# Before arriving at IQS

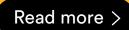
www.iqs.edu

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UNIVERSITAT RAMON LLULL

Before arriving at IQS

# Legal Procedures





### EU + EFTA students

Students from the European Union (EU) + Switzerland, Norway, Iceland, and Liechtenstein (EFTA)

If you are an EU or EFTA student you do not need a visa to enter Spain. The only documentation you will need is your **passport or your identity card** from your country of origin.

f you stay for longer than six months, you must register as a European Community Citizen when you arrive in Barcelona.

We will provide you with information on how to carry out this procedure upon your arrival.

Upon arrival, you can visit the Student Services Office where we can provide you with information on how to carry out the procedure.

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### Students from outside the EU

All non-EU students must apply for the corresponding **student visa** at the <u>Spanish</u> <u>diplomatic mission or consular office in their</u> <u>country of origin</u>. They will tell you what documentation you need for the visa process. The documentation required may vary from one Spanish Consulate to another, and if a consular officer deems it appropriate, they may request additional information depending on the case.

When you are given your visa, verify that your visa shows the **period of validity** (issue and expiration dates) and a **Foreign Resident Identification Number (NIE)**.

Upon arrival, you can visit the Student Services Office where we can provide you with information on how to carry out the procedure.

Spanish Consular Office >

The first step you need to take is registering with the Municipal Registry of Inhabitants (empadronamiento). This certificate certifies your place of residence. Registration is mandatory for anyone residing for three months or longer in any Spanish municipality.

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## Searching for accommodation

IQS is aware of how important it is to find a place that you can call home. Although we do not have our own accommodation, we do offer a wide range of proposals for all students.

 $\rightarrow$  It is very important that you be able to obtain your municipal registration certificate with the accommodation you choose.

#### $\rightarrow$ What is the municipal registry of inhabitants?

The empadronamiento (or municipal registry) is the document that certifies that you are legally residing in the city.

This document is a prerequisite for many of the legal procedures during your stay in Spain.

Before signing a contract for your accommodation, you should make sure that you can obtain the municipal registry certificate.

#### Advice on the municipal registry of inhabitants

 $\rightarrow$  If you are staying in a residence hall, you will have no problem registering.

 $\rightarrow$  If you would like to rent a flat, ask the landlord if they will provide you with the information needed to register. The landlord is obliged to provide them, but if you think this could be a cause of conflict, it is best to find another accommodation.

- $\rightarrow$  If you do not have a legal contract or have subleased a room without a contract, you will not be able to obtain the certificate.
- $\rightarrow$  If you live in a tourist flat you will not be able to register.

#### of inhabitants Residence Halls

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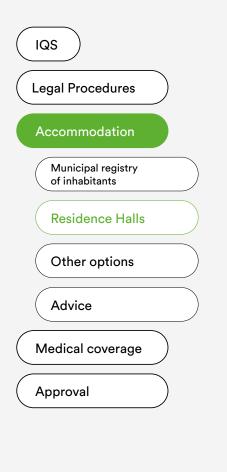
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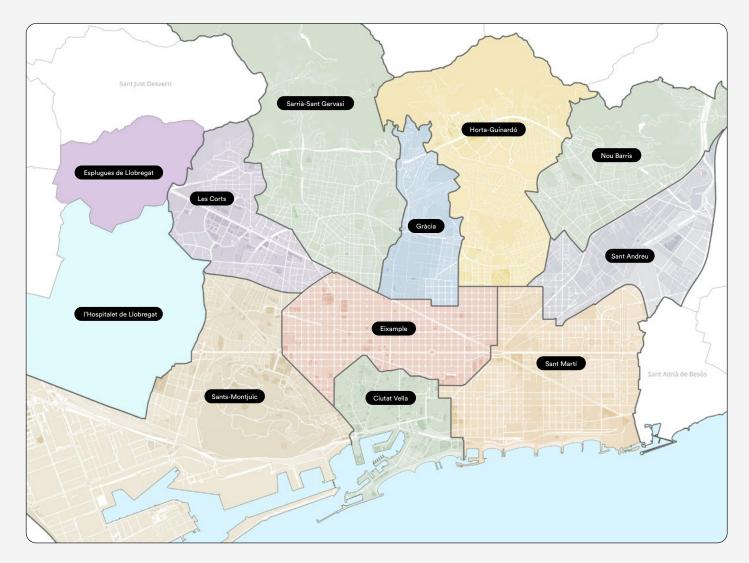
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## **Residence Halls**

IQS strongly recommends that students stay in one of the residence halls with which we have a signed agreement in place. You can find the location of these residence halls on the <u>map</u>. Contact the residence hall that suits you best to check its availability and offering.







Via Augusta, 390, Sarrià-Sant Gervasi, Barcelona

- ★ Walking
  Bus
- Metro / FGC
- 👩 FGC Suburban rail

Livensa Living Barcelona Diagonal Alto C/ de Sant Mateu, 9, Esplugues de Llobregat, Barcelona



Xior Student Housing Collblanc C/ Doctor Jaume Ferran i Clua, 20, L'Hospitalet de Llobregat, Barcelona

💂 👩 🔽 🛐 + 🚸 🗔 40 min

Resa Torre Girona Residence Hall Passeig dels Til·lers, 19, Les Corts, Barcelona

🏌 25 min 🛱 Η 68 19 min

Sarrià Residencia Universitaria C/ dels Esports, 1-7, Sarrià-Sant Gervasi, Barcelona

👫 15 min 🛱 🚺 8 min

Josep Manyanet Residence - Grupo Mestral C/ d'Entença, 307, Les Corts, Barcelona 1/2 30 min | R V9 20 min | R V7 25 min

Cosmopolitan Residence - Grupo Mestr Gran Via de les Corts Catalanes, 701, L'Eixample, Barcelona

📮 🔽 🛛 21 min

Lestonnac Residence- Grupo Mestral C/ d'Aragó, 284, trip, Eixample, Barcelona

💂 👩 S2 S1 21 min

Residència Universitària Resa Lesseps Pl. de Lesseps, 12, Gràcia, Barcelona



#### Xior Student Housing Lofttown C/ de Sèneca, 24, 26, Gracia, Barcelona

💂 👩 S2 S1 | 💂 👩 L6 23 min

Àgora BCN Passeig dels Castanvers, 21,

Horta-Guinardó, Barcelon

🛱 📕 40 min

#### Residencia Emilie de Villeneuve Grupo Mestral

C/ de la Marquesa de Vilallonga, 19, Sarrià-Sant Gervasi, Barcelona

🏌 15 min 🛛 🛱 🖪 🕇 15 min

Residencia La Salle Barcelona

Pg. de la Bonanova, 8, Sarrià-Sant Gervasi, Barcelona

🏌 20 min

Barcelona Diagonal Residence Hall C/ del Capità Arenas, 52, 56,

Sarrià-Sant Gervasi, Barcelona ★ 17 min | ■ V7 15 min

Resa Campus. La Salle Residence Hall C/ de Sant Joan de la Salle, 42, Sarrià-Sant Gervasi, Barcelona

🏌 22 min 🛛 🗖 📕 🗛 123 16 min

Turó Park Residence - Grupo Mestral C/ de Santaló, 35, Sarrià-Sant Gervasi, Barcelona ★ 34 min | 💂 👩 19 min

Resa Pere Felip Monlau Residence Hall C/ de Sant Oleguer, 20-22, Ciutat Vella, Barcelona

💂 👩 37 min 📗 🖶 🚸 37 min

Campus del Mar Residence Hall Pg. de Salvat Papasseit, 4, Ciutat Vella, Barcelona

💂 👩 41 min | 💂 🚸 41 min

Resa Investigadors Residence Hall C/ de l'Hospital, 64, Ciutat Vella, Barcelona



The Social Hub - Poblenou C/ de Cristóbal de Moura, 49, Sant Martí, Barcelona

💂 👩 51 min | 💂 🚸 51 min

Xior Student Housing Campus Diagonal Besòs Av. de Francesc Botey, 51, Sant Adrià de Besòs, Barcelona 58 min

### **Residence Halls**



C/ Marguesa de Vilallonga, 19 I5 minutes walking, 15 minutos by H2 bus



C/ Sant Mateu, 9, 08950 Esplugues de Llobregat, Barcelona 30 minutos by 68 bus

#### Àgora BCN >



C/Passeig dels Castanyers, 21 Tel.: +34 93166 90 00 e-mail: agoraresidents@cett.cat



C/ Passeig de la Bonanova, 8 20 minutes walking o 15 minutos by H4 bus

Turó Park Residence

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C/ Esports, 1-7 I6 minutes walking, 10 minutos by 130 bus



C/ d'Aragó, 284, trip, Eixample, 08009 Barcelona

21 minutos by S1 or S2 suburban rail

#### Lesseps Residence Hall >

- C/ Plaza Lesseps, 12  $\mathcal{Q}$ 
  - Tel.: +34 93 394 16 00 e-mail: lesseps@resa.es

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C/ Santaló, 35, Sarrià-Sant Gervasi, 08021 Barcelona

34 minutes walking, 19 minutes by suburban rail

Investigadors Residence Hall >

C/Hospital, 64  $\mathcal{Q}$ Tel.: +34 93 443 86 10 e-mail: investigadors@resa.es

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## Other options

f you prefer to live in a flat, we recommend using one of the following platforms that are exclusively for students. All you have to do is contact them, follow their steps, and find the accommodation that best suits your needs!

#### **Studentfy**

Studentfy is an association in Barcelona that collaborates with IQS. Check their accommodation section to do a search.

More information >

#### BCU - Barcelona Centre Universitari

This platform offers information on accommodation as well as interesting information in the area of higher education (research, conferences, living in Barcelona, etc.).

More information >

#### Habitatge Jove

This site lists various types of accommodation for university students. It is partnered with BCU.

#### More information >

When IQS enters into agreements with other accommodation providers the information is published on our website. You can consult the updated information here:

IQS Agreements >

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### Advice

#### Advice on renting a flat/room

 $\rightarrow$  Verify the condition of the flat thoroughly and make sure the appliances are working.

We recommend taking pictures before signing for the flat.

→ Important! Verify that the flat has a valid certificate of habitability and an energy efficiency certificate (documents that guarantee that the dwelling is fit to be inhabited).

 $\rightarrow$  Do not make any payments before signing the rental contract or before carefully reading all clauses in the contract.

→ Important! We recommend making payments by credit card. If there is an incident, you can ask your bank to cancel the payment or file a claim. With other payment methods it is not always guaranteed that you will be able to get refunded.

 $\rightarrow$  In general you will have to register for basic

services such as electricity, water, gas, telephone, and internet, because they are not usually included in flat rentals.

 $\rightarrow$  Talk to the landlord about rental insurance in case of an emergency.

 $\rightarrow$  Further useful links: Barcelona City Council information portal

Barcelona International Welcome >

# Insurance and medical coverage

Read more >

### Insurance and medical coverage

All students arriving in Spain are required to arrange and take out adequate insurance for the duration of their stay in Spain. The minimum requirements that this insurance must have are:

→ Insurance without wait periods or copayments that covers health care expenses (medical, surgical, pharmaceutical, hospitalization, and ambulance expenses) in case of illness or accident. A minimum coverage of €30,000 is recommended.

 $\rightarrow$  Repatriation or medical transport in the event of injury or illness.

 $\rightarrow$  Repatriation or transportation in the event of death.

→ Private civil liability insurance (minimum coverage of €30,000 recommended).

However, the conditions may vary depending on your country of origin, so IQS recommends requesting complete information from the Spanish Consulate and your insurance company before coming to Spain. Upon your arrival at IQS, you will be asked to provide proof of insurance for the duration of your time in Spain.

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### Students from EU countries

Be sure to check with your insurance company for the details and exact procedure to follow in case you need medical attention during your stay in Spain.

Apart from the insurance you must take out, if you are covered by the National Health System of your country, you can apply for the <u>European</u> <u>Health Insurance Card (EHIC)</u> in your country of origin.

The European Health Insurance Card (EHIC) allows you to access the Spanish National Health System through <u>CatSalut</u>, but as the agreements differ between countries, we recommend finding out about the coverage you will have before arriving.

At a minimum, emergency services are covered for European Health Insurance Card (EHIC) holders. European Health Insurance Card >

CatSalut >

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### Students from non-EU countries

Be sure to check with your insurance company for the details and exact procedure to follow in case you need medical attention during your stay in Spain.

If your stay in Spain is longer than one year, keep in mind that the insurance requirements when applying to renew your TIE will probably be stricter than those required for the visa. For example, you will need at least 100,000 euros of coverage and if your policy is from another country, you will have to legalize it at your country's consulate in Spain or at the Spanish consulate in your country.

In addition, all documentation you submit for the renewal process must be in Spanish and if you have it translated, it must be done by a sworn translator.

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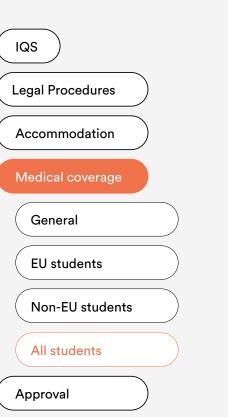
Medical coverage	M	led	ical	cov	erag	ge
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General

EU students

#### Non-EU students

All stude	ents
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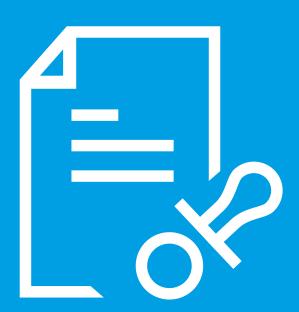


### All students

We respect students' right to choose their own insurance. However, information on the policies recommended by IQS is provided below:

#### ONCAMPUS ESTUDIA >

u-Citizens: Accepted for NIE (EU certificate) Non-EU citizens: accepted visa application & TIE renewal Before arriving at IQS



Accreditation and official approval for international studies

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#### Accreditation and official Approval

#### For EU Member States

(or other States with which international agreements have been signed on a reciprocal basis)

UNEDassis Acreditation >

#### For students from outside the EU



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### **EU Member States**

For <u>EU Member States</u> (or other States with which international agreements have been signed on a reciprocal basis)

Who it applies to

→ If you come from the education system in one of the following countries: Germany, Andorra, Austria, Belgium, Bulgaria, Croatia, Denmark, Slovakia, Slovenia, Estonia, Finland, France, Greece, Hungary, Ireland, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Norway, the Netherlands, Poland, Portugal, the United Kingdom, Czech Republic, Romania, Sweden, Switzerland, China, and Cyprus.

 $\rightarrow$  If you hold an International Baccalaureate (IB) Diploma.

 $\rightarrow$  If you hold a European Baccalaureate degree.

### How to access the Spanish university system

→ Through the accreditation for access to the Spanish university system (UNEDassis) issued by the National Distance Education University (UNED).

 $\rightarrow$  With this accreditation you will be able to obtain the qualification for admission to your chosen undergraduate studies.

Keep in mind:

 $\rightarrow$  If you access via this pathway, you will not be able to access via other pathways in the same academic year.

 $\rightarrow$  You cannot apply for admission in this manner if you have already gained access to a Spanish university.

 $\rightarrow$  Students who have a PAU (for Catalan universities) or EBAU (for Spanish as well as foreign universities) qualification may only use one of the two access qualifications.

#### Useful links:

 $\rightarrow$  You can see the steps to follow at: <u>UNEDassis</u>

→ You can find more information at: User Manual - Accreditation Request

→ For more help, please contact: unedasiss@adm.uned.es

#### **UNEDAssis CREDENTIAL**

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### For students from outside the EU

#### Who it applies to

If you come from an education system outside the EU.

### How to access the system Spanish university

You must apply for the approval and recognition of your pre-university studies with the Spanish secondary school baccalaureate degree.

 $\cdot$  Your access grade will be what is used for the approval of your baccalaureate degree.

Homologación

#### How to apply for the approval of the high school certificate

1. In your country of origin

 $\rightarrow$  To process the approval and recognition of foreign studies in your country of origin, you must consult the Spanish Embassy website in your country.

→ Once your degrees have been recognized and the approval has been received for the Spanish Baccalaureate, it will be the only valid certification for subsequent studies in Spain.

### 2. Through the Spanish Ministry of Education

→ Sub-Directorate-General for Degrees, Recognition, and Approval P. del Prado, 28. 28014 Madrid. Tel. +34 91 506 56 00 - +34 902 21 85 00

→ Sub-delegation in Barcelona (Higher Inspection Area in Education)

C. Bergara, 12. 08002 Barcelona. Tel. +34 93 520 96 03. More information on the website Email: altainspeccion.cat@correo.gob.es; legalizaciones.cat@correo.gob.es

#### <u>Useful links:</u>

- → General information
- → Procedure information
- → <u>Application</u>

# 3. Through the Department of Education of the Government of Catalonia

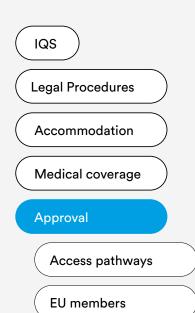
→ Individuals wishing to obtain recognition of studies or degrees earned abroad through this pathway must reside in Catalonia.

 $\rightarrow$  For this purpose, this must be accredited with a municipal registry certificate.

 $\rightarrow$  If you do not have the municipal registry certificate, you must start the process with the Ministry of Education.

#### <u>Useful links:</u>

- → Information on the municipal registry procedure
- → <u>Procedure information</u>
- → <u>Contact</u>



### For students from outside the EU

Keep in mind:

→ Spanish universities may conditionally admit students who prove that they have submitted the corresponding approval and recognition application while the accreditation procedure is being resolved.

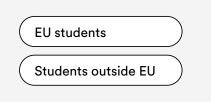
 $\rightarrow$  Conditional enrolment is only valid for one academic year.

 $\rightarrow$  Exceptionally, as long as it is verified that no decision has yet been issued on the approval and recognition, enrolment may be extended by one further academic year.

 $\rightarrow$  In the event that approval and recognition are not granted (regardless of possible remedies and/ or precautionary measures that may be imposed/ requested), both the enrolment and anything completed (grades, evaluations, etc.) will be null and void.

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### Accommodation





# Accreditation and approval



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