

## International Exchange Fact Sheet/ Academic Year 2021/2022

### International Service Office

Mailing address:	Contact:	Website
Universidad Pontificia Comillas International Relations Service C/ Alberto Aguilera 32 28015, Madrid, España Tel. +34 91 542 2800	<b>Contact:</b> - Arturo Varona, Director of International Service and Director for International Courses: <a href="mailto:avarona@comillas.edu">avarona@comillas.edu</a> - Marta Albacete, International Projects, Bilateral Agreements: <a href="mailto:albacete@comillas.edu">albacete@comillas.edu</a> - María Fernández, International Internships: <a href="mailto:mforres@comillas.edu">mforres@comillas.edu</a> - Carmen González, Mobility Coordinator (Erasmus and Bilateral exchanges), Erasmus Agreements: <a href="mailto:cgonzalez@comillas.edu">cgonzalez@comillas.edu</a> - Guillermo López de la Cuesta, Coordinator of Comillas International Courses: <a href="mailto:guillermo.lopez@comillas.edu">guillermo.lopez@comillas.edu</a> - Raquel Roncero, Erasmus Placements, Staff Training and Teaching Mobility, Social Networks: <a href="mailto:rroscero@comillas.edu">rroscero@comillas.edu</a>	<a href="http://www.comillas.edu">www.comillas.edu</a> (Go to International Section)

### Important Information 2021/2022

<b><u>Exchange Nomination Deadline</u></b> Fall Semester: May 1 <sup>st</sup> , 2021 (non-European Union students) June 5 <sup>th</sup> , 2021 (Erasmus students) Spring Semester: October 1 <sup>st</sup> , 2021 (non-European Union students) November 5 <sup>th</sup> , 2021 (Erasmus students)	<b><u>Visa</u></b> <b>Students from non-European Union countries</b> must be in possession of a visa before arriving in Spain. ( <b>More information:</b> <a href="http://www.exteriores.gob.es/Portal/en/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/Inicio.aspx">http://www.exteriores.gob.es/Portal/en/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/Inicio.aspx</a>
<b><u>Academic Semester Calendar</u></b> <b><u>Classes period:</u></b> Fall 1 Sept. to 3 Dec., 2021 Spring 17 Jan. to 29 April, 2022	<b><u>Exams:</u></b> There will be an exam period at the end of each academic semester as well as an extra exam session for re-sitting exams in June. (See academic calendar) <b>NOTE: Students should wait for the definitive exams schedule to be available prior to make any travel arrangements for the end of the semester.</b>
<b><u>Orientation Sessions</u></b> Fall Semester August 30 and 31, 2021 Spring Semester January 12 and 13, 2022	<b><u>Level Test in Spanish</u></b> Students interested in enrolling in the course “Spanish for International Students” must take an online level test. The link to access the test will be sent by e-mail to each student.

### Student Services

**Accommodation:** The following companies collaborate with Universidad Pontificia Comillas to provide all services associated with accommodations:

<ul style="list-style-type: none"> <li>Students Global Relocation (SGR) <a href="http://www.studentsglobalrelocation.com">www.studentsglobalrelocation.com</a> E-mail: <a href="mailto:info@studentsglobalrelocation.com">info@studentsglobalrelocation.com</a></li> </ul>	<ul style="list-style-type: none"> <li>Aluni.Net <a href="https://www.aluni.net/es/">https://www.aluni.net/es/</a> E-mail: <a href="mailto:instituciones@aluni.net">instituciones@aluni.net</a></li> </ul>	<ul style="list-style-type: none"> <li>MadridEasy <a href="http://www.madrideasy.com">www.madrideasy.com</a> E-mail: <a href="mailto:info@madrideasy.com">info@madrideasy.com</a></li> </ul>	<ul style="list-style-type: none"> <li>Erasmusplay <a href="https://erasmusplay.com/es/">https://erasmusplay.com/es/</a> E-mail: <a href="mailto:comunication@erasmus.play.com">comunication@erasmus.play.com</a></li> </ul>
<ul style="list-style-type: none"> <li>Innfamily.com <a href="http://www.innfamily.com">www.innfamily.com</a> E-mail: <a href="mailto:info@innfamily.com">info@innfamily.com</a></li> </ul>			

**Library:** The Universidad Pontificia Comillas has an extensive Library System, with the Main Library on the Cantoblanco Campus and a second Reference Library downtown, which provides a wide selection of bibliographical material and documents to cover its teaching, study and research needs.

**Pastoral Services - Cultural Activities - Solidarity and Development Cooperation – Sports - Psychological Attention Service - Social Work Unit - Office for Internships and Employment - Institute of Modern Languages – Laboratories - Cafeterias and Dining Rooms - Bookshops, Printing and Photocopying Facilities.**

## 24 Hour Emergency Telephone

The University has a 24-hour Emergency Telephone that provides personalized attention to international students in case of emergency. This number will be distributed at the Orientation on the first day.

## Health Care and Insurance

**Students from the European Union** and the European Economic Space (Norway, Iceland and Liechtenstein as well as Switzerland, must bring their European Health Card with them (information on: <http://ec.europa.eu/social/main.jsp?catId=509&langId=en>)

**Students from non-European Union countries:** It is mandatory for international students who are not covered by the Spanish Social Security National Health Care System, bring an insurance policy from their home country which covers illness, hospitalization, accidents, civil liability, and repatriation for the entire length of time to be spent at the University.

## Living in Madrid

**Madrid**, the capital of Spain, is a cosmopolitan city with more than four million inhabitants. It is the site of Spanish government and is the most important financial and cultural center in the country. The cultural, leisure and sports offering is rich and varied. It has countless theaters and museums, such as the "El Prado" National Museum, the Thyssen-Bornemisza Museum and the Queen Sofia Center for the Arts (<https://www.turismomadrid.es/en/>).

**Arrival in Madrid:** The Adolfo Suárez Madrid-Barajas Airport is located some 12 kms away. There is access to the city by bus, metro or taxi.

**Transportation Network:** The "Metro" is the quickest way to reach any part of the city (<https://www.metromadrid.es/en/>), although Madrid also has a wide network of buses (<https://www.emtmadrid.es/Home>).

**Climate:** Madrid has a continental Mediterranean climate. Winters are cold, with temperatures below 6° C, frost at night and occasional snow. Summers are hot with average temperatures around 24°C in July and August, with highs that sometimes exceed 35°C.

## International Departmental Coordinators

*For information about courses and course descriptions you*

### **FACULTY OF THEOLOGY**

<http://www.teologia.comillas.edu/en/>

*Cantoblanco Campus*

**Ms. Marta García Fernández**

E-mail: [mgafernandez@comillas.edu](mailto:mgafernandez@comillas.edu)

Universidad Comillas, 3. 28049 Cantoblanco, Madrid

Tel: (+34) 91 734 39 50/ Fax: (+34) 91 734 45 70

### **FACULTY OF HUMAN AND SOCIAL SCIENCES**

*(Philosophy, Psychology, Education, Social Work, Translation and Interpreting, International Relations)*

<http://www.chs.comillas.edu/en/international/incoming-student/exchange-comillas-chs>

*Cantoblanco Campus*

**Ms. Patricia Vázquez**

E-mail: [pvazquez@comillas.edu](mailto:pvazquez@comillas.edu)

Universidad Comillas, 3. 28049 Cantoblanco, Madrid

Tel: (+34) 91 734 39 50/ Fax: (+34) 91 734 45 70

### **SCHOOL OF ENGINEERING (ICAI)**

<http://www.icaicomillas.edu/en/>

*Alberto Aguilera Campus*

**Mr. Alberto Zanmatti**

E-mail: [azanmatti@comillas.edu](mailto:azanmatti@comillas.edu)

Alberto Aguilera 25. 28015, Madrid

Tel: (+34) 91 542 28 00/ Fax: (+34) 91 559 41 33

### **FACULTY OF ECONOMIC SCIENCES AND BUSINESS ADMINISTRATION**

<http://www.icaide.upcomillas.es/en/prospective-exchange-students-ccee>

*Alberto Aguilera Campus*

**Ms. Mar Escalante**

E-mail: [escalante@comillas.edu](mailto:escalante@comillas.edu)

Alberto Aguilera 23. 28015, Madrid

Tel: (+34) 91 540 61 75/ Fax: (+34) 91 541 77 96

### **FACULTY OF LAW**

<http://www.icaide.upcomillas.es/es/prospective-exchange-students>

*Alberto Aguilera Campus*

**Ms. Mónica González**

E-mail: [mgonrodriguez@comillas.edu](mailto:mgonrodriguez@comillas.edu)

Alberto Aguilera 23. 28015, Madrid

Tel: (+34) 91 542 28 00/ Fax: (+34) 91 541 48 36

### **UNIVERSITY SCHOOL OF NURSING AND PHYSIOTHERAPY**

<http://www.euef.comillas.edu/en>

*Ciempozuelos Campus*

**Ms. María Galán**

E-mail: [mgalan.rrii@comillas.edu](mailto:mgalan.rrii@comillas.edu)

Avda. San Juan de Dios, 1 - 28350 Ciempozuelos, Madrid

Tel. (+34) 91 893 37 69 Ext. 506

### **CENTRO DE ENSEÑANZA SUPERIOR**

**ALBERTA GIMÉNEZ - CESAG**

[www.cesag.org](http://www.cesag.org)

*Palma de Mallorca Campus*

**Loreto Gútez**

E-mail: [lgutiez@cesag.org](mailto:lgutiez@cesag.org)

Costa de Saragossa, 16 - 07013 Palma de Mallorca. Baleares.

España

Tel. (+34) 971 792 81

### **INEA**

[www.inea.org](http://www.inea.org)

*Valladolid Campus*

**Rubén Rodrigo Fernández**

E-mail: [info@inea.edu.es](mailto:info@inea.edu.es)

C° Viejo de Simancas Km 4,5

47008 Valladolid. España