International Exchange Fact Sheet/ Academic Year 2023/2024

International Relations Service

Mailing address:
Universidad Pontificia Comillas
International Relations Service
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Tel. +34 91 542 2800

Contact:
- Arturo Varona, Director of International Service and Director for International Courses: avarona@comillas.edu
- Marta Albacete, International Projects, Bilateral Agreements: malbacete@comillas.edu
- Carmen González, Mobility Coordinator (Erasmus and Bilateral exchanges), Erasmus Agreements: egonzalez@comillas.edu
- Raquel Roncero, Erasmus Placements, Staff Training and Teaching Mobility, Social Networks: rroncero@comillas.edu
- Aránzazu Castellanos Herráiz, Global Initiatives: acastellanos@comillas.edu
- Xinyi Ying, Summer courses and Global Courses: xyinyi@comillas.edu
- Pablo Carbajosa, Cultural Activities: pcarbajosa@comillas.edu

Website
https://www.comillas.edu/en/international-relations-service
Erasmus Code: E MADRID02
OID: E10209186

Exchange Nomination Deadline

Fall Semester: May 1st, 2024 (non-European Union students)
June 1st, 2024 (Erasmus students)

Spring Semester: October 1st, 2024 (non-European Union students)
November 1st, 2024 (Erasmus students)

Nominations must be submitted filling in the “Nomination Form”. The form will be sent to the partners at the end of January. Each nominated student will receive an e-mail with the username and password required to fill in the on-line application as well as detailed information regarding Orientation days, Application deadlines, etc. Once the academic offer is available, each student will receive a second e-mail in order to complete the application process with the course selection.

Important Information 2024/2025

Academic Semester Calendar

Class periods:

Fall 2 Sept. to 5 December, 2024
Spring 13 Jan. to 25 April, 2025

Orientation Sessions

General Orientation: SRI - International Student Orientation (comillas.edu)
Further information regarding Welcome Week and Orientation Sessions in each Faculty or School will be sent to the students by e-mail.

Exams:
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)

NOTE: Students should wait for the definitive exam schedule to be available prior to making any travel arrangements for the end of the semester.

Level Test in Spanish
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

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

- Lodgerin
  www.lodgerin.com
  E-mail: info@lodgerin.com
- Aluni.Net
  https://www.aluni.net/es/
  E-mail: instituciones@aluni.net
- MadridEasy
  www.madrideasy.com
  E-mail: info@madrideasy.com
- Erasmusplay
  https://erasmusplay.com/es/
  E-mail: communication@erasmus.play.com
- Innfamily.com
  www.innfamily.com
  E-mail: info@innfamily.com
- MICAMPUS Living
  https://micampusresidencias.com
  E-mail: osa@micampusliving.com
- Spotahome
  www.spotahome.com
  E-mail: marioerdovas@spotahome.com

Visa

Students from non-European Union countries must be in possession of a visa before arriving in Spain. More information:

NOTE: 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.

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- Pablo Carbajosa, Cultural Activities: pcarbajosa@comillas.edu
### 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. Once international students receive their password, they can download the emergency card from: SRI - International Student Orientation (comillas.edu)

### 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: European Health Insurance Card - Employment, Social Affairs & Inclusion - European Commission (europa.eu))

**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 to 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 Museo del Prado, the Thyssen-Bornemisza Museum and the Queen Sofía Center for the Arts ([https://www.turismomadrid.es/en/](https://www.turismomadrid.es/en/)).

**Arrival in Madrid**: The Adolfo Suárez Madrid-Barajas Airport is located some 14 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](https://www.metromadrid.es/en)), although Madrid also has a wide network of buses ([https://www.emmadrid.es/Home](https://www.emmadrid.es/Home)).

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

For information about courses and course descriptions you may contact the Coordinators in the following Schools and Faculties:

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<thead>
<tr>
<th>School/Program</th>
<th>Website</th>
<th>Campus Location</th>
<th>Contact Person</th>
<th>E-mail Address</th>
<th>Address</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td><strong>FACULTY OF THEOLOGY</strong></td>
<td><a href="http://www.teologia.comillas.edu/en/">http://www.teologia.comillas.edu/en/</a></td>
<td>Cantoblanco Campus</td>
<td>Ms. Marta García Fernández</td>
<td><a href="mailto:mgafernandez@comillas.edu">mgafernandez@comillas.edu</a></td>
<td>Universidad Comillas, 3. 28049 Cantoblanco, Madrid</td>
<td>(+34) 91 734 39 50</td>
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<tr>
<td><strong>FACULTY OF HUMANITIES AND SOCIAL SCIENCES</strong></td>
<td><a href="http://www.chs.comillas.edu/en/international/incoming-student/exchange-comillas-chs">http://www.chs.comillas.edu/en/international/incoming-student/exchange-comillas-chs</a></td>
<td>Cantoblanco Campus</td>
<td>Ms. Patricia Vázquez</td>
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<td><strong>SCHOOL OF ENGINEERING (ICAI)</strong></td>
<td><a href="http://www.icai.comillas.edu/en/">http://www.icai.comillas.edu/en/</a></td>
<td>Alberto Aguilera Campus</td>
<td>Mr. Alberto Zanmatti</td>
<td><a href="mailto:azanmatti@comillas.edu">azanmatti@comillas.edu</a></td>
<td>Alberto Aguilera 25. 28015, Madrid</td>
<td>(+34) 91 542 28 00</td>
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<td><strong>FACULTY OF ECONOMIC SCIENCES AND BUSINESS ADMINISTRATION</strong></td>
<td><a href="http://www.icade.upcomillas.es/en/prospective-exchange-students-cces">http://www.icade.upcomillas.es/en/prospective-exchange-students-cces</a></td>
<td>Alberto Aguilera Campus</td>
<td>Mr. Jorge Calvo (Incoming)</td>
<td><a href="mailto:jcalvo@comillas.edu">jcalvo@comillas.edu</a></td>
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<td><strong>“SAN JUAN DE DIOS” SCHOOL OF NURSING AND PHYSICAL THERAPY</strong></td>
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<td>Campus CC de la Salud San Juan de Dios</td>
<td>Ms. Isabel Baeza</td>
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<td>Valladolid Campus</td>
<td>Mr. Rubén Rodrigo Fernández</td>
<td><a href="mailto:info@inea.edu.es">info@inea.edu.es</a>; <a href="mailto:ruben.rodrigo@inea.edu.es">ruben.rodrigo@inea.edu.es</a></td>
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