

esade

# International Student Handbook 2024–2025

Do Good. Do Better.

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# 01 Welcome



## Welcome

# Welcome

Dear International Student,

Thank you for choosing Esade for your international 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 at Esade.

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

Barcelona and Sant Cugat are integral parts of the autonomous community of Catalunya, where Catalan is the native language, and both Catalan and Spanish hold official language status. Additionally, Catalan is recognized as one of the official languages at Esade, alongside Spanish and English. Learning Catalan will not only enrich your cultural experience but also facilitate interactions with the local community.

Given the dynamic nature of the information contained herein, this handbook is a continual work in progress. While every effort has been made to ensure the accuracy of active links and details, certain elements are subject to change. If you encounter any such modifications, we kindly request that you promptly notify the International Student Advisors, enabling us to update the provided information.

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

Best regards on behalf of the of the Esade community.

**DISCLAIMER:**

The provided information in this handbook comes from official resources, but we do not take any responsibility or liability for it. Students should contact their attorney to obtain advice with respect to any particular legal matter. Additionally, it should be pointed out that as International Student Advisors we are not lawyers and do not provide legal advice. Therefore, the information presented is not legal advice.

**International Student Advisors**

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

<http://www.esade.edu/>

Welcome

# Esade Management Team



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Director General



**Joan Rodón**

Dean of Esade Business School



**Jorge Castiñeira**

Dean of Esade Law School



**Rebeca Carpi**

Vice-Dean of Faculty & Research for Esade Law School



**Mar Vila**

Vice-Dean of Faculty & Research Esade Business School



**Josep Franch**

Director of Executive Education

Welcome

# Education: on three campuses

## UNIVERSITY PROGRAMS (taught in Sant Cugat)

- Bachelor in Global Governance, Economics & Legal Order
- Bachelor in Business Administration (BBA)
- BBA & Bachelor in Artificial Intelligence for Business (BAIB)
- Bachelor in Transformational Leadership and Social Impact (BITLASI)
- BBA & Bachelor in Global Governance, Economics & Legal Order
- Master of Science Programs in Management (MSc)
- Master of Research in Management Sciences (MRes)
- Doctorate in Management Sciences (PhD)

## MBA PROGRAMS (taught in Barcelona & Madrid)

- Full-Time MBA
- Executive MBA
- Global Executive MBA
- Multinational MBA

## EXECUTIVE EDUCATION

(taught in Barcelona and Madrid)

- EMBA
- Executive Masters
- EMDOS
- EMPA
- PMD
- Open Enrolment Programs
- Custom Programs

## LAW PROGRAMS

(taught in Barcelona)

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





02

# Before arriving



Before arriving

# Visa requirements – 1/2

**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 European Health Insurance Card (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 co-payments 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 need a visa to enter the EU regardless of the length of the stay. The 90-day visa is commonly called the Schengen Tourist Visa and if you plan to travel abroad during your stay, you should apply for multiple entries.

Even if your nationality is not listed on the Annex 1, from January 1<sup>st</sup> 2024 you'll need to pay a fee and undergo a security check to get an [ETIAS](#) travel authorization, a visa-waiver similar to the American ESTA.

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 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.**



Before arriving

# Visa requirements – 2/2

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 some 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 (invitation to housing included)
- Proof of medical insurance including repatriation
- Other documentation specific to your situation

## 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.

Before arriving

# Considerations to keep in mind



You must absolutely start the process as early as possible. Although many consulates will not accept visa applications more than 60–90 days before the date of departure, you should check appointment availability even further in advance of that date. Delays occur often.



If you are coming to Barcelona with your spouse or other family members, you should try submitting a joint application to prevent delays.



If your passport is going to expire soon, better renew it sooner rather than later. Keep the old one as you might need it to provide a 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.



Make sure your passport gets stamped at your port of entry into the Schengen area or else you'll have to go to the immigration office at Passeig Sant Joan 189 with your boarding pass within 72 hours to get a certificate.



If you enter Spain on a Schengen (tourist) visa or without a visa, you will not be able to extend your stay beyond the 90-day limit. If you stay in the Schengen area for 90 days you won't be able to re-enter for the next 90 days.



If you are living outside your home country when you apply for a student visa, the Spanish consulate of your place of residence may require you to return to your home country to apply. Typically, a minimum 6-month residence permit from the consulate's jurisdiction is required.



If your Spanish Consulate of jurisdiction will only grant you the 90-day tourist Schengen visa, contact [isa@esade.edu](mailto:isa@esade.edu) as soon as possible. We strongly recommend that you apply for the long-term type D student visa for programs over 180 days and the short-term type D student visa for programs between 90 and 180 days

Before arriving

# Medical Insurance

## STUDENTS FROM EU COUNTRIES

If you have national health coverage, get a European Health Card (EHIC) in your home country for access to Spain's health system through CatSalut. Be aware of your specific coverage under the EHIC due to varying agreements between countries; at least emergency services are included.

If you have private insurance, check with your provider for details on coverage in Spain. For programs lasting over 6 months without an EHIC, you must show proof of a private medical insurance in Spanish or translated by a sworn translator. The plan should provide comprehensive coverage, including hospitalization, without co-payments, deductibles, reimbursement clauses, or waiting periods.



## STUDENTS FROM NON-EU COUNTRIES

For visa application purposes your policy has to include €100,000 of coverage including hospitalization, with no co-payments, reimbursement clauses, deductible or waiting period. If your stay in Spain is longer than a year and you will be renewing your TIE, you must provide proof of medical insurance when you renew next year. If the policy you submit when renewing your TIE 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, and the amounts of coverage should be stated in euros.

## ALL STUDENTS

We respect the right of students to choose their insurance. Esade recommends the [Oncampus Healthcare policy](#), which can be contracted online. The policy is accepted for the NIE (EU citizens), the student visa application and the TIE renewal (non-EU citizens).

Before arriving

# 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 (optional)

**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.



# 03 Contacts



## Contacts

# Esade Barcelona – Pedralbes Campus

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## Undergraduate Building

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# Esade Barcelona – Sant Cugat Campus



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# Esade Barcelona – Sant Cugat Campus

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**International Student Advisor – All programs****Ms Caroline Beckershaus****Mr Marcos González**

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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.

# Esade Barcelona – Sant Cugat & Pedralbes Campus

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**Building 2**

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**Psychological and Counselling Service – All programs****Ms Alba Marco****Ms Sílvia Molar**

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Esade's Psychological and Counselling Service (PACS) aim to ensure the psychological and emotional wellbeing of all students. It supports anyone experiencing issues related to their studies, or any psychological, social and/or emotional problems that are hindering their academic progress. The PACS team is formed by psychologists, accustomed to guiding people from different backgrounds and cultures through a wide range of issues.

# Esade Barcelona – Sant Cugat & Pedralbes Campus

## How do we help?

### Psychological and Counselling Service – All programs

#### 1. Learning Support and accommodations

We want to guarantee equal opportunities and the achievement of educational goals for everyone. This means we offer support to students who have a learning disability or other conditions and need extra learning support to achieve their goals.

For more information, please check the PACS webpage

#### 2. Individual Counseling

It can be challenging to adapt to a new environment, adjust to independent living, experience relationships that are not going well, or go through complicated life events. In case you are going through any psychological, social or emotional problems, you can set an appointment for a one-to-one counselling session. Everything you discuss with the student psychologist is strictly confidential and all the sessions are free.

To book an appointment, please contact: [pacs@esade.edu](mailto:pacs@esade.edu)

#### 3. Workshops

Workshops and training sessions are organized during the year to help students build skills to respond to the demands of life at Esade. The topics change each term, depending on needs and demands, and are announced on the online learning platform.

For more information, please check the PACS webpage

04

# Looking for housing



Looking for  
housing

# 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 or [Vita Students](#), which is located next to Esade’s building III at Av. d'Esplugues. In Sant Cugat, the [Roberto de Nobili Residence Hall](#) is on campus and less than 5 minutes from your classes.

Students studying at the Sant Cugat campus should consider the advantages and disadvantages of living either in Barcelona or Sant Cugat. 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. The rental prices are similar for both locations.

The housing situation has become more restrictive in the past years and 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 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 or Whatsapp 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

|                  |           |
|------------------|-----------|
| Housing (shared) | €500–€700 |
| Utilities        | €100–€200 |
| Groceries        | €250–€400 |
| Eating out       | €215–€320 |
| Public Transport | €40       |
| Sports           | €45–€80   |
| Misc Expenses    | €200–€500 |

Monthly Budget €1.350–€2.240

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.



Looking for  
housing

# Deciding where to live 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](#)

Looking for  
housing


# Deciding where to live Barcelona

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.**



## 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.**

Looking for  
housing

# Deciding where to live Barcelona



## 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.**

## 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**



Looking for  
housing

# Deciding where to live Barcelona



## 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**



## 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.



## 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.**

Looking for  
housing

# Deciding where to live Sant Cugat

Sant Cugat is a fairly quiet town with nearly 96,000 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.

## Leisure

Sant Cugat offers a wide range of restaurants, sports areas, cinemas, theatres, libraries, etc. For more information consult their [webpage](#) (in Catalan with translation options).

## 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 Besòs 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 <https://parcnaturalcollserola.cat/en>

Looking for  
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# 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  
<https://resa.es/en/residences/san-cugat-valles/roberto-nobili>

This list includes some popular options. Other alternatives can be found [here](#).

## Residència Universitària Sarrià

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

## Vita Student

– Pedralbes  
– Poblenou  
[https://www.vitastudent.com/en/cities/barcelona/?utm\\_source=Marketing&utm\\_medium=Affiliate&utm\\_campaign=ESADE\\_Flyer\\_January](https://www.vitastudent.com/en/cities/barcelona/?utm_source=Marketing&utm_medium=Affiliate&utm_campaign=ESADE_Flyer_January)

*\* 5% Discount for minimum stays of 10 months by booking through this link  
(Vita Students reserves the right to withdraw this offer anytime)*

## Beyoo

– Marina  
– Poble Sec  
+34 933 09 98 30  
[www.beyoo-living.es](http://www.beyoo-living.es)  
*\* 3% Discount for Esade students*

## The Social Hub

c/ Cristobal de Moura 49, 08019 Barcelona  
+34 93 309 98 30  
[www.thesocialhub.com](http://www.thesocialhub.com)

## Residencias Grupo Mestral

– Cosmopolitan  
– Anna Ravell  
– Emilie de Villeneuve  
– Turó Park  
– Lestonnac  
– Josep Manyanet  
[www.grupomestral.com](http://www.grupomestral.com)

## Xior Lofttown

c/ Sèneca, 24-26 08006 Barcelona  
+34 686 93 20 17  
[www.xior.es](http://www.xior.es)

## Resa Student Residence

– La Salle  
– Lesseps  
– Pere Felip Monlau  
– Barcelona Diagonal  
– La Ciutadella  
– Campus del Mar  
– Torre Girona  
[www.landings.resa.es/barcelona](http://www.landings.resa.es/barcelona)

## Barcelona Gràcia Student Housing

Carrer Gran de Gràcia, 117, 08012  
Barcelona  
+34 629 561 477  
[www.barcelona-housing-student.com](http://www.barcelona-housing-student.com)

## Residència Erasmus Gràcia

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

## Livensa Living

- Barcelona Diagonal Alto  
- Barcelona Marina  
[www.livensaliving.com](http://www.livensaliving.com)

*\* Special rates promo-code:  
- Entire academic year: BAR\_ESA\_AY  
- Semester: BAR\_ESA\_SM*

Looking for  
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# Housing possibilities

## More Permanent Accommodation



esade



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

To book your accommodation before your arrival we recommend [HousingAnywhere](http://HousingAnywhere), an international housing platform for mobile talents. Through HousingAnywhere you can safely book your new room, offered by verified private landlords and by outgoing students.

To receive a **20% discount** on the booking fee, a VIP profile and priority access to the listings in Barcelona and Madrid, sign up [here](#).

You can find information about finding your new place on the [how it works](#) page. Do you need more information or have a specific question? Send an email to [vip@housinganywhere.com](mailto:vip@housinganywhere.com)



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

Spotahome is an online platform with more than 110K + properties in Europe, with a great portfolio in Barcelona. Spotahome offers a 30% discount on its one-time service fee to ESADE students:

- ➔ Once you have found your home, fill in your personal data. Then click on Next Step
- ➔ Include some additional details to provide the landlord & click on continue.
- ➔ Select your payment method, enter the code ESADE30 at the bottom box & submit it.



[www.bcn-nest.com](http://www.bcn-nest.com)

Not excited about house-hunting? Let Margarita and Pura advise you on the best neighborhood and housing solution for you. Whether you need a room or a homestay, they are sure to find it. Plan ahead to settle into your new home upon arrival or schedule visits to your chosen properties. Reach out for a consultation; no obligations attached. They come highly recommended.

[info@bcn-nest.com](mailto:info@bcn-nest.com)

[www.livefurther.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 our students. To enjoy it:

- ➔ Search for the room or apartment and reserve it directly using the LiveFurther 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  
Upload a copy of your ESADE acceptance letter

Looking for  
housing

# Housing possibilities

## Rental Agencies in Barcelona

The following agencies are located in Barcelona and meet the following conditions:

- They offer fully-furnished properties suitable for students
- They generally deal directly with tenants whenever issues like repairs or misfunctions come up.

Before going to one of these agencies you should read the section “About Rental Agencies” that follows the listings below.

### Resa Housing

C/ Torrent de l'Olla, 219  
08012 Barcelona  
+34 932 389 072  
[www.resahousing.com](http://www.resahousing.com)

### Habitatge Jove

C/ Enric Granados, 19 Bajos 1  
08007 Barcelona  
+34 933 239 068  
[info@habitatgejove.com](mailto:info@habitatgejove.com)  
[www.habitatgejove.com](http://www.habitatgejove.com)

### BCU Housing

Torrent de l'Olla, 219  
08012 Barcelona  
[info@bcuhousing.cat](mailto:info@bcuhousing.cat)  
[www.bcuhousing.cat](http://www.bcuhousing.cat)

### Grupo Corinpa

Passeig de Gràcia 26, 2<sup>a</sup> 2<sup>a</sup>  
08007 Barcelona  
+34 638 840 361  
[begona@grupocorinpa.es](mailto:begona@grupocorinpa.es)  
[www.inmointerior.com](http://www.inmointerior.com)

### Sh Barcelona

Carrer Casanova 99, bajos  
[www.shbarcelona.com](http://www.shbarcelona.com)

### Altiro

Carrer Mallorca 303, entlo, 1<sup>a</sup>  
08037 Barcelona  
+34 932 530 427  
[www.altiobarcelona.com](http://www.altiobarcelona.com)

### Atemporal

Paseo de Gracia 85, 8<sup>o</sup>  
08008 Barcelona  
+34 935 288 908  
[www.atemporalrent.com](http://www.atemporalrent.com)

### My Space Barcelona

Prats de Molló 14  
08021 Barcelona  
+34 934 173 266  
[www.myspacebarcelona.com](http://www.myspacebarcelona.com)

### Prota House

C/ del Progrés 60, Bajos  
08904 Hospitalet de Llobregat  
+34 930 011 314  
[www.protahouse.com](http://www.protahouse.com)

### Misodi Rent

+34 932 412 910  
[v.huidobro@misodirent.es](mailto:v.huidobro@misodirent.es)  
[www.misodirent.es](http://www.misodirent.es)

### Inmobiliaria Hucart

+34 634 590 985  
[x.edo@inmobiliaria.es](mailto:x.edo@inmobiliaria.es)  
[www.inmobiliariahucart.es](http://www.inmobiliariahucart.es)

### Destination BCN

Ronda Universitat, 11  
08007 Barcelona  
+34 935 32 52 67  
[www.destinationbcn.com](http://www.destinationbcn.com)

### Aticco Living

(Coliving)  
Pallars 108  
08018 Barcelona  
+34 649 269 617  
[sales@aticcoliving.com](mailto:sales@aticcoliving.com)  
[www.aticcoliving.com](http://www.aticcoliving.com)

### Jump In Barcelona

(only female students!)  
+34 667 49 75 06  
[admin@jumpinbarcelona.com](mailto:admin@jumpinbarcelona.com)  
[www.jumpinbarcelona.com](http://www.jumpinbarcelona.com)



Looking for  
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# Housing possibilities

## Rental Agencies in Sant Cugat

The following agencies are located in Sant Cugat and meet the following conditions:

- They offer fully-furnished properties suitable for students
- They generally (though not always) deal directly with tenants whenever issues like repairs or misfunctions come up.

Before going to one of these agencies you should read the section “About Rental Agencies” that follows the listings below.

### **Fincas Moragas**

C/ Francesc Moragas, 17-19  
08172 Sant Cugat del Vallès  
+34 936 751 236  
[info@fincasmoragas.com](mailto:info@fincasmoragas.com)  
[www.fincasmoragas.com/en](http://www.fincasmoragas.com/en)

### **Soler Finques**

C/ Castellví 25  
  
08173 Sant Cugat del Vallès  
+34 935 143 940  
[www.solerfinques.com/en](http://www.solerfinques.com/en)

### **101 Pisos**

C/ Valldoreix, 58  
08172 Sant Cugat del Vallès  
+34 935 897 374  
[gestion@101pisos.com](mailto:gestion@101pisos.com)  
[www.101pisos.com/en](http://www.101pisos.com/en)

### **Cugat Casas**

Av/ Josep Anselm Clavé 22  
+34 935 895 176  
08172 Sant Cugat del Vallès  
[cugatcasas@cugatcasas.com](mailto:cugatcasas@cugatcasas.com)  
[www.cugatcasas.com](http://www.cugatcasas.com)

### **Organ**

C/ Francesc Moragas, 17-19  
08172 Barcelona  
+34 935 441 655  
[info@organ.es](mailto:info@organ.es)  
[www.organ.es](http://www.organ.es)





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# Housing possibilities

## Costs

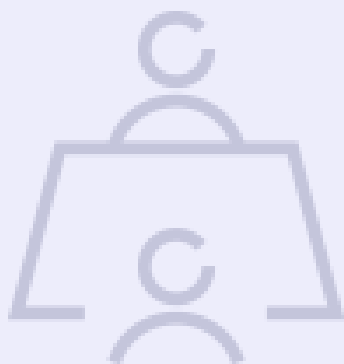


- **Average Cost of a Shared Apartment**  
€500–€700 per person per month. Prices vary with the neighborhood, building, apartment, furnishings and size of the bedroom as well as other expenses which may or may not be included in the rent.
- **Deposit:** typically, one–two month's rent, returned when 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 deciding to avoid misunderstandings later. 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.
- **Damages:** will be deducted from the deposit. Expect a cleaning fee at the end of your contract if the apartment is not 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.

Looking for  
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# Housing possibilities

## About Rental Agencies



### Relevant Information

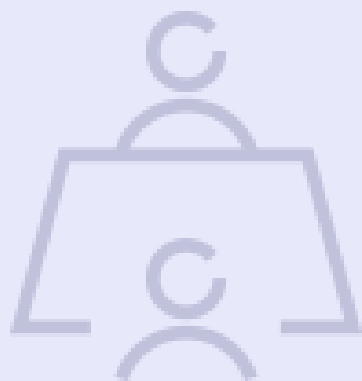
- **Types of rental:** Spain has three types of rental contracts: holiday rentals (which don't qualify for address registration), seasonal rentals or *arrendamientos de temporada* (intended to meet a different need than the tenant's permanent housing), and long-term rentals or *arrendamientos de vivienda*, which are the most protective of the tenant's rights. Note that seasonal contracts might sometimes make it hard to register one's address at the city hall.
- **Process with Agencies:** If renting from abroad, you will have to transfer the amount payable in advance to confirm your reservation. Only do this with reputable agencies! Even then, 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 a rule, someone from the agency will greet you at your apartment, acquaint you with the property, 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. At the International Student Advisory, we are happy review your contract before signing it.
- **Contract termination:** you can end a 6-month tenancy with a 30-day notice via email to avoid deposit forfeiture. Landlords may request monthly rent for each remaining year. Typically, landlords include a clause asking for 1 month's rent for every year of the remaining contract. For contracts shorter than a year, you may have to pay rent in proportion to the remaining time left. If there's no clause, you don't have to pay any compensation. You can terminate the tenancy agreement before 6 months if a clause states so. You can also terminate the contract early and without a notice period if the landlord fails to carry out necessary repairs and maintenance of the accommodation or unnecessarily disturbs the tenant.
- **Deposit:** To ensure you will get your money back, take pictures of everything when you move in. Right before moving out, request an inspection and ask your landlord to sign a declaration stating that the property is in perfect condition. Your landlord must return your deposit within 1 month of moving out. If they pay your money back later, they will have to pay interest. Landlords often ask their tenants to pay the deposit in cash. Insist on transferring the deposit. According to the law, landlords must declare the deposit to an administrative authority.

**Agency Fee:** As of May 2023, tenants no longer have to pay fees to rental agencies **for long-term leases**: expenses associated with new contracts are borne by the landlord. Beware of scams, agencies may still try to make you pay a fee pretexting "legal advice", "services to tenant", "property viewings" or others. Charging fees associated to seasonal contracts remains legal.

Looking for  
housing

# Housing possibilities

## About Rental Agencies & Alternative Resources



### 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

### Esade Housing Forum

The Esade Housing Forum was launched by the Human Resources Student Association: find accommodation and roommates among the Esade community.

### Facebook

Some programmes 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 ESADE cafeterias where local students and homeowners as well as established students who already have an apartment post adverts.

Looking for  
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# Housing possibilities

## Other Useful Housing Websites



### [www.erasmusplay.com](http://www.erasmusplay.com)

A comparison platform for student accommodation (a Trivago for students!)

### [www.buscoresi.com/barcelona](http://www.buscoresi.com/barcelona)

Only student residences

### [www.flatzoom.com](http://www.flatzoom.com)

Rental flats for IESE & Esade students  
hola@flatzoom.com

### [www.ficasso.com](http://www.ficasso.com)

Call +34933196176 or e-mail:  
info@ficasso.com

### [www.oh-barcelona.com](http://www.oh-barcelona.com)

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

### [www.studyabroadapartments.com](http://www.studyabroadapartments.com)

Offering an 8% discount on the booking fee for ESADE students.

### [www.idealista.com](http://www.idealista.com)

Real estate portal

### [www.pisos.com](http://www.pisos.com)

Real estate portal

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

Real estate portal

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

Real estate portal

### [www.badi.com](http://www.badi.com)

App for room renting

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

Apartments & rooms for rent

### [www.apartmentbarcelona.com](http://www.apartmentbarcelona.com)

Specialize in vacation apartments but ask for longer-term rates

### [www.barcelona.craigslist.org](http://www.barcelona.craigslist.org)

Classified ads

### [www.santjordi.org](http://www.santjordi.org)

Moderately priced university student apartments to share

### [www.barcelona-home.com](http://www.barcelona-home.com)

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

### [www.arbarcelona.es](http://www.arbarcelona.es)

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

### [www.aspasios.com](http://www.aspasios.com)

Short-term upmarket apt rentals for up to several months

### [www.apartamentossata.com](http://www.apartamentossata.com)

Call +34932844099 or e-mail:  
info@apartamentossata.com

### [www.helphousing.com](http://www.helphousing.com)

International housing platform

### [www.atico.es](http://www.atico.es)

Only penthouses

# 05 Just landed





Just landed

# Barcelona International Welcome Desk



<https://www.barcelona.cat/internationalwelcome/en/welcome-desk>

The city of Barcelona recently launched this service for their international community. The Barcelona International Welcome Desk is a support service for international talent who want to come and live in the city or who have recently settled here. The aim is to ease people's arrival and establishment in Barcelona, so that they can realize their full professional and personal potential.

An expert facilitation team will provide personalized support for people requesting this service for procedures linked to residency and work permits, steps required for creation a business or investing in one, identity documents, access to housing, medical care and education, mobility and public transport, taxation and other practical matters for living in the city.

Just landed

# 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/scooter and students often rent them for the duration of their stay. [Cooltra](#) and [Yego](#) are app-based rental scooter companies situated in Barcelona.

They also provide electric-motorbikes. Remember that you will need your international driver's license if you are non-European. In addition, more and more people are travelling by bicycle in the city and there's a bike share system, [Bicing](#), which costs 50€/year; you need to have a NIE and a credit card to be able to register. [Kleta](#) is a bike rental company recently founded by ESADE Alumni. You get your own bike for a fixed monthly fee with anti-theft guarantee and full maintenance included. With

[JetScoot](#) you can rent bikes, electric scooters and Segways as well as aquatic bikes. [Ubeego](#), [Getaround](#) and [BlaBlaCar](#) are car-sharing apps for Barcelona and Spain and [Go City Trips](#) is a shared mobility and multi modal app, which allows you to get around the city by using different forms of transport. 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.



Just landed

# Getting around in Barcelona and Sant Cugat

## 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 €6.75, a round-trip ticket costs €11.65 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](https://www.aerobusbcn.com)

### 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 can make the trip much less expensive. You can buy a TMB travel card in the tobacco shops at the airport: a single ride costs €2.40, but there are also monthly travel cards (TUsual) and other options. Travel cards are integrated and can be used on the metro, buses, tram and short-distance train journeys.

**renfe**

RENFE 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 €5.15. 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 many 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 €45.





[www.taxifarefinder.com](https://www.taxifarefinder.com)

Just landed

# Getting around in Barcelona and Sant Cugat

## Travel cards –fares

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 2 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.

|                          |  |  |  |  |
|--------------------------|---|---|---|---|
|                          | Personal plastic card   | Android phone   | Anonymous paper card  | T-usual paper card  |
| T-usual                  | ✓   | ✓   | ✗   | ✓   |
| T-jove                   | ✓   | ✓   | ✗   | ✗   |
| T-casual                 | ✓   | ✓   | ✓   | ✗   |
| T-familiar               | ✓   | ✓   | ✓   | ✗   |
| T-grup                   | ✓   | ✓   | ✓   | ✗   |
| One-time fee for support | 4,5 €   | 1 €   | 0,5 €   | 0,5 €   |





| Travel card         | Price for 1 zone (Bcn & St. Cugat) | Description                 | Best deal if          |
|---------------------|------------------------------------|-----------------------------|-----------------------|
| T-Casual            | 12.15€                             | 10 individual rides         | < than 18 rides/month |
| T-Usual             | 21.35€ (1 month)                   | Unlimited rides             | > 18 rides/month      |
| T-Grup              | 84.80€                             | 70 rides for multiple users | < than 18 rides/month |
| T-Jove (under 30yo) | 42.70 € (3 months)                 | Unlimited rides             | < 12 rides/month      |

Just landed

# Getting around in Barcelona and Sant Cugat

## Travel cards – how to get them



|   |                       |   |
|---|-----------------------|---|
|  | Personal plastic card | You can get it at one of the T-mobilitat kiosks with an appointments, which can be requested <a href="#">here</a> . Alternatively, you can sign in and order your card to be delivered at your address <a href="#">here</a> or on the <a href="#">app</a> .   |
|  | Android card          | On the <a href="#">app</a> .  |
|  | T-usual paper card    | Where to buy it: at ticketing machines.<br>Features: passengers will have to type their passport or ID number at the time of purchase since it is a personal and non-transferable fare option.<br>Fares: this T-mobilitat with ID can only be topped up with the T-usual fare.                                    |
|  | Anonymous paper card  | Where to buy it: at ticketing machines.<br>Features: a specific paper ticket format that will not require prior registration.<br>Fares: it can be recharged as often as required with several fare options and without needing to pay again. However, only one fare can be loaded onto the T-mobilitat at a time. |

Beware, cardboard tickets cannot be replaced or refunded if lost or stolen.

In many stations, you must use your travel card again to leave the station at the end of your journey, so keep it on hand. 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.



Just landed

# Spanish Paperwork once you arrive

## Padró / Empadronamiento / Census Registration

### What is *el Empadronamiento*?

The Padrón is Spain's official resident registry. All municipal residents, regardless of nationality or legal status, must register at the local Citizen Information Office (OAC). The registration certificate is required for TIE or NIE applications in Barcelona and Sant Cugat. The document is free of charge.

### Which documents are required?

- ✓ Identity document: Passport, official ID card from home country, NIE or TIE
- ✓ Proof of residence address: Original rental contract (min. 3 months, not older than 5 years) or recent utility bill (water, gas, electricity) with requester's name and address.
- ✓ If no rental contract, provide owner's authorization:
  - [Authorization form Barcelona](#)
  - [Autorization form Sant Cugat](#)
  - Landlord's rental contract or proof of ownership (original documents – no photocopies)
  - Photocopy of landlord's ID

### Where can I make an appointment?

You can register at any of the Citizen Information Offices (OAC) in the town where you live.

 [Sant Cugat](#)

 [Barcelona](#)

**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.



Just landed

# Spanish Paperwork once you arrive

## 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: To be able to do an internship in Spain, you MUST have an NIE!**

Click [here](#). Please note that obtaining an appointment will likely require many attempts: especially try accessing the website early in the morning. You can accept any appointment offered in the province of Barcelona.

- Select **Barcelona** from the list of provinces in the drop-down menu and click on **Aceptar**
- Ignore the section 'Cualquier Oficina'.
- Where it says 'Trámite Cuerpo Nacional Policia' in the drop-down menu, you need to select **Certificado de Registro de Ciudadano de la UE**.
- Ignore all the instructions and click **Entrar** at the bottom of the page.
- Select **Pasaporte / Documento de identidad** and type in the number of your passport or national ID card; click on the box stating you are not a robot.
- Click on **Solicitar Cita** (you can also consult appointments already made and cancel appointments already made).
- If there are appointments available, select the police station in any of the towns offered that suit you and then a day and time. You will need to give a Spanish based phone number and e-mail address (use your ESADE e-mail).

- ✓ 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 €12.

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.

Just landed

# Spanish Paperwork once you arrive

## 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 don't need to 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. This card contains your NIE. (*número de identificación de extranjero*).

Click [here](#). Please note that obtaining an appointment will likely require many attempts: especially try accessing the website early in the morning. You can accept any appointment offered in the province of Barcelona.

- Select **Barcelona** from drop down menu of provinces and click on **Aceptar**
- Ignore the section 'Cualquier Oficina'.
- Where it says 'Trámite Cuerpo Nacional Policía' in the drop-down menu, you need to select **POLICIA - TOMA DE HUELLAS (EXPEDICIÓN DE TARJETA) Y RENOVACIÓN DE TARJETA DE LARGA DURACIÓN**.
- Ignore all the instructions and click **Entrar** at the bottom of the page.
- Select **Pasaporte / Documento de identidad** and type in the number of your passport or national ID card; click on the box stating you are not a robot.
- Click on **Solicitar Cita** (you can also consult appointments already made and cancel appointments already made).
- If there are appointments available, select the police station in any of the towns offered that suit you and then a day and time. You will need to give a Spanish based phone number and e-mail address (use your ESADE e-mail).

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 €16.08.

Just landed

# Spanish Paperwork once you arrive

## Non-EU spouses and children

### Visas

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 get more complicated if the applications are submitted separately.

According to the Spanish government, non-EU spouses (or legally recognized common-law partners) and children may apply for a visa to enter and stay in Spain for the same duration as the main applicant as the holder of a student visa. Much of the same documentation will also need to be provided for family members, as well as documents verifying the relationship. Family members of non-EU citizens are not allowed to work in Spain.

### TIEs

Family members staying for more than six months will have to apply for the NIE within 30 days of their arrival in Spain at the Immigration Office in Barcelona. An appointment can be requested by sending an email to [familiares.estudiantes@correo.gob.es](mailto:familiares.estudiantes@correo.gob.es):

- ✓ **Subject:** *Grabar familiar estudiante*
- ✓ **Content:** Student's full name, passport and NIE number, full name/s and passport number/s of the family member/s and the address in Spain
- ✓ **Attachment:** Passport of the family member/s (personal data, visa entry stamp) and the visa of the student

### REQUIRED DOCUMENTS:

- ✓ A completed and signed [EX-17 form](#) and two copies  
The family member's original passport and photocopies of the pages with his or her personal data, the visa stamp and the stamp showing entry into Spain or the Schengen area.
- ✓ A photocopy of your passport and the pages with your personal data, your visa stamp and the stamp showing when you entered Spain or the Schengen area.

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

The procedure and documentation for your family member's TIE application are essentially the same as for your own: you will need to make an appointment and then take the required documents to the appointment.

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

Just landed

# Spanish Paperwork once you arrive

## Minors

Minors are required to have a legal guardian in order to process their TIE or NIE certificate, which must be done well within 90 days of their arrival in the Schengen area.

## 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.

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.





Just landed

# 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 [here](#). 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     | Plaza Urquinaona nº 6, 13 C                         | 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 Aribau, 185 – IV, planta                     | 34 902 050 141   |
| Japan       | Avinguda Diagonal, 640, 2ª Floor D                  | 34 93 280 3433   |
| Malaysia    | Moll Barcelona, 1 (World Trade Center)              | 34 93 310 2020   |
| Mexico      | Paseo de la Bonanova 55                             | 34 93 201 1822   |
| Netherlands | Avinguda Diagonal, 611                              | 34 91 353 7500   |
| Norway      | Calle Diputación, 238-244, Ático 4ª                 | 34 93 218 4983   |

Just landed

# Consulates in Barcelona

| Country        | Address  | Telephone Number |
|----------------|--|------------------|
| Philippines    | Passatge Madoz, 5, 1ª                              | 34 93 026 7007   |
| 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   |

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# Banking in Barcelona and Sant Cugat

## ✓ Using your bank account at home

If you're on exchange, using ATMs (*cajeros automáticos*) is probably the most convenient.

- ✓ Most banks have ATMs, but they normally charge a commission if you're not a client.
- ✓ Check with your bank before you leave to 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. Visa and MasterCard are accepted almost everywhere; American Express runs a close second in usability.
- ✓ Foreign currency exchange booths can be found 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\*

- ✓ 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 to carry out transactions by teller.
- ✓ It's 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 in Spain are extremely inconvenient. Most banks are open 8:15–14:00, Monday–Friday; some savings banks are open Thursday afternoon, October–March; 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** to save on service charges and to avoid inconveniences when receiving a money transfer.
- ✓ Most banks only accept larger money transfers from your own bank account abroad or from a family member. The amount of the deposits should be in relation to your expenses.
- ✓ Non-EU nationals who stay for longer than one year will have to renew their TIE, in which case they will have to provide proof of financial means on a Spanish bank.

\*Students from certain nationalities (the list is ever shifting but some of them include Russia, Iran, Pakistan, Afghanistan & Venezuela) will likely experience greater obstacles to open an account. If you are from one of these countries contact us at [isa@esade.edu](mailto:isa@esade.edu)

Just landed

# Banking in Barcelona and Sant Cugat

## 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 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.

## 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**

## B Sabadell

49

0310@bancsabadell.com  
Rambla de Ribatallada, 8  
Sant Cugat  
Tel. 935 891 178

0053@bancsabadell.com  
Capitán Arenas, 26  
Barcelona  
Tel: 932 042 404

Once admitted, you can apply for a Sabadell-Atlántico bank account before arriving.

- ✓ You do not have to present a NIE at this point (only at these two branches).
- ✓ During the first year, no commissions are charged for students under 30.

## N26 The Mobile Bank

[For ESADE Students - Free 6 Months You Card \(9,90€/month\) or 3 months Metal Card \(16,9€/month\).](#) Open an account from your phone in 8 minutes. Free ATM withdrawals in Euro zone from any bank. Commission free payments worldwide in any currency and real time exchange rate. International transfers through our partner "Wise". Free national and international transfers reception. Customer service in 5 languages, 7 days a week from 7am to 11pm.

## Deutsche Bank



Passeig de Gràcia, 112  
Barcelona  
Tel: 934 04 21 02

Plaça dels Quatre Cantons, 1  
Sant Cugat del Vallès  
Tel: 936 74 14 04

Students under 30 can open the *Cuenta Joven DB* without maintenance or management fees.

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# Telephoning

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.
- ✓ Lower cost operators such as Pepephone, Masmovil, Jazztel, Yoigo, Simyo and Lowi are popular too.
- ✓ Connectivity offers competitive plans for prepaid cards, which can be purchased directly through their [website](#) before arriving.
- ✓ Many 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 House.
- ✓ Choose whether you prefer a contract or prepaid card when buying a SIM card for a mobile phone. If you choose a contract, 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 it includes.
- ✓ You may check this [website](#) set up by a consumers' organization to compare different plans. You need to indicate your state (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.
- ✓ Cell phones are easily lost or stolen. While Barcelona is relatively safe, it is all too easy to be pickpocketed. If you have an expensive phone, consider buying or bringing a smartphone that would be less attractive to pickpockets. 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.

## THE BASICS

- ✓ Country code for Spain > **+34**
- ✓ 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.
- ✓ Numbers beginning with 803, 806 and 807 are premium rate numbers
- ✓ Numbers beginning with 901 are shared-cost numbers
- ✓ Numbers beginning with 902 are fixed cost numbers.



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# 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 paying duties, handling fees and possibly VAT on whatever is shipped, whether personal effects or merchandise. 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 to pay for extra luggage and bring what you need with you. 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 to double check the address, 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.
- ✓ If your package is sent using the public postal system, once you are notified of its arrival you will have to register your NIE with the tax office and then create an account on the *ADT Postales* website, uploading various documents, including the arrival notice, a list of contents and value as well as purchase receipts for new merchandise. If you do not have an NIE you can use a friend's as long as it's registered with the tax office. Whether sending through a private courier or the post office order to avoid problems, include a list of contents in the package and keep a duplicate list yourself.

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

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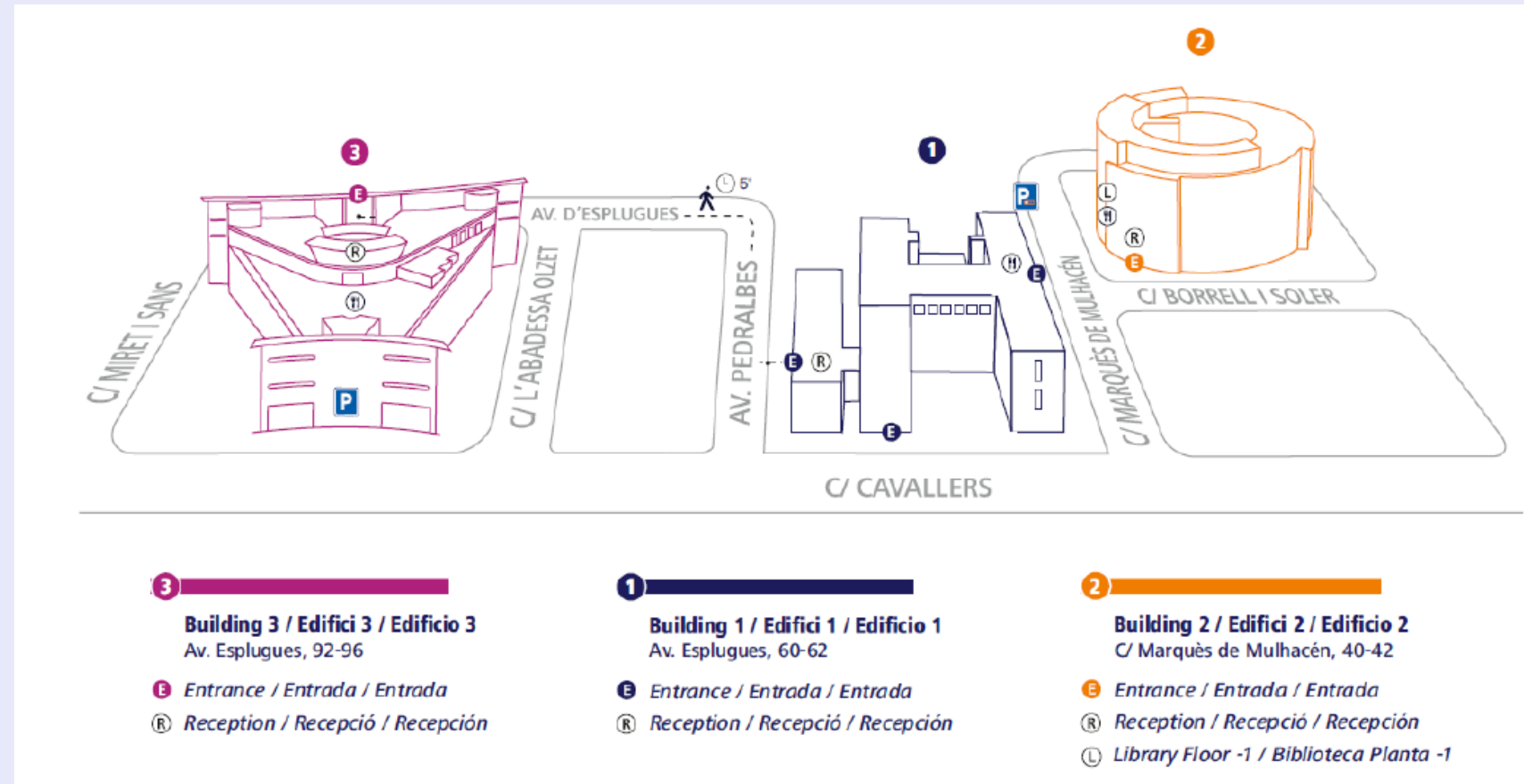
# Esade Barcelona – Pedralbes Campus

## Esade buildings 3, 1 & 2

Esade Barcelona-Pedralbes is 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.

The **Law School** is in Building 1, the **Esade Library and Corporate Documentation Center** is in Building 2 and **Executive Education and the MBA** are based in Building 3.

\* 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.



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# Esade Barcelona – Pedralbes Campus

## Campus Hours

| Building 1   | Building 2  | Building 3  |
|--|---|---|
| <p>Av Pedralbes 60-62<br/>08034 Barcelona</p> <p>-</p> <p>Monday–Friday 8:00– 22:00</p> <ul style="list-style-type: none"><li>✓ Cafeteria</li><li>✓ Career Services–School of LAW</li><li>✓ Central Services</li><li>✓ Chapel</li><li>✓ Director General's Office</li><li>✓ ESADE Forum</li><li>✓ Faculty Offices</li><li>✓ ICT Services</li><li>✓ International Relations Offic</li><li>✓ Law Department &amp; Offices</li><li>✓ Registrar's Office</li></ul> | <p>C/ Marques de Mulhacén 40-42<br/>08034 Barcelona</p> <p>-</p> <p>Monday–Friday 8:00–22:00,<br/>Saturday 8:00–14:00</p> <p>Library, including the European Documentation Center and the Business Information Center</p> | <p>Av d'Esplugues 92-96<br/>08034 Barcelona</p> <p>-</p> <p>Monday to Friday 08:00–22:00,<br/>Saturday 08:00–14:00</p> <ul style="list-style-type: none"><li>✓ Executive Education</li><li>✓ MBA</li><li>✓ Cafeteria &amp; terrace, 2nd floor: M–F 8:30–21:00, Sat 8:30–14:00 (the terrace offers one of the best views of Barcelona)</li><li>✓ Car &amp; Bike Park, entrance behind building: M–F 7:30–11:00. Special fare for ESADE students; bikes for free.</li></ul> |

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# Esade Barcelona – Pedralbes Campus

## Getting there



### Metro

L3

**Line 3**  
Green Line –  
Maria Cristina or Palau  
Reial stop; 20-minute  
walk uphill



### Buses

|    |    |
|----|----|
| 63 | 68 |
| 75 | 78 |
| H4 | V5 |

**Line 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

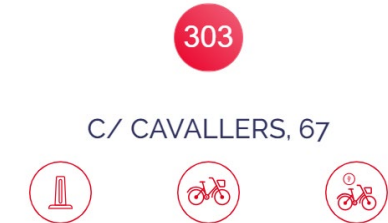


### Taxi

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.



### Bike



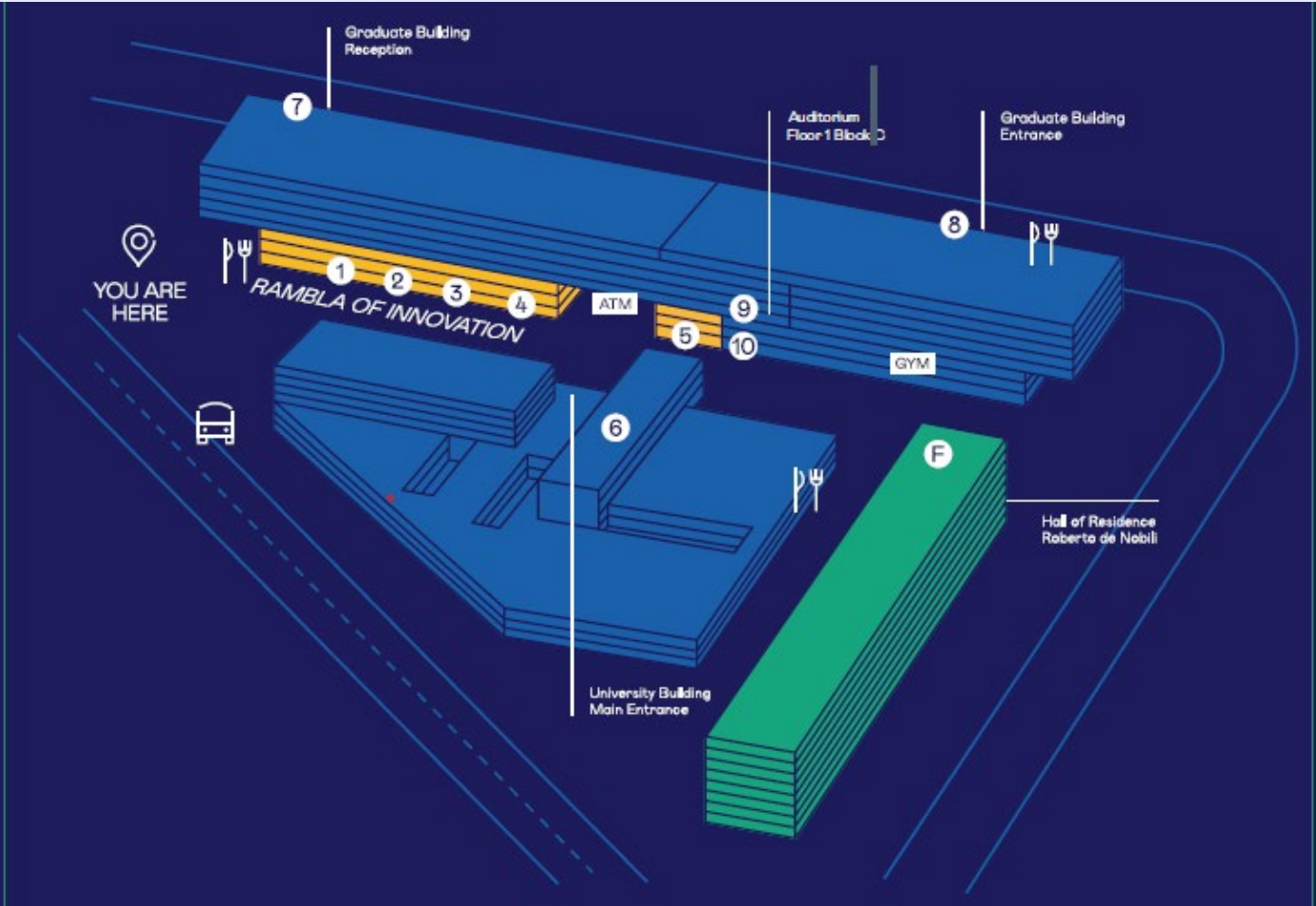
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# Esade Barcelona – Sant Cugat Campus

The ESADE Sant Cugat campus incorporates the Undergraduate programmes of the Business School, the Master of Sceince Programme and the Roberto-de-Nobili Student Residence. A campus map is available [here](#).

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

| Rambla of Innovation | Esade                               | Residence Roberto de Nobili  |
|----------------------|-------------------------------------|------------------------------|
| 1 Decision Lab       | 6 University Building ( Reception ) | F Reception                  |
| 2 eGarage            | 7 Graduate Building ( Reception )   |                              |
| 3 eWorks             | 8 Graduate Building ( Entrance )    | Services                     |
| 4 Fusion Point       | 9 Graduate Building ( Auditorium )  | ATM Automated Teller Machine |
| 5 Fab Lab            | 10 Esade Alumni                     | Restaurant - Cafeteria       |





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# Esade Barcelona – Sant Cugat Campus

## Campus Hours

Reception (ext 4024)

October- June

Monday-Friday 08:00–22:00

Saturday-Sunday 10:00–20:00

Program Management BBA & MSc:  
M–F 09:00–13:30 and 14:30–18:30

Career Services: M–F 10:00–18:00

Library: M–F 8:00-0:00, Sa & Su 9:00-21:00

Research Programs Office:  
M-F 12:00–16:00

Admissions Office:  
M-F 9:00–18:00

ICT (TIC) Services:  
M–F 8:00–21:30, Sa 10:00-14:00

Bar/Cafeteria:  
07:30–21:00, Lunch: 12:30–15:30

Car Park: 24/7; special student rate of €9/day  
07:00–22:00. Monthly rate also available

Matteo Ricci Oratory: open during building hours

Building closed

JUL 27 - AUG 18, 2024

SEPT 11 & 24, 2024

OCT 12, 2024

NOV 1, 2024

DEC 6 & 8, 2024

Christmas break TBA

JAN 6, 2025

APRIL 14 - 21, 2025

MAY 1, 2025

JUN 9, 2025

JUN 24, 2025

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# Esade Barcelona – Sant Cugat Campus

## Getting there



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 “ferros”.

[FGC station map](#)

**Departure: Plaça Catalunya Arrival: Sant Cugat**

Frequency:

- 7:30-9:30 every 2.5 minutes
- Monday-Thursday 9:30-17:00 and Fridays 9:30 to 15:00 every 5 minutes
- Monday-Thursday 17:00-20:00 and Fridays 15:00-20:00 every 8.5 minutes

Duration of journey: 29 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, 6:34–21:44 from the station and 7:23–22:03 from Esade, Monday–Friday. The L2 bus from the train station drops you off in front of the Auditori, a couple of blocks from Esade.

[L8 Timetable](#)

[L2 Timetable](#)

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# Esade Barcelona – Sant Cugat Campus

## Getting there



### Intercity buses

|    |    |
|----|----|
| 63 | 68 |
| 75 | 78 |
| H4 | V5 |

**Line 63, 68, 75, 78, H4 & V5**  
all within a 5-minute walk

**A4 Line:** The bus stop is located 5 minutes from the Esade campus. It links Terrassa, Rubí, Sant Cugat del Vallés, Cerdanyola del Vallés 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:  
Monday-Sunday: first bus leaves at 1:00; last bus leaves at 5:05  
Frequency: 1 hour. It follows the same route as the train.

From Plaça Catalunya (Barcelona):  
Monday-Sunday: first bus leaves at 0:30; last bus leaves at 4:35  
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.

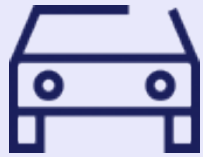
From Sant Cugat: first bus leaves at 00:15; last bus leaves at 3:25. Frequency: 1 hour.  
From Plaza Catalunya (Barcelona): first bus leaves at 1:20; last bus leaves at 4:30. Frequency: 1 hour.

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# Esade Barcelona – Sant Cugat Campus

## Getting there

### 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:

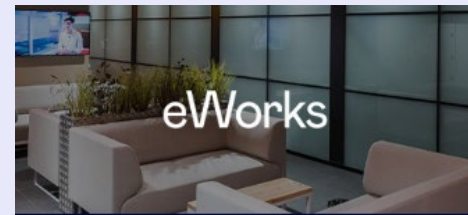
[https://www.esade.edu/itemsweb/webbs/imagenes/transport\\_guide.pdf](https://www.esade.edu/itemsweb/webbs/imagenes/transport_guide.pdf)

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# Rambla of Innovation

The [Rambla of Innovation](#) is a space for experimentation and creation. It is a vibrant startup ecosystem bringing together Esade learning and research, the business community, public administrations and social enterprises to respond to the real challenges that companies and society face.

The Rambla connects companies looking for new solutions and students who have brilliant ideas, providing them the facilities and services they need to launch innovative projects in a multicultural setting focused on making an impact.





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# Services at Esade – Sant Cugat

## Eurest Cafeteria

### Location:

Undergraduate Building (ground level)

**Opening hours:** M–F 08:00–21:00

**Kitchen hours:** 12:00–15:30

Offers breakfast and lunch buffet service

## Bite Restaurant

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

**Opening hours:** M–F 8:00–16:00

**Kitchen hours:** 12:00–15:30

Offers breakfast and lunch buffet service

## Eurest Coffee Shop

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

**Opening hours:** M–F 8:00–19:30

**Kitchen hours:** 12:00–15:00

Offers hot & cold drinks, sandwiches and snacks

## Esade Shop

### Location:

Undergraduate Building  
(ground level)

**Opening hours:**  
M–F 8:30–15:30

## Corner 4 Gym

**Location:** Graduate Building  
(ground 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

## SAR – Religious Guidance Service Matteo Ricci Oratory

### Location:

Undergrad. Building, A floor (-1 floor)

### Opening hours:

same as University Building

At Esade, many people feel the need for 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 religions or faiths. 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:

- ✓ **Teresa Careta** – Office 124 (1st floor, Unioffice) [teresa.careta@esade.edu](mailto:teresa.careta@esade.edu)
- ✓ **Pep Mària** – Office 413 (2nd floor, North Tower) [pep.maria@esade.edu](mailto:pep.maria@esade.edu)

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# 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) or the MyESADE app. The Program Management 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 username is: [xxx@esade.edu](mailto:xxx@esade.edu); your e-mail address is: [xxx@alumni.esade.edu](mailto:xxx@alumni.esade.edu)

## eCAMPUS

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

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# Esade Student ID Card (TUI)

After uploading 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 Eurest & BITE restaurants, as well as on the parking. 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.



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# International Student Cards

## STUDENTFY

**Studentfy** provides a large variety of services to students:

- Student card: discounts and other benefits in Barcelona and Madrid
- Events: football tournaments, trips and business networking activities in Barcelona & Madrid.
- Landing Services: guides, housing, banking, legal help, internships, medical insurance



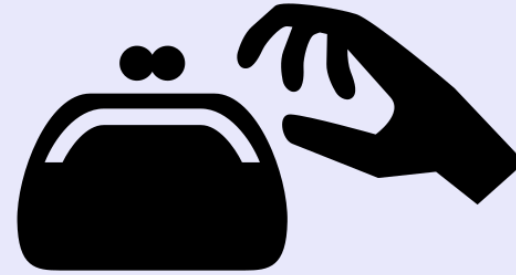
## ISIC Student Card

The **ISIC Student Card** offers many discounts all over the world. It also gives you access to contract their own insurance policy.



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# 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 rare, Barcelona is an attractive destination for tourists, which makes it attractive to petty thieves and notoriously expert pickpockets.
- ✓ [Barcelona Yellow](#) and other guidebooks offer useful safety advice for visitors to Barcelona. You can also find recommendations from the Catalan government [here](#).
- ✓ Bear in mind that thieves and pickpockets often work in groups and create or take advantage of distractions. Be aware of who is around 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 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.

## 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.



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# 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.



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# The Esade library

## EUROPEAN DOCUMENTATION CENTER (CDE)

Building 2, Floor -1 (inside the library)  
+34 934 953 807

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 / guame@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:** 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.

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# Bank Holidays 2024-2025

- September 11, Wednesday, La Diada (C)
- September 24, Tuesday, La Mercé (B)
- October 12, Saturday, Día de Hispanidad (S)
- November 1, Friday, Todos los Santos (S)
- December 6, Friday, Día de la Constitución (S)
- December 8, Sunday, the Immaculate Conception (S)
- December 25, Wednesday, Christmas (S)
- December 26, Thursday, St Stephen's (C)
- January 1, Wednesday, New Year's Day (S)
- January 6, Monday, Epiphany/Three Kings (S)
- April 18, Good Friday (S)
- April 20, Easter Sunday (S)
- April 21, Easter Monday (C)
- May 1, Thursday, International Workers Day
- June 9, Pentecost Monday (B)
- June 24, Tuesday St John's (C)
- August 15, Friday, the Assumption (S)

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



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# Esade Student Associations

The Esade student community is lively, active and plural. Students in our programs can participate in various activities through student associations. You can find detailed information about Student Associations and their contact details [here](#).



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# Esade Alumni

[Esade Alumni](#) (EA) with a network of over 72,000 members worldwide, encourages students to join one of the more than 72 [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 25% are living outside of Spain representing 115 nationalities from 100 countries offer unparalleled diversity.





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# 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 several 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  
[www.cancaralleu.cat](http://www.cancaralleu.cat) (only in Catalan or Spanish)

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  
[www.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.

[www.dir.cat/en](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.

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

## Eurofitness Sant Cugat

Rambla del Cellar s/n  
08190 Sant Cugat del Vallés  
Tel: 935 830 345

## Eurofitness Perill

c/Perill 16-22  
08012 Gràcia, Barcelona  
Tel: 934 594 430





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# 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.

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# Useful Apps



**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.

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# Useful Apps



**moovit** is a useful public transport 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.



**T-Mobilitat** is the new digital ticketing system for public transport in the Barcelona area, offering contactless travel (only for Android users) and improvements in terms of use, service, and information.



**TMB App** is another useful app with information about public transport with information about bus and subway routes, departure times, stops, delays, etc. Available at Google Play and the App store.

# esade

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