34 677 095 093  
[www.grupatlantida.net](http://www.grupatlantida.net)

**ONCAMPUS**

<http://oncampus.es/index.php?route=common/home>

Contract the policy online:

- Select **Universitat Ramon Llull** from dropdown menu
- Request documentation in Spanish

## 5. What to bring with you

No matter what program you're registered in, don't forget to bring:

- ✓ your passport
- ✓ a student visa, if required
- ✓ all ESADE documents
- ✓ copies of all of the documentation you presented for the visa
- ✓ proof of medical insurance coverage: copy of your policy and insurance card
- ✓ original prescriptions if you need medication
- ✓ international driver's license



RECOMMENDATION: Keep digital copies of all your important documents together with serial and IMEI numbers of electronic devices on a cloud or similar so that if you lose any of them, you have backup copies. Replacement or duplication may be easier if you have these documents on hand.

## CONTACTS

### 6. ESADE Barcelona – Pedralbes Campus

**Building 1**  
**Av Pedralbes 60-62**  
**08034 Barcelona**  
**Tel: +34 932 806 162**

#### International Academic Relations Office

**Ms Antonia Maria Serra**  
Director, International Academic Relations  
[antoniam.serra@esade.edu](mailto:antoniam.serra@esade.edu)

**Ms Marta Busquets**  
Program Manager, International Academic Relations  
[marta.busquets@esade.edu](mailto:marta.busquets@esade.edu)

#### Law Exchange & THEMIS Program

**Ms Julia Anglès**  
Law Exchange Program Manager  
[julia.angles@esade.edu](mailto:julia.angles@esade.edu)

**Ms Araceli Domenech**  
International Relations Manager & THEMIS Coordinator  
[araceli.domenech@esade.edu](mailto:araceli.domenech@esade.edu)

**Ms Viviana Andrade**  
Office of the Registrar  
[lawexchangeprograms@esade.edu](mailto:lawexchangeprograms@esade.edu)

**Ms Sara Pons**  
Exchange Students Academic Advisor  
[sara.pons@esade.edu](mailto:sara.pons@esade.edu)

**Ms Patricia Saiz**  
Director, International Relations  
[patricia.saiz@esade.edu](mailto:patricia.saiz@esade.edu)

#### Master's & Postgraduate Programs in Law

**Ms Marta Deu**  
Program Manager  
[marta.deu@esade.edu](mailto:marta.deu@esade.edu)

**Mr Juan Olivares**  
Office of the Registrar  
[juan.olivares1@esade.edu](mailto:juan.olivares1@esade.edu)

#### Executive Education

**Ms Teresa Lopez-Riobó**  
Program Manager, EMBA  
[teresa.rioboo@esade.edu](mailto:teresa.rioboo@esade.edu)

**Ms Sonia Wetzel**  
Program Manager, EMBA  
[sonia.wetzel@esade.edu](mailto:sonia.wetzel@esade.edu)

**Ms Silvia Martinez Iglesias**  
Program Manager, EMBA  
[silvia.martinez5@esade.edu](mailto:silvia.martinez5@esade.edu)

**Ms Nuria Argilés Llorens**  
Program Manager, GEMBA  
[nuria.argiles@esade.edu](mailto:nuria.argiles@esade.edu)

**Ms Noelia Carmen Ortega Morales**  
Program Manager, EMBA  
[noelia.ortega@esade.edu](mailto:noelia.ortega@esade.edu)

**Ms Angels Martinez Nadal**  
Program Manager, MMBA  
[angels.martinez@esade.edu](mailto:angels.martinez@esade.edu)

**Ms Monica van der Kroon**  
Program Manager, EMBA  
[monica.vdkroon@esade.edu](mailto:monica.vdkroon@esade.edu)

**Ms Megan McKinney Shapleigh**  
Program Manager, EMMS  
[megan.shapleigh@esade.edu](mailto:megan.shapleigh@esade.edu)

## 7. ESADE Barcelona – Sant Cugat Campus

Av Torre Blanca 59  
08172 Sant Cugat –  
Barcelona  
Tel: +34 932 806 162

### BBA & BBA Exchange Program

**Ms Caroline Beckershaus**

Program Manager, Europe and  
BBA Section D  
[caroline.beckershaus@esade.edu](mailto:caroline.beckershaus@esade.edu)

**Mr Francesc Blanco**

Program Manager, Oceania, Latin America,  
Canada and BBA Section A  
[francesc.blanco@esade.edu](mailto:francesc.blanco@esade.edu)

**Ms Cristina Gómez**

Program Manager, BBA Section C  
[cristina.gomez5@esade.edu](mailto:cristina.gomez5@esade.edu)

**Ms Jenny Badia**

Project Manager, BBA Program  
[jenny.badia@esade.edu](mailto:jenny.badia@esade.edu)

**Beatriz Galván**

Program Manager, Asia and  
BBA Section B  
[beatriz.galvan1@esade.edu](mailto:beatriz.galvan1@esade.edu)

**Ms Sílvia Molar**

Program Manager, US and  
BBA Section E  
[mailto:silvia.molar@esade.edu](mailto:mailto:silvia.molar@esade.edu)

**Mr Simone Vincis**

Exchange Team Coordinator  
[simone.vincis@esade.edu](mailto:simone.vincis@esade.edu)

### BI Norwegian Business School Program

**Ms Fina Planas**

Program Manager  
[fina.planas@esade.edu](mailto:fina.planas@esade.edu)

### CEMS, MSc & Double Degree Programs

**Ms Maja Murko**

Program Manager  
(CEMS & Double Degree)  
[maja.murko@esade.edu](mailto:maja.murko@esade.edu)

**Ms Paula Cortina**

MSc Program Manager  
(International Management)  
[paula.cortina@esade.edu](mailto:paula.cortina@esade.edu)

**Ms Laia Hilario**

MSc Program Manager  
(Finance)  
[laia.hilario@esade.edu](mailto:laia.hilario@esade.edu)

**Ms Donka Jeleva**

MSc Program Manager  
(Innovation & Entrepreneurship)  
[donka.jeleva@esade.edu](mailto:donka.jeleva@esade.edu)

**Ms Claire Duchemin**

MSc Program Manager  
(Marketing Management)  
[claire.duchemin@esade.edu](mailto:claire.duchemin@esade.edu)

**Ms Núria Sala**

MSc Program Manager  
(Business Analytics)  
[nuria.sala4@esade.edu](mailto:nuria.sala4@esade.edu)

**Ms Martina Steffens**

Coordinator MSc Program Management  
MSc Program Manager  
(Global Strategic Management)  
[martina.steffens@esade.edu](mailto:martina.steffens@esade.edu)

## Research Programs

### Master of Research in Management Sciences (MRes)

### PhD in Management Sciences

#### **Ms Pilar Gállego**

Program Manager  
PhD in Management Sciences  
[pilar.gallego@esade.edu](mailto:pilar.gallego@esade.edu)

#### **Ms Silvia Espín**

Program Manager  
MRes in Management Sciences  
[silvia.espin@esade.edu](mailto:silvia.espin@esade.edu)

## MBA Programs

**ESADE Creapolis**  
**Av Torre Blanca 57**  
**08172 Sant Cugat –**  
**Barcelona**  
**Tel: +34 932 806 162**

#### **Ms Neus Marcet**

Program Director  
Full-Time MBA  
[neus.marcet@esade.edu](mailto:neus.marcet@esade.edu)

#### **Ms Rocio Selwood**

Program Manager  
Full-Time MBA – Section B  
[rocio.selwood@esade.edu](mailto:rocio.selwood@esade.edu)

#### **Ms Laura Bonavia**

MBA Associate Director  
Full-Time MBA  
[laura.bonavia@esade.edu](mailto:laura.bonavia@esade.edu)

#### **Ms Clara Mir**

Program Manager  
Full-Time MBA – Section C  
[franziska.ewald@esade.edu](mailto:franziska.ewald@esade.edu)

#### **Ms Catia Abaji**

Program Manager  
Full-Time MBA – Section A  
[catia.abaji@esade.edu](mailto:catia.abaji@esade.edu)

#### **Ms Paula Niembro**

Program Manager  
Full-Time MBA – Exchange Program  
[paula.niembro@esade.edu](mailto:paula.niembro@esade.edu)

## International Student Advisors – all programs

#### **Ms Ania Berka**

[ania.berka@esade.edu](mailto:ania.berka@esade.edu)

#### **Ms Jackie Neff**

[jackie.neff@esade.edu](mailto:jackie.neff@esade.edu)

The International Student Advisors (ISA) are responsible for any non-academic issues you may have before or during your stay at ESADE, no matter what program you're enrolled in. Their job is to help you with visa issues before you arrive, to help you settle in to ESADE and Barcelona / Sant Cugat quickly and comfortably and to help you wend your way through not only Spanish paperwork but also Catalan / Spanish culture.

## LOOKING FOR HOUSING

### 8. Deciding where to live

ESADE does not have housing facilities for students in Barcelona–Pedralbes but students are welcome to stay at the [Residencia Sarrià](#), which is a 15-minute walk down to the Pedralbes campus and about 25 minutes to the Sarrià FGC station. In addition, there is a shuttle bus that goes to the Sant Cugat campus twice daily for a fee. In Sant Cugat, the [Roberto de Nobili Residence Hall](#) is on campus and less than 5 minutes from your classes.

Before deciding whether to live in Barcelona or Sant Cugat, you should consider the advantages and disadvantages of each. One of the great advantages of living in Sant Cugat is the proximity to your classes and the slower pace of living in a quiet suburb; getting to class will take minutes from most anywhere in Sant Cugat. On the other hand, Barcelona offers all the services of a large city, but it also has some inconveniences. Perhaps the biggest drawback to living in Barcelona is the traveling time to the campus. The FGC, the commuter train, can take 15-25 minutes to get to Sant Cugat and then it's another 15 minutes to get to the campus. The links to school are important to bear in mind not only for the time spent commuting, but also for the price of transport.

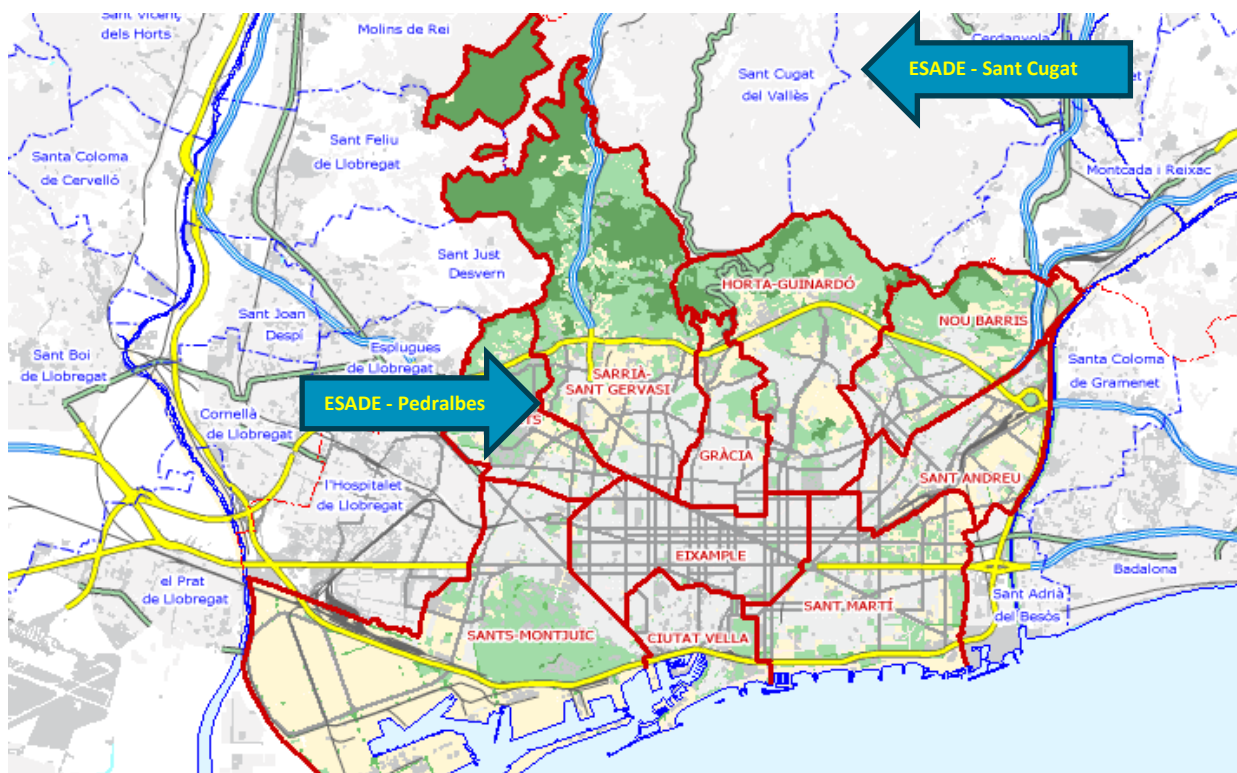
There is a large amount of available housing in Barcelona, but whether you decide to live in the city or in the suburbs, it can take time to find what you want. Looking for an apartment on your own requires knowledge of the different areas (*barris*) in Barcelona because prices can vary substantially from one area to another. It is highly recommended that you begin researching accommodation well before your arrival, and try to arrive in Barcelona at least one or two weeks prior to the start of your program to locate or finalize permanent accommodation. With this in mind you should book a room in a hotel, hostel or student residence for this initial period. Another possibility is to find classmates on the ESADE Facebook groups who are already here and are willing to rent a room on a short-term basis.

#### Estimated monthly budget for a single student sharing an apartment

<b>Housing (shared)</b>	<b>€500–€700</b>
<b>Utilities</b>	<b>€85–€165</b>
<b>Groceries</b>	<b>€160–€210</b>
<b>Eating out</b>	<b>€200–€300</b>
<b>Public Transport</b>	<b>€45–€80 (Barcelona = 1 zone; Sant Cugat = 2 zones)</b>
<b>Sports</b>	<b>€45–€80</b>
<b>Misc Expenses</b>	<b>€190–€500</b>
<b>Monthly Budget</b>	<b>€1225–€2035</b>

NOTE: These figures are based on feedback from current students and are only a guide; your expenses will depend on your lifestyle while here. Add 50%–75% for couples.

## BARCELONA




Barcelona is divided into 10 districts, each with its own Citizen Services Office or *Oficina d'Atenció al Ciutadà* (OAC) where local administrative paperwork like registration upon arrival (*empadronament*) can be done. **The most popular areas with ESADE students are Sarrià, Sant Gervasi, Gràcia and l'Eixample; Les Corts and Sants are also conveniently located.**


For a more detailed look at the city, click on either of the two websites here below:

[My Barcelona](#)


[Barcelona Tourist Guide](#)

Here's a brief description of the main areas of the city to help you choose where to live.  is the logo for the FGC and indicates the closest FGC Station in the district you are reading about. This is of special interest for those of you who will commute to Sant Cugat.


### **Sarrià**

This is an old neighborhood located within walking distance of ESADE Barcelona-Pedralbes at the top of the city. It was the last village to be incorporated into Barcelona in 1921. It has become a haven for people who prefer to avoid the noise and crowds of the city center. The quality and size of accommodation here is rather good, matched by the prices.  Sarrià, Les Tres Torres, La Bonanova with direct access to S1, S2, S5 S6 and S7 trains to Sant Cugat.


### **Sant Gervasi & El Putxet**

These are neighboring residential areas above Diagonal and between Sarrià and Gràcia. They are popular areas for students to live in with many flats, good facilities and transport links available. It is possible to walk to ESADE Barcelona-Pedralbes but most prefer the quick bus ride.  Muntaner & Sant Gervasi with direct access to S1, S2, S5 S6 and S7 trains to Sant Cugat from Muntaner and to the S5, S6 and S7 trains from Sant Gervasi.


### **Gràcia**

This is another old village that was originally outside the city, which was incorporated in 1897. It has retained its popular squares with outdoor cafes, its narrow streets and local markets, giving it a distinct neighborhood atmosphere. It is very popular with both students and foreigners who live side by side with locals. There is constant renovation going on and there is no end to the activities which are programmed throughout the year, culminating in the *Festa Major de Gràcia* which runs for about a week beginning August 15. The area is well served with transport links to school.  Gràcia with direct access to S1, S2, S5 S6 and S7 trains to Sant Cugat.


### **Eixample (Ensanche)**

This is a large area that extends beyond Plaça Catalunya and is easy to identify on the map by the grid structure designed by Ildefons Cerdà in 1855. Passeig de Gràcia, one of the most elegant avenues in the city, divides the area into l'Eixample dreta (on the right going up from Plaça Catalunya) and l'Eixample esquerra (on the left) and is one of the prime shopping areas with a wide variety of designer boutiques. The distinctive corners (*xaflans*) were cut at a 45° angle in order to accommodate the wide turning radius of the trams then in use. Flats tend to be large with spacious rooms. Some areas and some streets are more expensive than others, so it is difficult to generalize.  Provença with direct access to S1, S2, S5 and S55 trains to Sant Cugat.


### **Pedralbes**

This is the residential area where ESADE Barcelona–Pedralbes (Buildings 1, 2 & 3) is located. It is the most exclusive and expensive district in the city. There are large flats that students share here, but they tend to be more expensive than in other areas. There's not much nightlife and it's rather isolated once the buses stop running at night.  Sarrià


### **Les Corts**

This area extends up from l'Eixample esquerra to ESADE Barcelona – Pedralbes. One of the original villages built around a textile factory outside the city walls, Les Corts is fairly calm and quiet. It is close to the shops on Diagonal and public transport around the city is good.  Sarrià or Provença

### **Ciutat Vella (Barri Gòtic, Raval & La Ribera)**

The *Barri Gòtic* is the oldest part of the city; many buildings date from medieval times and parts of the ancient Roman wall can still be seen there. For the most part, the narrow streets are closed to motor traffic and you may get the feeling that you're inside a labyrinth. Going down from Plaça Catalunya, the *Raval* is on the right. *La Ribera*, on the other side of *Via Laietana*, is where the Islamic population moved in the 10th century when it was banished from the city. Historically this area was populated by merchants and seafarers, who raised the money to build Santa Maria del Mar, a perfect gothic church. Because this area has the highest concentration of tourist traffic in the city, it also attracts pickpockets and other petty criminals. Enjoy yourself, but be careful, especially at night. The accommodation here is a mixture of old and new, traditional and trendy and it can be noisy. If you are interested in living here, be sure to check the location before you make a decision.  Plaça Catalunya

### **Barceloneta**

Long inhabited by fishermen, this seafront area welcomes sunbathers to its beaches on the seaside, and luxury yachts to its harbor. It's also popular for its seafood restaurants, all which help create an easy-going festive mood. Most of the streets are narrow and many apartments here have been subdivided so they tend to be small. It's a nice place to visit but a rather long way across town to ESADE Barcelona–Pedralbes.  Plaça Catalunya but the commute to Sant Cugat can easily take over an hour.

### **Port Olímpic**

This is the modern redevelopment of the seaside area that commenced with the 1992 Olympic Games in Barcelona. Much of it is modern and functional in a way that is similar to redeveloped areas in many

modern cities. Work continues to expand the redevelopment past the Forum. Prices tend to be higher than other parts of the city and transport links are improving all the time. A long commute to either of the ESADE campuses.

## **SANT CUGAT**

Sant Cugat is a fairly quiet town with nearly 90,000 inhabitants. The environment and high quality of life attract a predominantly young population. The town is dynamic, with institutions and associations that are committed to the area. The medieval monastery and the Catalan National Archive are part of the historical heritage. The public parks and paths are designed with walkers and bike-riders in mind.

### **The Monastery**

The Sant Cugat Monastery was one of the main monastic centers in Catalonia during medieval times. The monastery complex currently houses the church and the cloister, which is home to the Sant Cugat Museum, around which the chapterhouse and rooms formerly used by the monks are located. The Romanesque cloister, the most outstanding element of the monastery complex, is remarkable for its structure and the decorative qualities of its capital carvings. Another outstanding feature is the Gothic rose window on the main façade of the church.

### **Parc de Collserola**

The *Parc de Collserola* forms part of Barcelona's Green Belt, covering over 8,000 hectares. It separates Sant Cugat and Barcelona and is located between the Besós and Llobregat rivers, the Vallès and the Barcelona plain. It falls within the municipal area of nine towns. *Collserola* features a wide array of natural Mediterranean environments in which woodland predominates. This, together with a variety of low vegetation, is home to almost all the animal species in Mediterranean forests. This diversity forms the biological wealth of the *Collserola* Ridge. The *carretera de les Aigües*, on the Barcelona side of the mountain, is over 20 km long and is ideal for biking, jogging or hiking. There are also hiking paths that connect Sant Cugat and Barcelona. More information can be found at <http://www.parcnaturalcollserola.cat/es>

### **Leisure**

Sant Cugat offers a wide range of restaurants, sports areas, cinemas, theatres, libraries, etc. For more information consult their [webpage](#) (in Catalan) or their welcome guides (also in [English](#) and [Spanish](#)).



## 9. Housing possibilities

### FOR A FEW DAYS or longer: STUDENT RESIDENCE HALLS & HOSTELS

#### **Roberto de Nobili Residence Hall**

c/Llaceres, 29  
08173 Sant Cugat-Barcelona  
+34 93 554 3015  
[www.resa.es/eng/Residences/Roberto-de-Nobili](http://www.resa.es/eng/Residences/Roberto-de-Nobili)

#### **Residència Universitària Sarrià**

c/ Esports 1-3; 08017 Barcelona  
+34 93 206 5540  
[www.residenciasarria.com](http://www.residenciasarria.com)

#### **The Student Hotel (formerly known as Melon District) Marina**

c/Sancho de Ávila 22; 08018 Barcelona  
+34 93 309 98 30  
[www.melondistrict.com](http://www.melondistrict.com)

#### **The Student Hotel (formerly known as MelonDistrict) Poble Sec**

Avda. Paral.lel 101; 08004 Barcelona  
+34 93 329 96 67  
[www.melondistrict.com](http://www.melondistrict.com)

#### **Residencia EMILIE de VILLANEUVE**

c/ de La Marquesa de Villalonga 19  
08017 Barcelona  
+34 934 177 121  
Women only  
Convenient to FGC Sarrià  
[www.residenciaemilie.com/es/inicio.htm](http://www.residenciaemilie.com/es/inicio.htm)

#### **Residencia MESTRAL MAR**

Gran Via 701 principal 1º; 08013 Barcelona  
+34 932 463 190  
[www.mestralmar.com](http://www.mestralmar.com)

[www.airbnb.com](http://www.airbnb.com)  
<http://flat-club.com/>

#### **Campus La Salle Residence Hall**

C/San Joan de la Salle, 42 08022 Barcelona  
Tel: 935 084 600  
[campuslasallebcn@resa.es](mailto:campuslasallebcn@resa.es)  
**special rates for ESADE students**

#### **Residencias SAN MARIUS**

Several residences located around the city.  
c/ Muntaner 507 – entresuelo  
08022 Barcelona  
+34 93 417 48 02  
[www.sanmarius.com](http://www.sanmarius.com)

#### **Residencia LESSEPS**

Plaza Lesseps 12; 08023 Barcelona  
+34 902 444 447  
<https://www.resa.es/en/residences/barcelona/residence-hall-lesseps/residence/>

#### **Residència Erasmus Gràcia**

c/Torrent de l'Olla 212-214, 08012, Barcelona  
+34 934 151 203  
<http://www.residenciaerasmusgracia.com>

#### **Blanc – B&B**

C/ Tuset, 27 - 1º (first floor)  
08006 Barcelona (Spain)  
Ph. +34 93 676 18 56  
[www.blancquesthouse.com](http://www.blancquesthouse.com)

#### **The Loft Town**

C/ Sèneca, 24-26 08006 Barcelona  
+34686 93 20 17  
A relatively new residence in Gràcia: the semester pricing plan dates are flexible.  
<https://thelofttown.com/en/>

Barcelona has a variety of hostels, which are another alternative for short-term housing. Here are two links to help you find something you like:

[www.hostelworld.com/hostels/Barcelona](http://www.hostelworld.com/hostels/Barcelona)  
[www.hostels.com/barcelona](http://www.hostels.com/barcelona)



## More Permanent Accommodation

Not looking forward to house-hunting on your own? Let Margarita and Pura advise you on what the best neighborhood and housing solution is for you. They work directly with property owners, no agencies, so whether you're looking for a studio, an apartment, a room or a homestay, they are certain to find it for you. If you contact them in advance, you can move into your new home when you arrive in Barcelona or they can arrange visits to properties you've chosen. Contact them for a consultation, no strings attached; they come highly recommended. [www.bcn-nest.com](http://www.bcn-nest.com) [info@bcn-nest.com](mailto:info@bcn-nest.com)

<http://www.livefurther.com>

Founded by an ESADE alumnus from Barcelona with experience as an exchange student, LiveFurther offers a 20% discount on booking fee for ESADE students. In order to receive the discount, be sure to:

- Search for the room or apartment and reserve it directly using the LiveFurther website, rather than by using another website
- Write "ESADE" in the field asking for a partner code in the online reservation form
- Select "Organization referral" from the list in the "Hear about us" dropdown menu in the form
- Upload a copy of your ESADE acceptance letter when reserving.

[www.housinganywhere.com](http://www.housinganywhere.com)

This is a website which helps incoming exchange students to rent a room directly from ESADE students who are going on exchange. Students deal directly with students; there are no intermediaries.

## Rental Agencies

The following agencies specialize in arranging short-term and long-term accommodation in furnished apartments. These agencies charge a fee for their services; it may be equivalent to a month's rent, a percentage of the rent, or it may be included in the monthly rent. Before going to one of these agencies you should read the section "About Rental Agencies" that follows the listings below.

### ... in Barcelona

#### **Barcelona Housing Service for Students**

C/ Torrent de l'Olla, 219  
08012 Barcelona  
+34 932 389 072  
[www.bcn-housing-students.com](http://www.bcn-housing-students.com)  
M-F: 10:00-13:30 & 15:30-17:45

#### **Habitatge Jove**

C/ Enric Granados, 19 Bajos 1  
08007 Barcelona  
+34 933 239 068  
[www.habitatgejove.com](http://www.habitatgejove.com)  
[info@habitatgejove.com](mailto:info@habitatgejove.com)  
M-F: 10:00-14:00 & 16:00-18:00

#### **Sh Barcelona**

Franck Anaïs  
Carrer Casanova 99, bajos  
08011 Barcelona  
+34 934 521 347  
[www.shbarcelona.com](http://www.shbarcelona.com)  
M-F: 9:30-14:00 & 17:00-20:00

#### **Altiro**

Aitana Modolell & Cristina Baylina  
Carrer Mallorca 303, entlo, 1ª  
08037 Barcelona  
+34 932 530 427  
<http://altirobarcelona.com/>  
M-Th: 10:30-14:00 & 15:30-18:30  
F: 10:00-15:00

NOTE: These agencies are student-friendly and work directly with students when there are repairs to be made or other issues come up.

... and Sant Cugat

[habitaclia.com](http://habitaclia.com)

[Pisos.com](http://Pisos.com)

## About Rental Agencies

### Costs

**Average Cost of a Shared Apartment (in 2018-2019):** €500–€700 per person per month. Prices vary with the neighborhood, building, apartment, furnishings and size of the bedroom as well as other expenses which may or may not be included in the rent.

**Agency Fee:** 1–2 month's rent

**Deposit:** typically one–two month's rent, returned when the keys are handed in prior to departure. You may have to wait 30 days for the bills to clear before you get the deposit back so be sure to clarify this point before making a decision in order to avoid misunderstandings later on. The deposit is not usually accepted as the last month's rent and is usually indicated in the contract.

**Lost Keys:** There's usually a heavy surcharge.

**Damage:** Damage to the apartment will be deducted from the deposit and you may be charged a fee for cleaning at the end of your contract if the apartment is not left in the same condition as the day you walked in, i.e. no food in the kitchen, no products in the bathroom, no trash etc. You should take pictures of the apartment before you move in and move out to pre-empt future disputes.

### Relevant Information

**Length of Rental:** Apartments are usually rented for full months and the rent is payable within the first 5 days of each month. Students who leave their rooms before the end of their contract may forfeit their deposit. Be sure to clarify these issues with the agency before signing a contract.

**Process with Agencies:** If you're renting from abroad, once you have agreed on an apartment, you will have to transfer the amount payable in advance to confirm your reservation. **Only do this with reputable agencies!** Even in those cases, **make sure you use their platform**, and have not been sent a link which takes you outside the platform. When the payment has cleared, detailed information about your accommodation will be sent to you, as well as how to reach the address upon arrival. As a rule, someone from the agency will greet you at your apartment, acquaint you with the equipment in the apartment like the water heater, washing machine, etc. and give you the keys.

**Signing of Contract:** Be sure to read the entire document carefully. With a furnished apartment, the contract should list the contents of the apartment and its condition. If there is something that you do not understand in the contract, do not sign it until you can seek advice.

**Extending Your Stay and Leaving Early:** If you wish to extend your stay or break your contract, you should notify the landlord / rental agency at least one month in advance. Extensions are contingent on availability.

## Issues

Dissatisfaction with Apartment upon Arrival: If you are not satisfied with the apartment or your room when you arrive, the agency will only offer you other accommodation if it is available. Demand far exceeds supply, so it is not unusual for the agency to say that no other accommodation is available.

**Problems with Apartment:** Contact the agency / landlord immediately if you need assistance.

## FACEBOOK

Classes usually create a closed Facebook group where students get to know each other before arriving and where a lot of information is exchanged. It's a good place to look, whether you're looking for people to share a flat with, you have questions or you want to inform your classmates of something.

## ESADE BULLETIN BOARDS

There are bulletin boards in or near the cafeterias where local students and homeowners as well as established students who already have an apartment post adverts.

## Other useful housing websites

[Ficasso](#) – Contact: Eileen

Call +34933196176 or e-mail: [info@ficasso.com](mailto:info@ficasso.com)

<http://www.oh-barcelona.com/en/>

Apts & rooms to rent – accommodation with families – short & long term – group search

<http://www.habitatgejove.com/webv2c/en/index.htm>

Apartments & rooms for rent – minimum 6 months (no fee)

<https://www.studyabroadapartments.com/?referral=ESADE>

A relatively new company which is offering an 8% discount on the booking fee for ESADE students. If you decide to rent through them, please send us your feedback.

<http://www.idealista.com/en/>

Lots of apts available, many unfurnished – a kind of a clearing house for agencies

<http://www.apartmentbarcelona.com/>

Specialize in vacation apartments but ask for longer-term rates

<http://english.habitaclia.com/>

Real estate portal including listings for Sant Cugat

<http://barcelona.en.craigslist.es/>

Needs no introduction; fairly new to Spain

[www.pisocompartido.com/en/](http://www.pisocompartido.com/en/)

Apartments & rooms for rent (basic service – no fee)

<http://www.santjordi.org>

Moderately priced university student apartments to share

<http://www.barcelona-home.com/en/>

More than just housing, this website may become your guide to BCN. (No fee)

<http://www.arbarcelona.es/?lang=en>

Upmarket – 3 days to 6 months or more (fee **included** in rent)

<http://www.aspasios.com/en>

Short-term upmarket apt rentals for up to several months

[www.fotocasa.es](http://www.fotocasa.es)

Multi-lingual; lots with photos

[Apartamentos SATA](#) – Contact: Judit or Gerard

Call +34932844099 or e-mail: [info@apartamentossata.com](mailto:info@apartamentossata.com)

## JUST LANDED

### 10. Getting around in Barcelona and Sant Cugat

Barcelona is densely populated and like most cities, traffic and parking can be a challenge. If you plan to bring your car, you should consider renting a parking space. Finding unpaid parking at ESADE, whether Sant Cugat or Pedralbes, after 7:30 AM is almost impossible. Many people in Barcelona opt for travelling by motorcycle and students often rent motorcycles for the duration of their stay. In addition, more and more people are travelling by bicycle in the city and there's a bike share system, [Bicing](#), which costs €47.16/year; you need to have a NIE and a credit card to be able to register.

On the other hand, the public transportation system within the city is good and constantly expanding. It consists of several bus networks, the underground metro system, trams, the Ferrocarrils de la Generalitat de Catalunya [FGC](#), a local train system with lines [S1](#) [S2](#) [S5](#) [S6](#) [S7](#) going to Sant Cugat, and [Renfe](#), the national Spanish train system. There are also three [intercity bus lines](#) with hourly trips between Barcelona and Sant Cugat throughout the night.

#### Getting from the airport to the city center

There are 3 basic options: bus, train or taxi.



The A1 stops outside Terminal 1 every 5–10 minutes and the A2 stops outside Terminal 2 every 10–20 minutes; they both run 5:30–00:30 and make stops at strategic points in the city like *Plaça Espanya*, *Gran Vía*, *Plaça Catalunya* and others. A one-way ticket costs €5.90, a round-trip ticket costs €10.20 and is valid for return within 15 days. Tickets can be bought on the bus or from vending machines in T2 and online. The integrated public transport tickets are not accepted.

[Aerobusbcn](#)

**L46 & N17 Buses** These are regular bus lines; the 46 runs during the day to *Plaça Espanya* and the N17 runs at night to *Plaça Catalunya*; you can transfer to the metro or city buses from both locations, and both buses stop at Terminals 1 & 2. They have less luggage space, make more stops along the way and don't run as frequently as the Aerobus, but unlike the Aerobus, you can use the TMB travel card which makes the trip much less expensive. You can buy a TMB travel card in the tobacco shops at the airport: a single ride costs €2.15; a T-10 (10 rides) costs €9.95. Travel cards are integrated and can be used on the metro, buses, tram and short-distance train journeys



is the Spanish train company and the train station is located across the road from Terminal 2B (T2B); take the escalators towards departures then follow the Renfe signs. The station is located at the bottom of the escalators on the other side of the road. There are ticket vending machines before you get on the train. The train stops at *Sants Estació* and *Passeig de Gràcia*, from where you can transfer to the metro or city buses. Travel cards can be purchased at the vending machines in the station; a single ride costs €2.15; a T-10 (10 rides) costs €9.95. Travel cards are integrated and can be used on the metro, buses, tram and short-distance train journeys.



Barcelona taxis are distinctively black and yellow and have a green light on the roof, which is lit when the taxi is available. There are various taxi stands at each of the terminals so waiting in line is minimized; there are usually lots of taxis and lines move quickly. Flagging down a taxi is not permitted at the airport. In addition to the regular fare, there is an airport surcharge as well as an extra charge for luggage. This information is posted inside the taxi on the back window. The total fare, surcharges included will show up on the meter. The fare to downtown Barcelona is about €30. <http://www.taxifarefinder.com/>

## Public transport within the city

The integrated TMB travel card system allows you to travel on buses, the metro, the tram and the two train services, Renfe and FGC and to transfer from one to another within a period of 1¼–1½ hours of first validating your card, which you must do when you get on any bus or tram, or to get through the stiles at some of the metro and FGC stations. Don't forget to retrieve your card from the stile or it won't open, so do hold on to your card until you are out of the station. Here's a brief description of the various TMB travel cards:

### TMB Travel Cards

	<b>Barcelona 1 zone</b>	<b>Sant Cugat 2 zones</b>	<b>Best deal if</b>
10-ride	€10.20	€20.10	< 40/30 days
T-mes	€54	€71.70	> 60/30 days
50/30	€43.50	N/A	> 45/30 days
70/30	€60.90	€88.05	multiple users traveling together
T-trimestre	€145.30	€196.50	> 75/90 days
T-jove	€105.00	€142.00	< 25 yrs old

fares valid until 31 DEC 2018

- 10-ride – can be used by one person for 10 rides or 10 people for 1 ride
- T-mes – a monthly ticket good for unlimited use for 30 days from first trip – personal & non-transferable; you need to present identification when you buy it
- 50/30 – good for 50 rides in 30 days – single person ticket
- 70/30 – good for 70 rides in 30 days – multi-person ticket
- T-trimestre – good for 90 days from first trip – personal & non-transferable
- T-jove – for students up to 25 years old – good for 90 days from first validation –personal & non-transferable – you need to provide proof of age
- Integrated tickets **cannot be replaced or refunded** if lost or stolen.

Sant Cugat is located in zone 2, so if you are coming from Barcelona, you need to use a 2-zone ticket; if you use a 1-zone ticket, the stile will not open at your destination and you will be stopped and fined. In many stations, you have to insert your travel card in the stile in order to be able to leave the station at the end of your journey, so keep it on hand. Many students buy a 2-zone ticket for going to Sant Cugat and a 1-zone ticket for use in Barcelona.

You must have a valid travel card or ticket whenever using public transportation. If you are stopped by an inspector without having one, the minimum fine is €100.

## 11. Spanish Paperwork once you arrive

### Padró / Empadronamiento / Census Registration

**Everyone**, whether from the EU or not, whose primary residence is in Spain is required by law to register with the local town council. This registry is called *Padró* or *Empadronamiento* and is one of the easier processes to carry out. See Annex 1 of this document for information on how to register.

**NOTE:** All documentation required by the Spanish authorities which has been issued abroad must be submitted in Spanish or translated by a sworn translator and apostilled or legalized by the Spanish Consulate which has jurisdiction.

### Students from EU countries

If you are staying in Spain for more than 3 months, you are required to apply for a *Certificado de registro de ciudadano de la union* which includes your NIE (*número de identificación de extranjero*). Depending on your age and the program you're registered in, you are required to provide Program Management with your NIE within 30 days of the start of class. In addition, an NIE may be required to open a bank account, sign a contract, buy/rent a motorcycle, join Bicing, etc.

**Important! In order to be able to do an internship in Spain, you MUST have an NIE!**

Make an appointment here: <https://sede.administracionespublicas.gob.es/icpplus/index.html>

- Select Barcelona from the list of provinces in the drop down menu
- Select *Certificados UE* from drop down menu
- Select *Certificados UE* from drop down menu (again)
- *Aceptar*
- *Entrar*
- Choose **Pasaporte** and type in your passport number without spaces; then your name, nationality and the security code given.
- *Solicitar cita; siguiente* (On this page you can also consult and cancel appointments already made.)
- Telephone number; e-mail address (They have problems with 'hotmail' addresses; some notifications don't reach the applicants, so it's best to use your ESADE e-mail). *Motivo o tipo de solicitud de la cita*: Reason for applying: *Certificado de registro de residente de la unión*.
- *Siguiente*
- Choose the appointment that best suits you in any of the towns you are offered; if none of them suits you, you must begin the process from the start.

The documentation you may be required to submit is:

- passport or national identity document + copy
- completed [EX-18](#) application form + copy
- ESADE Letter of Registration — **Admission letter is not accepted.**
- proof of unlimited medical insurance or EHIC
- proof of financial means
- *Certificado de empadronamiento*
- payment form Modelo 790 Código 012 (fill in the form [here](#), print out the copies single-sided and check the box that says *Certificado de registro de residente comunitario*): the fee is currently €10.71.

You can now accept appointments in any of the towns offered; below are the addresses for Barcelona and Sant Cugat.

**Oficina de Policía Nacional Barcelona**

Rambla Guipúscoa, 74

08020 Barcelona

Tel: 932 240 610

Hours: Mon–Fri 9:00–14:00

Metro: Purple line (L-2) Bac de Roda / Sant Martí

Bus lines: 33, 40, H10, V29, B24

**Comisaría de Policía**

c/Vallés 1-3

08172 Sant Cugat del Vallès

Tel: 936 747 858

Hours: Mon–Fri 9:00–14:00

The certificate will be issued immediately if you have submitted all the necessary documents.

By law, everyone in Spain is required to carry identification on them. In the case of EU citizens, this means your passport, as well as the Certificate of Registration as a resident of the EU or your NIE.

NOTE: Although it's not strictly legal, we strongly advise you to carry photocopies of your passport and NIE instead of the originals unless you are traveling outside the Barcelona area.

## Students from Non-EU countries

If your program is for 90–180 days, you will have arrived on a **short-term**, type D student visa, which covers your stay, and you needn't do any further paperwork once you arrive. If your stay is for longer than 180 days you will have arrived on a **long-term, 90-day** type D student visa and **within 30 days of arriving** in Spain, you are required to apply for a *Tarjeta de Identidad de Extranjero*, *TIE* (Identity Card for Foreigners). The TIE is valid for one year from the date of entry, renewable as long as you are a student.

Make an appointment here: <https://sede.administracionespublicas.gob.es/icpplus/index.html>

- Select Barcelona from drop down menu of provinces
- Select *Toma de huellas (Expedición de tarjeta)* from drop down menu
- *Aceptar*
- *Entrar*
- Choose **Pasaporte** and type in your passport number without spaces; then your name and nationality; leave *fecha de caducidad* **BLANK**; type in the security code given
- *Solicitar cita; siguiente*
- Telephone number; e-mail address (They have problems with 'hotmail' addresses, so use your ESADE e-mail). *Motivo o tipo de solicitud de la cita*: Reason for applying: *TIE para estudios*
- *Siguiente*
- Choose the appointment that best suits you in any of the towns you are offered; if none of them suits you, you must begin the process from the start.

The documentation you are required to provide is:

- completed [EX-17](#) application form + copy
- passport (with visa and entrance stamp) + copy
- 3 color DNI size photos
- ESADE Letter of Registration — **Admission letter is not accepted**
- *Certificado de empadronamiento*
- payment form Modelo 790 Código 012 (fill in the form here, print out the copies single-sided and check the box that says *TIE que documenta la primera concesión de la autorización de residencia temporal, de estancia o para trabajadores transfronterizos.*): the fee is currently €15.60



**Oficina de Policía Nacional Barcelona**

Rambla Guipúscoa, 74

08020 Barcelona

Tel: 932 240 610

Hours: Mon–Fri 9:00–14:00

Metro: Purple line (L-2) Bac de Roda / Sant Martí

Bus lines: 33, 40, H10, V29, B24

**Comisaría de Policía**

c/Vallés 1-3

08172 Sant Cugat del Vallès

Tel: 936 747 858

Hours: Mon–Fri, 9:00–14:00

The TIE is issued approximately 30 days after the submission of the application and fingerprinting.

## Non-EU spouses and children

If your spouse and children were not issued a NIE along with the visa, they will have to wait until you've applied for your TIE. Once you have your TIE application receipt (or your TIE) you take your spouse and children's TIE application to the:

Oficina de Extranjería

C/Murcia 42

08027 Barcelona

Opening hours: M–F 9:00–14:00

No appointment necessary

The NIE will be issued and a date will be given from which s/he can apply for the TIE at the same police station where you applied. The receipt with NIE will have to be submitted with the other required documents.

NB: You have to make an appointment for each family member.

## TIE renewal

Students who need to renew their TIE after 1 year should do so before it expires, but the earliest applications can be submitted is 60 days before the TIE expiration date. In addition to the required documentation for the initial TIE, you must provide proof of financial means **on a bank in Spain**, as well as proof of medical insurance coverage. All documents submitted for renewal must be in Spanish and if translated, must be translated by a sworn translator. Contact the International Student Advisor team so we can vet your documents beforehand; in many cases, we will also be able to submit them for you electronically. The letter from ESADE must indicate that you:

1. are a student in good standing.
2. have registered for the following year, and include the date of the end of the program.



## 12. Consulates in Barcelona

Embassies are located in Madrid, and most countries have consulates in Barcelona. Some of these are listed below, but a complete list can be found at [barcelona consulates](#). Visas are often only issued by the embassies in Madrid or even abroad.

Country	Address	Telephone Number
Argentina	Passeig de Gràcia, 11, Escalera B, 2nd Floor	34 93 304 1200
Austria	Carrer Marià Cubí, 7, 1st Floor, 2nd door	34 93 368 6003
Australia	Avenida Diagonal, 433 bis, 2 floor 1st door	34 93 362 3792
Belgium	Gran Vía de les Corts Catalanes 680, àtic, 2nd door	34 93 467 7080
Brazil	Avinguda Diagonal, 468, 2nd floor	34 93 488 2288
Canada	Plaça de Catalunya, 9, 1st floor, 2nd door	34 93 270 3614
China	Avinguda del Tibidabo, 34	34 93 254 7070
Denmark	Rambla Catalunya, 45 4th floor, 2nd door	34 93 488 0222
Finland	Carrer Puig i Xuriquer, 17, Ground Floor	34 93 443 1598
France	Ronda Universitat, 22 Bis, 4th Floor	34 93 270 3000
Germany	Carrer Marina 16-18 (Torre Mapfre), 30a	34 93 292 1000
Greece	Carrer Freixa, 6	34 93 200 2036
Hungary	Avinguda Diagonal, 477, 19th Floor Door B	34 93 405 1950
Iceland	Carrer Canàries, 21	34 93 232 5810
India	Carrer Doctor Fleming, 21 Entrance B, 1	34 93 212 0422
Italy	Carrer Mallorca, 270	34 902 050 141
Japan	Avinguda Diagonal, 640, 2ª Floor D	34 93 280 3433
Malaysia	Moll Barcelona, 1	34 93 310 2020
Mexico	Paseo de la Bonanova 55	34 93 201 1822
Netherlands	Avinguda Diagonal, 611	34 91 353 7500
Norway	Carrer Balmes, 184, 5th Floor, 2nd door	34 93 218 4983
Philippines	Carrer Vidre, 4, Principal	34 93 116 1162
Poland	Avinguda Diagonal, 593, 6th Floor	34 93 322 0542
Portugal	Ronda Sant Pere, 7, 1st Floor, 1st door	34 93 318 8150
Peru	Carrer Tarragona 110-112	34 93 415 4999
Singapore	Carrer Buenos Aires, 42	34 93 363 4237
South Africa	Parc Empresarial Mas Blau II, El Prat de Llobregat	34 93 506 9100
Sweden	Carrer Mallorca, 279, 4th Floor, 3rd door	34 93 488 2501
Switzerland	Gran Via de Carles III, 94 7th Floor	34 93 409 0650
United Kingdom	Avinguda Diagonal, 477, 13th Floor	34 93 366 6200
United States	Passeig Elisenda de Montcada, 23	34 93 280 2227
Venezuela	Plaza Urquinaona, 6, 6th Floor, Office 6A	34 93 342 7155

## 13. Banking in Barcelona

You can either open a bank account here or work with your bank account at home through a bank card or credit card. If you're on exchange, using ATMs (*cajeros automaticos*) is probably the most convenient. You can find ATMs at most banks, but they normally charge a commission if you're not a client of theirs. Also, be sure to check with your home bank before you leave so you know how to use your card in Spain, and under what conditions. Cirrus and PLUS are the networks linked to Master Card/Maestro and VISA. Some machines don't accept PINs of more than 4 digits, for example, and the keypads may not have letters on them, so learn your numeric code before coming.

Use your credit/debit card to get the best exchange rate for purchases, including your hotel stays and meals, at better establishments. Visa and MasterCard are accepted almost everywhere; American Express runs a close second in usability.

Foreign currency exchange booths are conveniently located in the center of Barcelona but may charge high commissions as well as give a poor exchange rate, so you're better off using ATMs

### Opening a bank account

Opening a bank account in Spain is simple but may be different from where you're from. You will need to show your passport and banks are required by law to ask for your NIE to open an account. However, you can find banks which temporarily forego this requirement until you have a Spanish ID. You may also be required to show your passport in order to carry out transactions by teller. It is a good idea to check with your home bank about the possibility of opening an account with a corresponding bank in Barcelona. Many foreign banks such as BNP Paribas and Deutsche Bank have local branches in Barcelona. Banking hours here in Spain are extremely inconvenient. Most banks are open 8:30–14:00, Monday–Friday; some savings banks are open Thursday afternoon, September–April; very few are open on Saturdays.

It is very important to change your account from non-resident to resident status as soon as you receive your NIE in order to save on service charges and also to save yourself considerable inconvenience when receiving a money transfer. Spanish law currently requires a cumbersome reference check for personal transfers larger than €2,700 to non-resident accounts which can delay payment for up to 6 weeks. There are further restrictions on transfers from your summer employer, so make sure to switch your account over to residency status ASAP.

Non-EU nationals who stay for longer than 1 year will have to renew their TIE, in which case they will have to provide proof of financial means on a Spanish bank.

### International Fund Transfers

Transferring funds to Spain from another country presents no problem; however, it is important to have the bank code information (IBAN/SWIFT) for both banks in order to facilitate the transaction. IBAN (International Bank Account Numbers) in Spain begin with ES and are followed by 22 digits. Be sure to ask about the fees involved on both sides of the transaction, the originating foreign bank and the receiving Spanish bank, especially when converting currency.

Students have sometimes been surprised by the fact that even though they paid the transaction fees in their home country, they had to pay additional fees to the Spanish bank to receive the transfer. Some students swear by [TransferWise](#) for this reason.



Alberto Dexeus Daniel  
[dexeus@bancsabadell.com](mailto:dexeus@bancsabadell.com)  
C/ Capitán Arenas 26  
**Barcelona**  
Tel. 932 042 404  
Branch office – 0053

Aureli Pedrós  
Director-Branch Manager  
[pedrosa@sabadellatlantico.com](mailto:pedrosa@sabadellatlantico.com)  
Rambla de Ribatallada, 8  
**Sant Cugat**  
Tel. 935 891 178 Ext 29561  
Branch office — 0310

Once you've been admitted, you can apply for a **Sabadell-Atlantico** bank account, before arriving; you do not have to present an *NIE* at this point. During the first year, no commissions are charged if you apply at these branches. Their hours are Monday to Thursday from 8:15 to 16:30, Fridays from 8:15 to 14:00 from October to March, and Monday to Friday from 8:15 to 14:00 from April to September.



[info@triodos.es](mailto:info@triodos.es)  
Avda. Diagonal 418  
Casa de Les Punxes  
**Barcelona**  
Tel. 902 360 940  
<https://www.triodos.com/en/about-triodos-bank/>

**Triodos Bank** offers sustainable banking services including savings accounts, payments, lending and investments for Personal and Business Banking customers.

Opening hours:

Monday: 10:00-15:00

Tuesday, Wednesday, Friday: 9:00-15:00

Thursday: 9:00-17:30

## Credit Cards

All major credit cards are accepted in stores and restaurants in Spain, often indicated by a sticker on the window. If you are here for only a few months, no bank will issue you a credit card, although you can get a debit card when you open an account. You can, of course, use your existing foreign credit cards such as VISA, MasterCard and American Express.

The phone numbers to cancel credit cards (in English) are:

VISA International: 900 991 216

MasterCard: 900 971 231

American Express: 917 437 000

## 14. Telephoning

The country code for Spain is **34** and all landline phone numbers in the Barcelona area begin with **93**. Landline phone numbers in Spain have 9 digits. To call abroad, dial **00** + country code + area code + phone number. Numbers beginning with 800 and 900 are toll free but 803, 806 and 807 are premium rate numbers while numbers beginning with 901 are shared-cost numbers and 902 are fixed cost numbers.

## Mobile Phones

The rate of change and the level of new competition in mobile phones make it difficult to say anything apart from, shop around once you get here. Movistar, Orange, and Vodafone are the biggest mobile phone companies, but there are a number of lower cost operators which are also popular, such as Masmovil, Tuenti, Yoigo, Simyo and Lebara.

Many of the companies have their own retail outlets where you can buy their SIM cards, but you can also purchase the cards at other retailers such as El Corte Inglés, FNAC or The Phone Shop.

You will need to decide whether you prefer a contract or prepaid card when choosing to buy a SIM card for a mobile phone. If you choose a contract, you should make sure you understand all the conditions before committing to it. Check the duration of the contract, the total price (including tax) per month, and what the contract does and does not include.

You may also want to consult this [website](#) set up by a consumers' organization here which allows you to compare different plans. You need to indicate your province (Cataluña) whether you prefer a prepaid card or a contract, and what kind of use you would be making of the card in terms of voice and data. They then do a search of operators and plans and make suggestions based on your information.

Also, remember that mobile phones are easily lost or stolen, and while Barcelona is a relatively safe city, it is all too easy to be pickpocketed. If you have a top-of-the-line expensive phone, consider buying or bringing a smartphone that would be less attractive to pickpockets for your use during your stay here. Take into account the advice and precautions suggested in webpages such as this one from [BT](#), this one from [Consumer Reports](#), or this one from [Lookout](#). To begin, make sure you know your phone's IMEI number by typing \*#06# into your phone's keypad, and then upload the number to a cloud drive so you can access it from anywhere.

## 15. Postal Service

As most postal services, the Spanish Post Office has its pros and its cons and for anyone having more than a letter sent from outside the EU, one of the biggest disadvantages is that you will have to pay duty, handling fees and possibly VAT on whatever is shipped, whether it's personal effects or merchandise that you have purchased. Since students have had to pay more than the value of what was in the package, and the paperwork required to clear customs can sometimes be an insurmountable obstacle, it will almost certainly be less expensive and definitely more convenient to pay for extra luggage and bring what you need with you rather than have it shipped later. Buying from Spanish retailers will ultimately be cheaper than ordering from outside the EU.

If you do have a package sent from outside the EU, make sure that the address is clear and correct, including the name of the street, the number, the floor, and the door, all in the correct order. Having it sent through a private courier (e.g. DHL, UPS or FedEx) might simplify the process somewhat: it will still have to clear customs in Madrid and so you will also have to pay duty, handling fees and possibly VAT, but the company will likely have their own agent to handle the paperwork. However, you should confirm this with the company before having the package sent.

You can find some answers to frequent questions about duty and tax on goods shipped to Spain from outside the EU at this [link](#).

ESADE Barcelona-Pedralbes is located in the residential neighborhood of Pedralbes in the \*upper part of Barcelona. The main building (Building 1) is located at the top of *Avinguda Pedralbes* on the right-hand side of the street if you are coming up from downtown. Building 2, where the library is located, is just behind Building 1 and Building 3 is a short walk to Av d'Esplugues.

\* Maps of Barcelona normally show the Mediterranean Sea “below” Barcelona but clearly the city is not located to the north of the sea, so Pedralbes isn’t really north of the city either.

## Campus Hours

For updates and summer and holiday hours, see: <http://www.esade.edu/web/eng/about-esade/campus>

**Building 1**  
**Av Pedralbes 60-62**  
**08034 Barcelona**  
**Tel: +34 932 806 162**

Monday–Friday 8:00– 22:00

- Cafeteria
- Career Services–School of LAW
- Central Services
- Chapel
- Director General’s Office
- ESADE Forum
- Faculty Offices
- ICT Services
- International Relations Office
- Law Department & Offices

**Building 2**  
**C/ Marques de Mulhacén 40-42**  
**08034 Barcelona**  
**Tel: +34 932 806 162**

Monday–Friday 8:00–22:00, Saturday 10:00–14:00

Library, including the European Documentation Center and the Business Information Center

**Building 3**  
**Av d’Esplugues 92-96**  
**08034 Barcelona**  
**Tel: +34 932 806 162**

Monday to Friday 7:30–22:00, Saturday 10:00–14:00

- Executive Education
- Cafeteria & terrace, 2nd floor: M–F 8:30–21:00, Sat 8:30–14:00 (the terrace offers one of the best views of Barcelona)
- Car & Bike Park, entrance behind building: M–F 7:30–11:00. €5/day for ESADE students; bikes for free.

## 17. ESADE Barcelona-Pedralbes Campus: GETTING THERE

 Metro L3

 Green Line – Maria Cristina or Palau Reial stop; 20-minute walk uphill

 Buses

 63 68 75 78 H4 V5 ; all within a 5-minute walk

 FGC

 L12 Reina Elisenda station; 15-minute walk

 L6 L12 S1 S2 S5 S6 S7 Sarrià station; 20-minute walk



Taxi fare from the city center, Plaça Catalunya to Pedralbes campus is about €18. You can use [this link](#) to get an idea of what taxi fares cost

## 18. ESADE Barcelona-Sant Cugat Campus

The **BBA**, **MSc**, **MRes**, **PhD** and **MBA** Programs are taught entirely on this campus and students have access to all the facilities in Buildings 1, 2 and 3 in Barcelona-Pedralbes. The ESADE campus in Sant Cugat incorporates [Creapolis](#), an innovation center, and the [Roberto-de-Nobili](#) Student Residence. A campus map is available [here](#).

### CAMPUS HOURS

#### Reception (ext 4024):

Monday-Friday 07:30–22:00

Saturday & Sunday 10:00–20:00

#### UniOffice, 1<sup>st</sup> floor

**Program Managers:** M–F 09:30–13:30 and 14:30–18:30

**Career Services:** M–F 10:00–19:00

**Registrar's Office:** M–F 10:00–19:00

**Study areas:** M–F 09:00 – 00:00, Sa–Su 9:00–20:00

**Library,** ground floor: M–F 08:00–20:00

**Research Programs Office,** 1<sup>st</sup> floor: 12:00–16:00

**Admissions Office,** ground floor: 10:00–19:00

**ICT (TIC) Services,** A floor: M–F 08:00–00:00, Sa–Su 09:00–20:00

**Bar/Cafeteria,** ground floor: 07:30–21:00 ,Lunch: 12:30–16:00

**Car Park:** 24/7; special student rate of €0.80/hr 07:00–22:00. Monthly rate also available

**Matteo Ricci Oratory,** A floor: open during building hours

August hours: Uni-Building closed 1–20 AUG; MBA building is closed 14–20 Aug; EGarage open all month

### BUILDING CLOSED

AUG 1–20, 2017

SEPT 11 & 24, 2017

OCT 12, 2017

NOV 1, 2017

DEC 6, 8, 24, 25, 26, 2017

JAN 1, 6, & 7 2018

MARCH 30–APRIL 2, 2018

MAY 1, 2018

MAY 21, 2018

JUN 5 & 24, 2018



## 19. ESADE Barcelona-Sant Cugat Campus: GETTING THERE



The ESADE Barcelona-Sant Cugat Campus is well connected to Barcelona by train (*Ferrocarrils de la Generalitat de Catalunya FGC*) and by bus.



This is a commuter rail system that runs underground within the city and out to the suburbs.

It shares some stations with the metro (the closest FGC stations to ESADE Barcelona-Pedralbes are *Reina Elisenda* and *Sarrià*). It's also known as the *Metro del Vallès*.

[FGC station map](#)

Departure: Plaça Catalunya

Arrival: Sant Cugat

Frequency: every 5–10 minutes

Duration of journey: 25 minutes

**FGC Sant Cugat station – ESADE:** Whether you walk or take the bus, it takes 13–15 minutes to get to ESADE from the train station; the bus stop is just to the left of the station as you leave and the L8 bus drops you off at the campus. The L8 runs every 30 minutes, 6:40–21:40 from the station and 7:28–21:58 from ESADE, Monday–Friday; check below for the weekend schedule. The L2 bus from the train station drops you off in front of the Auditori, a couple of blocks from ESADE.

[L8 Timetable](#) [L8 Route](#)



### **Intercity buses**

**A4 Line:** The bus stop is located 5 minutes from the Esade campus. It links Terrassa, Rubí, Sant Cugat del Vallès, Cerdanyola del Vallès and Barcelona. Frequency: 30 minutes

**A6 Line:** The bus stop is located 10 minutes from the Esade Campus. It links Barcelona and Sant Cugat through the *Arrabassada*. The ride is approximately 35 minutes.

**N61 Line:** (night bus) The bus stop is located at the Sant Cugat FGC station. From Sant Cugat: first bus leaves at 00:57; last bus leaves at 3:57. Frequency: 1 hour. It follows the same route as the train. From Plaza Catalunya (Barcelona): first bus leaves at 1:30; last bus leaves at 4:30. Frequency: 1 hour. It follows the same route as the train.



**N62 Line:** (night bus) The bus stop is located at the Sant Cugat FGC station. From Sant Cugat: first bus leaves at 00:03; last bus leaves at 3:03. Frequency: 1 hour. From Plaza Catalunya (Barcelona): first bus leaves at 1:00; last bus leaves at 4:00. Frequency: 1 hour.



### By Car

The ESADE campus is located in *Sant Cugat del Vallés*, close to the AP-7 motorway. The campus can be reached from Barcelona following the:

1. E-15/AP-7 (North of Barcelona). Exit 22. Follow Sant Cugat sign
2. E-90/AP-2 (South Barcelona). Exit 24. Follow Sant Cugat sign
3. Vallvidrera Tunnels. Exit 10 – Sant Cugat – Valldoreix
4. *Arrabassada* route

For further information, see: <http://www.esade.edu/web/eng/about-esade/campus/santcugat>

## 20. ESADE Creapolis

ESADE Creapolis is a unique space where business and academia meet. A number of businesses have taken the opportunity to have a work space virtually across the street from ESADE classes, offering students the possibility of working with businesses and offering businesses access to ESADE students and faculty, not to mention the synergies developed between different businesses that are located there. At ESADE Creapolis, companies interact under the concept of “Open and Cross Innovation,” a collaborative endeavor, exchanging knowledge and experience across sectors in order to accelerate innovation. It’s a multi-sector business park, which provides premises for companies and allows optimal representation from various sectors. A **sector mix** enhances the lateral innovation processes, under the guidance of our experts and with a clear goal of results, by having participants assist in the entire innovation process:

- 1) Detecting business opportunities
- 2) Diagnosing their potential
- 3) Defining how best to develop and exploit them
- 4) Articulating tactical execution

The Creapolis building includes the [Rambla of Innovation](#), a multi-functional space provided for ESADE students to foster entrepreneurship and innovation.

## 21. Services at ESADE - Sant Cugat

### Aramark Cafeteria

**Location:** University Building — ground floor

**Opening hours:** M–F 08:00–20:00

### Corner 4 Gym

**Location:** CREAPOLIS Building (lower level)

**Opening hours:** M–F 07:00–23:00; Sat. 09:00–20:00; Su 10:00–14:00

Discount on monthly fees with TUI card.

### **El Corte Inglés Travel Agency**

**Location: University Building — ground floor**

**Opening hours: M–F 9:00–18:00**

7% discount on ECI products with TUI card

### **Aramark Restaurant**

**Location: CREAPOLIS Building (ground level)**

**Opening hours: M–F 8:00–23:00, Sat 12:00–23:00**

Offers breakfast, lunch and dinner buffet service (Saturdays only lunch and dinner).

### **Aramark Coffee Shop**

**Location: MBA Building (upper level)**

**Opening hours: M–F 8:00–17:00**

Offers hot & cold drinks, sandwiches and snacks.

### **SAR – Religious Guidance Service / Matteo Ricci Oratory**

**Location: University Building, A floor (-1 floor)**

**Opening hours: same as University Building**

In ESADE many people live the necessity of global personal development which incorporates sensitivity to arts and culture, a world of values and spirituality. Some people look for these elements outside of a religious framework and others find answers in belonging to different confessions. However the common aspiration is to cultivate silence and serenity in a changing world, trying to learn different cultural traditions and finding a personal path which will enrich everyday life.

SAR offers a “service” to students, professors and administrative staff, creating encounter moments, dialogues and activities to share the path.

**Contact persons:** **Teresa Careta** – BBA/MSc Office (1<sup>st</sup> floor) [teresa.careta@esade.edu](mailto:teresa.careta@esade.edu)

**Pep Mària** – Office 202 (2<sup>nd</sup> floor) [pep.maria@esade.edu](mailto:pep.maria@esade.edu)

## **22. ESADE Communication Sources**

### **INTRANET / E-MAIL**

ESADE’s Intranet (MyESADE) and e-mail account can be accessed through [www.esade.edu](http://www.esade.edu). The Registrar’s Office will send you your username and password, which will allow you to access MyESADE, a space you will use while studying at ESADE and which contains information about the academic program, such as:

- Course syllabuses and schedules
- Spanish course dates
- Introductory Week information
- Campus bulletin board
- Certificate requests, exam dates and grades

It is important that you check MyESADE daily, since that’s where announcements are made.

From now on you will be receiving correspondence **at your ESADE email account**, including all communication from program management. Once you receive your username and login code, be sure to redirect the ESADE email account to your preferred email address which you check regularly, so that you do not miss important information.

NOTE: Your user name is: [xxx@esade.edu](mailto:xxx@esade.edu); your e-mail address is: [xxx@alumni.esade.edu](mailto:xxx@alumni.esade.edu)

## MOODLE

You will receive information and class readings for the courses you are taking through your class Moodle, the online educational platform used at ESADE.

## DISPLAY SCREENS

Daily activities on campus are posted on the display screens located at the entrance to the buildings and other strategic points throughout the buildings.

## 23. ESADE Student ID Card (TUI)

After you have uploaded your photo, you will receive the TUI (*tarjeta universitaria inteligente*), your ESADE ID card, during your first weeks at ESADE; it is personal and non-transferable. It can be used as a cash card on both campuses and can be recharged at the Aramark restaurants. It can be used for paying for meals, the car park in Sant Cugat, making photocopies, borrowing books from the library and other services, not to mention discounts at local businesses. You can activate/de-activate your card on the [Intranet](#) as well as consult the balance and the history of your TUI transactions.

## 24. Safety and security

Spain, in general, and Barcelona in particular, are relatively safe, but you should of course take precautions to protect yourself and your possessions. Although violent crime is relatively rare, Barcelona is an attractive destination for tourists, and that in turn makes it attractive to petty thieves and notoriously expert pickpockets. [Lonely Planet](#) and other guidebooks offer useful safety advice for visitors to Barcelona.

Bear in mind that thieves and pickpockets often work in groups and create or take advantage of distractions. Try to be aware of who is around you and keep a close eye on your belongings when using public transport or on the street and in other public places, such as the beach or restaurants, bars and cafés, and shops, especially in crowded situations. Limit the amount of cash and number of credit cards you carry on you, and don't carry your keys and your NIE or TIE in the same place. We also recommend you double-lock your doors (even when at home) and exercise caution when using automatic cash machines.

In any emergency, call 112 (free 24-hour hotline) and they will notify the appropriate service (police, fire department, ambulance, etc.).

In case of robbery, always file a report with the local police as soon as possible and notify Program Management. If you need to replace your TIE, you will need a copy of the police report.

In any emergency, call 112 (free 24-hour hotline) and they will notify the appropriate service (police, fire department, ambulance, etc.).

In case of robbery, always file a report with the local police as soon as possible and notify Program Management. If you need to replace your TIE, you will need a copy of the police report.

### Security on campus

Students are asked to follow these security measures:

- ✓ Lock classrooms and meeting rooms with your TUI card when you leave.
- ✓ Should you or another student need urgent medical attention, contact Reception immediately.
- ✓ Never leave laptops or other electronic devices, bags, helmets, coats or any other personal belongings unattended in the corridors, library, cafeteria or other public areas.
- ✓ Always close the windows and lock the doors of your car if you park on the street; remove valuables from sight.
- ✓ Always lock parked motorcycles and bicycles and secure helmets to the motorcycle or carry them with you.
- ✓ If you see someone on campus acting suspiciously, notify Reception.
- ✓ Back up all-important documents and make a note of serial and IMEI numbers of your electronic devices.

## 25. The ESADE library

### LIBRARY COLLECTIONS

The [ESADE library](#) offers its services in Barcelona–Pedralbes and Barcelona–Sant Cugat. It houses an extensive collection of literature on Management Science, Law and other related subjects, including books, journals, yearbooks, student theses and final projects, working papers and other documents.

The Digital Library also provides access to over 40 electronic information resources containing journal articles, international statistical and financial data, market research, company directories, annual reports, legislation and jurisprudence. Most of these information resources can be accessed from any device or computer connected to the Internet.

The ESADE library receives all the official publications of the European Union (in the ESADE European Documentation Center), the OECD (in electronic format since 1998), the ILO and the World Bank (in electronic format).

Information sessions are held at the beginning of each term to inform new students of the possibilities the library has to offer.

### EUROPEAN DOCUMENTATION CENTER (CDE)

Building 2, Floor -1 (inside the library)

+34 934 953 807

[www.esade.edu/cde/](http://www.esade.edu/cde/)

Created in 1969, and located in the main library, the CDE is one of Spain's official depositories for all documents and publications produced by the EC and is linked to EU databases. The CDE is open to the public and free of charge.

Services:

- Internet access to computerized catalogues
- Reference service and user assistance
- Bibliographic references
- Information on scholarships, grants and competitive examinations for positions with EU agencies.
- Press clippings of EU affairs
- Photocopying

### **ESADE KNOWLEDGE – BUSINESS INFORMATION CENTER (CIE)**

Building 2, Floor -1 (inside the library)

+34 932 806 162

[cie@esade.edu](mailto:cie@esade.edu) / [guiame@esade.edu](mailto:guiame@esade.edu)

<http://www.esadeknowledge.com/sector-tips>

[ESADE Knowledge](#) provides all ESADE faculty and research community access to studies across a wide range of topics, formats and centres of excellence, all in accordance with the highest scientific & academics standards.

**TOPICS:** 11 key Management and Law topics, ranging from Entrepreneurship, Corporate Social Responsibility, Innovation, Strategy, Economics & Finance, to Law.

**PUBLICATIONS:** One click access to the latest ESADE research articles, books, conference papers, monographs, working papers, PhD theses, etc.

## **26. Bank Holidays 2018–2019**

September 11, Tuesday, La Diada (C)

September 25, Tuesday, La Mercé (B)

October 12, Friday, Día de Hispanidad (S)

November 1, Thursday, Todos los Santos (S)

December 6, Thursday, Día de la Constitución (S)

December 8, Saturday, the Immaculate Conception (S)

December 25, Tuesday, Christmas (S)

December 26, Wednesday, St Stephen's (C)

January 1, Tuesday, New Year's Day (S)

January 6, Sunday, Epiphany/Three Kings (S)

April 19, Good Friday (S)

(April 21, Easter) (S)

April 22, Easter Monday (C)

June 10, Pentecost Monday (B)

June 24, Monday, St John's (C)

August 15, Thursday, the Assumption (S)

C – Catalan holiday; B – Barcelona holiday; S – Spanish holiday

## 27. ESADE Student Organizations

### Coordinadora de alumnos y asociaciones de alumnos de ESADE



This ESADE organization has various functions primarily representing student interests and serving as a student voice to the ESADE Administration. It works in conjunction with other ESADE student organizations and student representatives to carry out activities.

[coordinadora@esade.edu](mailto:coordinadora@esade.edu)

### The ESADE International Student Committee (CIEE)



This is an internationally oriented organization set up and run by students. Its mission is to foster relationships and international contacts, aimed at boosting cultural exchanges and facilitating integration into ESADE and the Barcelona, Catalan and Spanish cultures. The CIEE organizes International Weeks (IW) and was responsible for designing the buddy system for undergraduates.

<https://www.facebook.com/ciee.esade?fref=ts>

### CEMSCLUB



CEMS (Community of European Management Schools) is a global alliance of leading business schools, multinational companies and NGOs that together offer the CEMS Master's in International Management. The purpose of the CEMS Club is to establish links with other CEMS members throughout Europe and organize student exchanges as well as keep members informed of events and developments regarding the CEMS Program.

[www.ceMsorg](http://www.ceMsorg) <https://www.facebook.com/groups/446782068851428/>

### The E3 Initiative



The Entrepreneurship Club of ESADE in Sant Cugat organizes regular events, workshops with ESADECREAPOLIS, networking events, an elevator pitch contest and much more.

[e3@esade.edu](mailto:e3@esade.edu) [E3 ESADE FB](#)

### E-joventut



"Empresa i Joventut" (Business and Youth) is the Junior Business Club of ESADE founded in 1985. Its main objective is to offer club members practical training beyond that of the classroom. With the support of ESADE faculty, members work as consultants to real clients, thus creating business ties between the institution and the business world.

[e-joventut FB](#) [www.ejoventut.com](http://www.ejoventut.com)

### Empresa i Societat



"Empresa i Societat" (Business and Society). The aim of this association is to promote social action within ESADE through debates and participation in activities connected to social aid and development. Business and Society (EiS) contributes to the education of socially responsible future executives.

[empresa i societat FB](#)

## OIKOS

Oikos Barcelona aims to guide students and businesses towards a socioeconomically sustainable future. To this end, it organises events and activities to raise awareness and promote values that contribute to environmental, social and financial sustainability at companies and organisations.

<https://oikos-international.org/barcelona/>



## European Law Students Association

Founded in 1981, ELSA is the world's largest independent, non-political, non-profit making law students' association with more than 30,000 members in more than 200 universities in 35 European countries. Apart from Moot Court competitions, the three key areas of focus are Academic Activities, Seminars and Conferences and Student Trainee Exchange Programs

[elsa FB](#)



## ESADE Student Finance Society

This organization brings students together with the world of finance and economics through conferences, seminars, and other activities with the purpose of fostering debate and interest in these areas.

<https://www.facebook.com/ESADEsfs/>

<https://www.esadesfs.com/>



## ESADE Society of Governance

The ESADE Society of Governance is an ESADE student's club with an interest for global affairs and geopolitics. They have groups that participate in Model United Nations in different European Countries and organize debates to discuss contemporary issues.

<https://www.facebook.com/ESADEsg/>



## ESADE Marketing Club

The ESADE Marketing Club organizes monthly conferences with professionals and game-changers from the world of marketing. The association is focused on increasing the knowledge of the marketing world among students, as well as developing and supporting their interest and access to the professional world.

<https://www.facebook.com/esademarketingclub/?fref=ts>



## ESCA

The ESADE Students' Chinese Association, also known as ESCA, is an association focused on forecasting not only the Chinese culture but also the opportunities that this country awaits for our Students, such as internships in Chinese companies or volunteering in China. ESCA aims to build bridges between the Chinese culture and the ESADE students. Their biggest event is the Chinese New Year.

<https://www.facebook.com/esadeesca/>



## ESTALENT

ESTALENT (Esade Students for Talent) is a student's initiative aware of the inequalities in our world. Aware that small contributions can lead to huge changes, the aim



of ESTALENT is to raise funds for the ESADE Scholarship Programme, organizing different activities throughout the year.

<https://www.facebook.com/studentsfortalent/>

### **ESADE Musicians**

If you like to sing, play any instrument or just like music in general this club is for you.

The ESADE Musicians club meets weekly to play together, and are present in different campus events throughout the year, such as the annual ESADE Campus Party and other activities.

<https://www.facebook.com/esademusicians/?fref=ts>



### **180 Degrees Consulting**

180 Degrees Consulting is the world's largest consultancy for non-profits and social enterprises. Starting in the academic year 2016/2017, the Barcelona branch at ESADE forms part of a global network of 81 branches in 33 countries.

<http://180dc.org/branch/esade/>



### **The LGBTQ+ Club**

The The LGBTQ+ Club aims to promote a positive visibility of the LGBTQ community and create a safe environment on campus, open professional opportunities at inclusive companies, expand networks at ESADE and with other business schools, and give back to the at risk LGBTQ community. The club's vision is to establish a strong LGBTQ community formed by students, allies, staff and alumni from the MBA, MsC, and BBA programs at ESADE Business School; our mission is to create an open and inclusive community at ESADE Business School for LGBTQ students, staff, and allies and enhance ESADE's value of diversity.

[lgbt.club@esade.edu](mailto:lgbt.club@esade.edu)

### **ESports**

The ESADE Sports Association aims to fulfill the athletic needs of the student body by organizing teams and competitions in different areas. A few of the annual highlights are the Sports Day in the autumn, open to all ESADE students, and EuroESADE, which brings together business students from Europe and the Middle East.

[ESADE Sports FB](#)



### **MBA CLUBS**

Business clubs are managed by the MBA Student Association (MBASA), and are responsible for leveraging their position at ESADE to create learning, networking and exposure opportunities for members. Boards are elected democratically and the election for key positions is often fiercely competitive. Club events provide a good platform for firms who wish to recruit or gain on-campus exposure. Each Club has one Associate Director from Career Services assigned to work closely with them.

[ESADE MBASA Clubs](#)



## 28. ESADE Alumni

[ESADE Alumni](#) (EA) with a network of over 47,000 members worldwide, encourages MBA, MSc, CEMS and Law students to join one of the more than 30 [International Chapters](#), which give international students access to most of what EA has to offer, like networking in a local, national and international context, forums, lectures and training programs. It helps you connect with ESADE alumni abroad as a student and keep in contact with ESADE once you graduate. More than 10,000 alumni living outside of Spain representing 115 nationalities from 100 countries offer unparalleled diversity.

## 29. Sports Facilities in Barcelona and Sant Cugat

The Sant Cugat campus has [Corner4](#), a gym facility, to help students and staff keep in shape. There are no sports facilities on the ESADE-Pedralbes campus but there are a number of health clubs and gyms in the area and throughout Barcelona. The *Nou Can Caralleu* sports Center in Barcelona offers ESADE students and staff sports facilities at reduced rates. It is close to the "Residencia Universitària Sarrià", a 15-minute walk from ESADE Barcelona-Pedralbes.

### **Can Caralleu**

Carrer Esports, s/n  
08017 Barcelona  
(66 bus)  
+34 932 037 874  
[noucancaralleu@teleline.es](mailto:noucancaralleu@teleline.es)  
<http://www.cancaralleu.cat/> (only in Catalan)

Another possibility for taking part in sports activities is at the Universitat Politècnica de Catalunya gym, located just a few blocks down from ESADE Barcelona-Pedralbes and open to all university students in Barcelona. The fees for the gym depend on the activities you sign up for.

### **UPC Sports Center**

C. Jordi Girona, 3  
Building PE, Campus Nord  
08034 Barcelona  
(Metro: Line 3 – Palau Reial/Zona Universitària. Bus: 60, 74  
934 011 716  
[info.univers@upc.edu](mailto:info.univers@upc.edu)  
<http://www.univers.upc.edu/>

### **DiR**

This is a chain of health clubs with a number of centers in Barcelona, which offer a wide variety of activities. There is a center in Sant Cugat, but unless you have private transportation, it's not conveniently located to the ESADE campus. Be sure to mention that you're an ESADE student to get a student discount.

<http://www.dir.cat/en>

### **Eurofitness**

This is another health club chain with a center in Sant Cugat, within walking distance of the ESADE campus and another in Gràcia, as well as others in Barcelona.

**Eurofitness Sant Cugat**  
Rambla del Celler s/n  
08190 Sant Cugat del Vallés  
Tel: 935 830 345  
[LINK](#)

**Eurofitness Perill**  
c/Perill 16-22  
08012 Gràcia, Barcelona  
Tel: 934 594 430  
[LINK](#)

## ANNEX 1 – Empadronamiento

### What is *el Empadronamiento*?

It's the official register of people who live in Spain and includes their corresponding addresses. All residents of a municipal area, whether Spanish or foreign, must register on the Padrón, no matter what their legal status is. In Barcelona and Sant Cugat, this is done at any of the municipal Citizen Information Offices (Oficina d'Atenció Ciutadana— OAC).

### Registering is a right and a requirement.

The right to register allows access to public healthcare and basic schooling for children. Registering is also a way to legally justify your residence in a specific municipality. The application form is available at any OAC and the certificate of *empadronamiento* is issued free of charge, on the spot.

### Documentation required

- Identity document: passport, Spanish residence permit, or official ID card from home country
- Your original rental contract, for a duration of at least 6 months.

If you do not have a rental contract, you can provide signed authorization from the owner of the apartment or whoever does have a current contract, along with a an original copy of their proof of ownership or their contract, and a photocopy of their ID card, passport or other official identification.

### What happens if I move?

You must inform the council office of your change of address. If you renew your Student Residence Card and have had a change of address, this will have to be documented with a certificate of *empadronamiento*.

**Citizen Information Offices in Barcelona** – consult [OACs Barcelona](#) for additional offices and opening hours; you can make an appointment [here](#).

**Plaça Sant Miquel**  
Pl Sant Miquel 4  
**Ciutat Vella**  
C/de les Ramelleres 17  
**Eixample**  
C/d'Aragó 328  
**Sants - Montjuïc**  
C/de la Creu Coberta 104

**Les Corts**  
Pl de Comas 18  
**Sarrià – Sant Gervasi**  
C/Angli 31  
**Gràcia**  
Pl Vila de Gràcia 2

#### OAC in Sant Cugat

Pl Vila 1  
Opening hours: JULY–SEPT, M–F, 8–14; rest of the year M–Th, 8–18:45; F, 8–14  
Make an appointment here: <http://citaprevia.gestorn.com/santcugat/#nbb>.

## ANNEX 2 – Glossary of Spanish paperwork

**Comisaría** – police station

**DNI** – Documento nacional de identidad – National ID card for Spaniards.

**Estancia vs Residencia** – In Spain, a differentiation is made between short-term or temporary residence, estancia, and longer-term, more permanent residence, residencia. The residence permit for non-EU students is considered estancia, never residencia. This distinction is important when applying for and renewing your Student 'Residence' Card.

**NIE** – Número de identificación de extranjero – the national ID number for foreigners. EU citizens who spend more than 30 days in Spain are required to apply for a certificado de registro de residente de la unión; which includes the NIE. The application fee is about €10 and the document, which is a plasticized piece of paper, is issued upon receipt of payment. The NIE must be accompanied by a passport for identification purposes. In Spain everyone is required to carry identification, so you are advised to carry, at least, a photocopy of your passport and the NIE.



**NIF** – Número de identificación fiscal – Fiscal/VAT number. For all foreigners, it is the same as the NIE.

**NUSS** Spanish Social Security Number – required document for anyone working in Spain.

Here is a [list of social security offices](#) in Barcelona.

The following documents must be presented:

- passport + photocopy
- NIE/TIE + photocopy of each side
- completed [Modelo TA1](#) form
- empadronamiento + photocopy (at certain offices)

It can take up to 45 days for a social security number to be assigned, but it's usually at the time of application.

**Student Residence Card** – Tarjeta de Estancia Para Estudios; Tarjeta de Estudiante – often referred to as the TIE. Non-EU students who are going to spend longer than 6 months in Spain are required to apply for the TIE within 30 days of arriving in Spain.

**TIE** – Tarjeta de identidad de extranjero – AKA student residence card (for non-EU citizens) which is to be applied for within 30 days of arriving in Spain for students staying for longer than 180 days. Credit card sized, it includes the NIE under the photo.



## ANNEX 3 – Useful Apps

**MyESADE** is an app designed especially for ESADE students needing access to essential information on the go:



- Registered courses – Access the Moodle page for your courses from your mobile phone.
- Scheduled classes – Have your daily timetable at hand and get notifications about rescheduled classes.
- Final grades – See your grades as soon as they're published!
- TUI card balance – You'll always know when you need to top up.

Available at Google Play and the App Store.

**My 112** allows you to communicate with the 112 Emergency Center, by sending your current geo-position, it helps the operator find your location. In addition, the app receives emergency alerts about incidents near your location and updated information about those incidents in real-time. Available at Google Play and the App Store.



**European Health Insurance Card:** the official EU app, which includes a guide on how to use the European Health Insurance Card in the 28 EU countries, Iceland, Lichtenstein, Norway and Switzerland, along with general information about the card, emergency phone numbers, covered treatments and costs, how to claim reimbursement and who to contact in case you have lost your card. Available in 25 languages, at Google Play, the App Store, and the Windows Phone Store.



**moovit** is a useful public transit information app which helps you plan trips and receive alerts about changes in service. Available at Google Play, the App Store, and the Windows Phone Store.

