

International Student Handbook

2014/2015

ESADE

CONTENTS

WELCOME	4
1. Welcome to ESADE!	5
2. Values and CRS	7
3. Education: on two campuses	9
4. ESADE Management Team	10
BEFORE ARRIVING	11
5. Visa requirements	11
6. Medical Insurance	13
7. What to bring along	14
8. Contacts ESADE Barcelona-Pedralbes Campus	14
Law THEMIS Program	14
9. Contacts ESADE Barcelona-Sant Cugat Campus	14
BBA & Combined Undergraduate and Master in Management Program	14
CEMS, MSc & Double Degree Programs	14
MBA Programs	15
Master's in Research & PhD Programs	15
International Student Advisor	16
LOOKING FOR HOUSING	17
10. Deciding where to live	17
Estimated monthly budget	17
BARCELONA	18
SANT CUGAT	20
11. Housing possibilities	21
About rental agencies	23
JUST LANDED	25
12. Getting around in Barcelona and Sant Cugat	25
13. Spanish Paperwork once you arrive	27
Students from EU countries	27
Students from non-EU countries	29
14. Consulates in Barcelona	31
15. Banking in Barcelona	32
16. Telephoning	34
17. ESADE Barcelona-Pedralbes Campus	35
Building 1	36
Building 2	36
Building 3	37
18. ESADE Barcelona-Pedralbes Campus: GETTING THERE	37
19. ESADE Barcelona-Sant Cugat Campus	38

20. ESADE Barcelona-Sant Cugat Campus: GETTING THERE	38
21. ESADE Creapolis	40
22. Services at ESADE Creapolis	40
23. ESADE Communication Sources.....	42
24. ESADE Student ID Card (TUI)	42
25. Security on campus	42
26. ESADE Intranet.....	43
27. The ESADE library	43
28. Bank Holidays 2013 - 2014.....	45
29. ESADE Student Organizations	46
MBA CLUBS.....	48
30. ESADE Alumni	48
31. Sports Facilities in Barcelona and Sant Cugat	49
32. ANNEX 1 <i>Empadronamiento</i>	50
33. ANNEX 2 Spanish Paperwork Glossary	51

WELCOME

Dear International Student:

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

In early 2009, the ESADE undergraduate, MSc, MRes and PhD Business Programs moved to Sant Cugat and in 2012 they were joined by the Full-time MBA Program, so we're still a young campus. Sant Cugat is located about 20 km northwest of Barcelona on the other side of the Collserola mountain range. The aim of this Student Handbook is to familiarize you with both the ESADE Barcelona – Sant Cugat campus as well as the ESADE Barcelona – Pedralbes campus. Where information is specific to a program, it's indicated in the handbook.

Because of the nature of the information provided, this is a perennial work in progress. Every effort has been made to verify the details but some are subject to change, so if you find any such changes, please notify the International Student Advisor so that the information provided can be updated.

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

Best regards on behalf of the International Relations Team,

Jūra Žymantas
International Student Advisor
MARCH2014
jura.zymantas@esade.edu
<http://www.esade.edu/>

1. Welcome to ESADE!

In 1958 a small group of innovative businessmen imagined the future. ESADE is the outcome of their initiative and entrepreneurial spirit. Today, with 50 years of experience, ESADE continues to make positive contributions to the development of entrepreneurial leaders as well as their staff and organizations, fostering social responsibility and an ethical commitment to their companies.

ESADE is an academic institution devoted to the areas of management and law, with three areas of activity in:

EDUCATION – to excellent academic standards with a social and human focus

THE CREATION OF KNOWLEDGE –based on research and the rigorous study of existing knowledge

DEBATE – with independent academic input to contribute towards improving society

ESADE has become an important center for research in the ever-changing fields of social science, management, law and economics as well as a forum for discussing and evaluating current and foreseeable socio-political, cultural and technological developments. ESADE has long been distinguished by its commitment to pluralism.

Today, ESADE ranks prominently among university institutions not only in Spain but also internationally, finding itself among the top schools in rankings carried out by The Wall Street Journal, The Financial Times and Business Week serving the public interest by educating future leaders of society, carrying out research and analysis and actively participating in government projects.

ESADE has developed a cooperative culture focused on teamwork, closely engaged in the current corporate climate. The business school strives to train business people with an open, entrepreneurial spirit who are capable of leading a team through the changes that challenge them daily, providing fast responses and knowing how to take advantage of the opportunities that these ongoing changes have to offer.

The innovative spirit that marked ESADE from the beginning remains as alive today as ever.

INTERNATIONAL OUTLOOK

Right from the start, ESADE opted for an international focus. It is one of the founding members of the European Foundation for Management Development (EFMD) and the Community of European Management Schools (CEMS). ESADE is also a member of the American Assembly of Collegiate Schools of Business (AACSB), The Association of MBAs (AMBA), The Graduate Management Admission Council (GMAC), the Latin American Council of Business Schools (CLADEA) and numerous other academic and professional associations.

ACCREDITATION

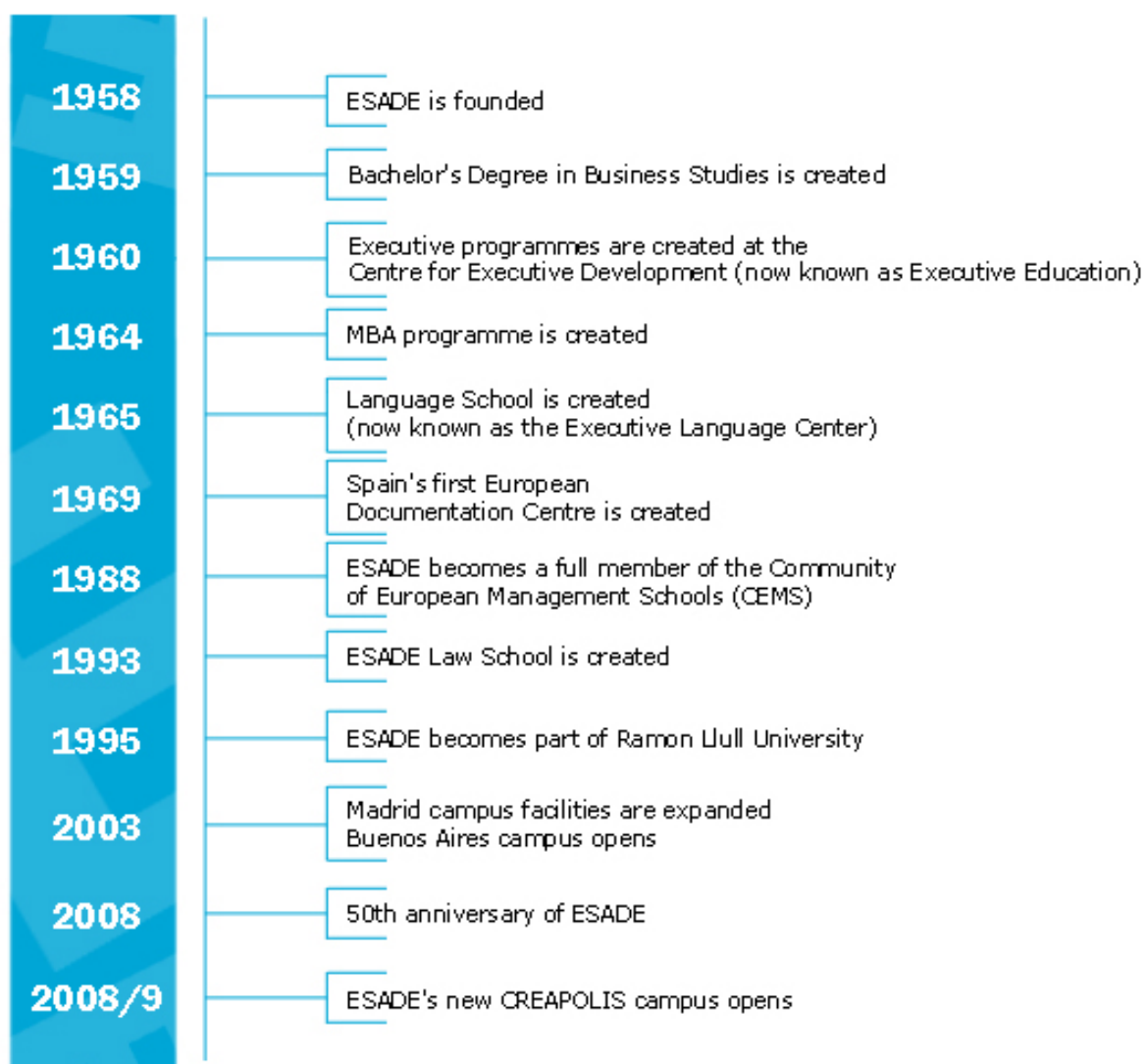
ESADE Business School received the EQUIS Quality Label awarded by the EFMD in 1998 and the corresponding re-accreditation in 2002. The MBA Program was first accredited by AMBA in 1994 and

reaccredited in 1999. In 2001 the AACSB accredited the Degree Programs at ESADE. The Business School became one of only four European Schools to have this triple accreditation.



A BRIEF HISTORY

ESADE is managed by a *director general*, who is appointed by the board of trustees of the *Fundació ESADE*. Academic responsibility for each of the schools belonging to ESADE is assigned to a dean or director appointed by the board of trustees on the recommendation of the director general.



2. Values and CRS

DECLARATION OF VALUES

ESADE aims to educate individuals with a high level of professional competence, aware of their responsibilities as national and global citizens, sensitive to issues of solidarity and social justice and able to engage in collective projects. To that end ESADE is involved in promoting 'human qualities': a combination of knowledge, judgment, balance and depth that generates confident, consistent, reliable citizens capable of living fundamental values.

Being part of a university institution such as ESADE involves an attitude of commitment to its mission: a commitment that is expressed in the values governing our daily coexistence and academic activity. Those who share these values make up our community.

Members of ESADE freely form part of their community and, in accepting these basic values, each member should decide on their own way of putting them into practice. In this climate of freedom and mutual respect, ESADE invites its members to promote actions and behaviors that are consistent with its values.

This declaration is open to the changes which may affect our community in the future.

The ESADE community is committed to promoting a set of values consistent with human qualities and academic and professional excellence, values which it aims to use to serve the local and global society of which it forms part. These values are:

1. Acting with **integrity** in academic and professional endeavors.

This means behaving, even in difficult circumstances, in a manner that reflects the institution's commitment to fundamental values such as rigor and effort in carrying out activities, honesty, a critical spirit, fairness and a sense of responsibility.

2. **Respecting** individuals, colleagues and oneself and **being sensitive** to the specific circumstances of others

This means recognizing the dignity of all individuals and being able to accompany and help others when needed, working towards building a more just and humane world.

3. Valuing **diversity** positively and learning from differences between individuals, ideas and situations.

This means understanding that differences of gender, socioeconomic status, ethnicity, culture, language, religion, sexual orientation, physical characteristics and other differences are enriching opportunities for learning about other people, the world and oneself.

4. Searching, sharing and contributing to the **common good** of the ESADE community.

This means being aware that the pursuit of one's own interests cannot be separated from the good

of the community as a whole and this is reflected in attitudes of respect and responsibility towards the community.

5. Assuming responsibility and commitment to create a **more just society**.

This means understanding not only what reality in actual fact 'is', but also what it 'should be' based on justice, a fundamental value expressed in the Universal Declaration of Human Rights.

Based on these values, members of the ESADE community undertake to act with personal integrity, professional conscientiousness and social responsibility.

Personal integrity means that words and actions are consistent with each other, with personal convictions or beliefs and with the values embodied in the declaration.

Professional conscientiousness means rigor in carrying out our activities, a culture of effort, continuous updating of knowledge, a capacity for autonomy and cooperation, a transforming creativity and a spirit of service and improvement.

Social responsibility means assuming and taking into account the consequences of one's own decisions and their impact on justice in organizations and society, both locally and globally.

ESADE's GREEN RULES



3. Education: on two campuses



UNIVERSITY PROGRAMS *(taught in Sant Cugat)*

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

MBA PROGRAMS *(taught in Sant Cugat)*

- Full-Time MBA (Flexible format: 12, 15 and 18 months)
- Part-Time MBA *(taught in Barcelona – Pedralbes Building 3)*

EXECUTIVE MASTERS *(taught in Barcelona – Pedralbes Building 3)*

- GEMBA
- EMBA Barcelona & Madrid
- Open Programs
- Custom Programs



(located in Barcelona – Pedralbes Building 1)

- Bachelor in Law
- Master in Law (Full-Time Master's, Part-Time Master's)
- Specialization modules, In-Company Training and Conferences & Seminars

4. ESADE Management Team

Eugenia Bieto

Director General

eugenia.bieto@esade.edu

www.esade.edu/faculty/eugenia.bieto

Alfons Sauquet

Dean of ESADE Business School

alfons.sauquet@esade.edu

www.esade.edu/faculty/alfons.sauquet

Eduardo Berché

Dean of ESADE Law School

eduardo.berche@esade.edu

www.esade.edu/faculty/eduardo.berche

Alfred Vernis

Executive Director of ESADE Business School University Programs

alfred.vernis@esade.edu

<http://www.esade.edu/faculty/alfred.vernis>

Glòria Batllori

Executive Director of the MBA

gloria.batllori@esade.edu

www.esade.edu/faculty/gloria.batllori

BEFORE ARRIVING

5. Visa requirements

STUDENTS FROM EU-COUNTRIES and citizens of Norway, Iceland, Liechtenstein and Switzerland **do not require a visa to enter Spain**. All you need is a national identification card or passport however, if you are staying for longer than 90 days, you will have to provide proof of medical insurance coverage as well as proof of financial means once you arrive.

STUDENTS FROM NON-EU-COUNTRIES may or may not need a visa for visits **of less than 90 days**. Consult the lists at: [Do I need a visa?](#) and also the Spanish Consulate which covers your jurisdiction. Citizens of countries in Annex 1 are required to have a visa to enter the EU, regardless of the time you plan to spend here.

If your stay in Spain is for 180 days or less, you must apply for a short-term, type D Student Visa, also referred to as a Schengen Visa, which allows you to remain in Spain / the Schengen area for up to 180 days. It does not allow for extensions nor can you apply for a Student 'Residence' Card when you arrive.

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, (*Tarjeta de Identificación de Extranjero, Tarjeta de Estancia Para Estudios*) within 30 days. Make sure to have your passport stamped at your first point of entry into the Schengen area to be able to prove when you arrived.

If you 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. Many consulates will not accept visa applications more than 60 days before the date of departure. You will have to apply at the Spanish Consulate which has jurisdiction over your place of residence and visa requirements may vary from one consulate to another.

Required documentation for Student Visa:

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

*MBA students – contact the MBA Office

Students from all other programs contact jura.zymantas@esade.edu

IMPORTANT:

For stays of longer than 180 days, other required documentation may include a medical certificate, an absence of criminal record certificate for each country you've spent 6 months or more in in the last 5 years or an FBI background check if you're applying from the US or have lived there in the last 5 years, so be sure to contact the Spanish Consulate soon.

CONSIDERATIONS TO KEEP IN MIND:

- ✓ If you apply for a new passport, keep your old one so that you can provide a history of travel if need be for other visa applications during your stay at ESADE. In the past, students' visa applications to third countries have been rejected for lack of proof of previous travel history.
- ✓ If you plan to travel outside of Spain during the period shown on your Student Visa, be sure to ask for a multiple-entry visa although there is no guarantee that you will get it.
- ✓ If you enter Spain on a Tourist Visa or without a visa, you cannot extend your stay beyond the 90-day limit without further paperwork. In the event that you decide to stay longer than 90 days, you may be required to return to your home country to apply for a Student Visa there or you may be required to pay a fee for every day over the initial 90 days.
- ✓ Be sure to get your passport stamped when you enter the Schengen area, regardless of whether you arrive in Spain or any of the other Schengen countries. Your plane ticket stub or receipt may be accepted as proof of date of entry if you need to apply for a Student 'Residence' Card, however, you may be required to return to the airport to get the stamp.
- ✓ If you do not need a visa to enter Spain, you can stay in the country / the Schengen Area for up to 90 days within any 180 days without a visa. That means that when you leave Spain after 90 days you have to stay away for 90 days before you can return.
- ✓ In the past, some Spanish Consulates have instructed students who are coming to Spain for only three months to come on a Tourist Visa rather than a Student Visa. A Tourist Visa is valid for 90 days and may be easier to obtain. Follow the advice of the Consulate.
- ✓ If you are living outside your home country when you apply for a Student Visa, the Spanish Embassy or Consulate in the country where you are currently residing may require you to return to your home country to apply for the Student Visa. Do not assume that you will be able to obtain a Student Visa from a Spanish Embassy or Consulate outside your home country.

6. Medical Insurance

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

STUDENTS FROM EU-COUNTRIES If you are covered by your country's national health system, request a European Health Card (EHIC) in your home country. The EHIC allows you access to the Spanish national health system through CatSalut but agreements differ between countries. As a

minimum, emergency services are covered for EHIC cardholders. If you are covered by private insurance, consult your insurance company to find out how your policy “works” here in Spain.

STUDENTS FROM NON-EU COUNTRIES If you contract private insurance before arriving in Spain, be sure to consult your insurance company about the specific details and exact procedure to follow in case you need medical attention while in Spain. If your stay in Spain is longer than a year and you will be renewing your Student ‘Residence’ Card, you will have to provide proof of medical insurance when you renew next year. All documentation submitted for the renewal process must be in Spanish and if you have it translated, it must be done by a sworn translator.

ALL STUDENTS

We respect the right of students to choose their medical insurance provider but in answer to students’ requests, there is a group medical policy offered with DKV through GAESCO and a reimbursement policy tailored for students with Omnibus. Both are private entities and totally independent from ESADE.

GAESCO

Ms. MARTA COT
Gaesco Seguros
c/ Dr. Ferran, 3-5
08034 BARCELONA
Tel: + 34 933 662 731
Fax: + 34 933 662 732
mcot@gvcgaesco.es

OMNIBUS

c/Balmes 188, 4º, 2ª
08006 Barcelona
Tel: +34 93 241 21 38
Fax: +34 93 200 24 57
http://www.omnibusbcn.com/Portal_Formulario_Salud_Int.asp#

7. What to bring along

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

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

RECOMMENDATION: Scan and keep all your important documents in a pdf file so that if you lose any of them, you have a backup.

8. Contacts

ESADE Barcelona – Pedralbes Campus

Law & THEMIS Program

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

Ms Araceli Domenech

Program Manager, Law Exchange & THEMIS

araceli.domenech@esade.edu

Registrar

lawexchangeprograms@esade.edu

9. Contacts

ESADE Barcelona – Sant Cugat Campus

BBA & BBA Exchange Program

Av Torre Blanca 59
08172 Sant Cugat –
Barcelona
Tel: +34 935 543 511

Ms Elisenda Diaz

Canada, Europe and Latin America

Incoming and outgoing students

elisenda.diaz@esade.edu

Mr Simone Vincis

Asia, United States and Oceania

Incoming and outgoing students

simone.vincis@esade.edu

CEMS, MSc & Double Degree Programs

Ms Caroline Beckershaus

MSc Program Manager (International Management)

caroline.beckershaus@esade.edu

Ms Marta Bergua

MSc Program Manager (Finance)

marta.bergua@esade.edu

Ms Donka Jeleva

MSc Program Manager (Innovation & Entrepreneurship)

donka.jeleva@esade.edu

Ms Maja Murko

Program Manager (CEMS & Double Degree)

maja.murko@esade.edu

Ms Martina Steffens

MSc Program Manager (Marketing Management)

martina.steffens@esade.edu

Ms Jenny Badía

MSc Program Manager (International Management)

jenny.badia@esade.edu

MBA Programs

ESADE Creapolis

Av Torre Blanca 57

08172 Sant Cugat –

Barcelona

Tel: +34 932 806 162

Ms Laura Bonavia

Program Manager, Full-Time MBA
Section A

laura.bonavia@esade.edu

Ms Franziska Ewald de Aceves

Program Manager, Full-Time MBA
Section C

franziska.ewald@esade.edu

Ms Neus Marcet

Program Manager, Full-Time MBA
Section B

neus.marcet@esade.edu

Research Programs

Master of Research in Management Sciences (MRes)

PhD in Management Sciences

Dr Jonathan Wareham

Vice Dean for Research
jonathan.wareham@esade.edu

Dr. Cristina Giménez

Director
MRes & PhD in Management Sciences
cristina.gimenez@esade.edu

Dr François Collet

Associate Director
MRes in Management Sciences
francois.collet@esade.edu

Dr. Vicenta Sierra

Associate Director
PhD in Management Sciences
vicenta.sierra@esade.edu

Ms Pilar Gállego

Program Manager
PhD in Management Sciences
pilar.gallego@esade.edu

Ms Silvia Espín

Program Manager
MRes in Management Sciences
silvia.espin@esade.edu

International Student Advisor – all programs

Ms Jūra Žymantas

jura.zymantas@esade.edu

The International Student Advisor (ISA) is the person to contact for any non-academic issues you may have before or during your stay at ESADE, no matter what program you're enrolled in. Her 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 Spanish paperwork if need be.

LOOKING FOR HOUSING

10. Deciding where to live

ESADE does not have housing facilities for students in Barcelona – Pedralbes but students are welcome to stay at the [Residencia Sarrià](#), which is a 15 minute walk down to the Pedralbes campus and about 25 minutes to the Sarrià FGC station. In addition there is a shuttle bus that goes to the Sant Cugat campus twice daily for a fee. In Sant Cugat, the [Roberto de Nobili Residence Hall](#) is on campus and less than 5 minutes from your classes. It offers special prices and promotions for ESADE students, so whether you're looking for temporary housing or something more permanent, do contact them.

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

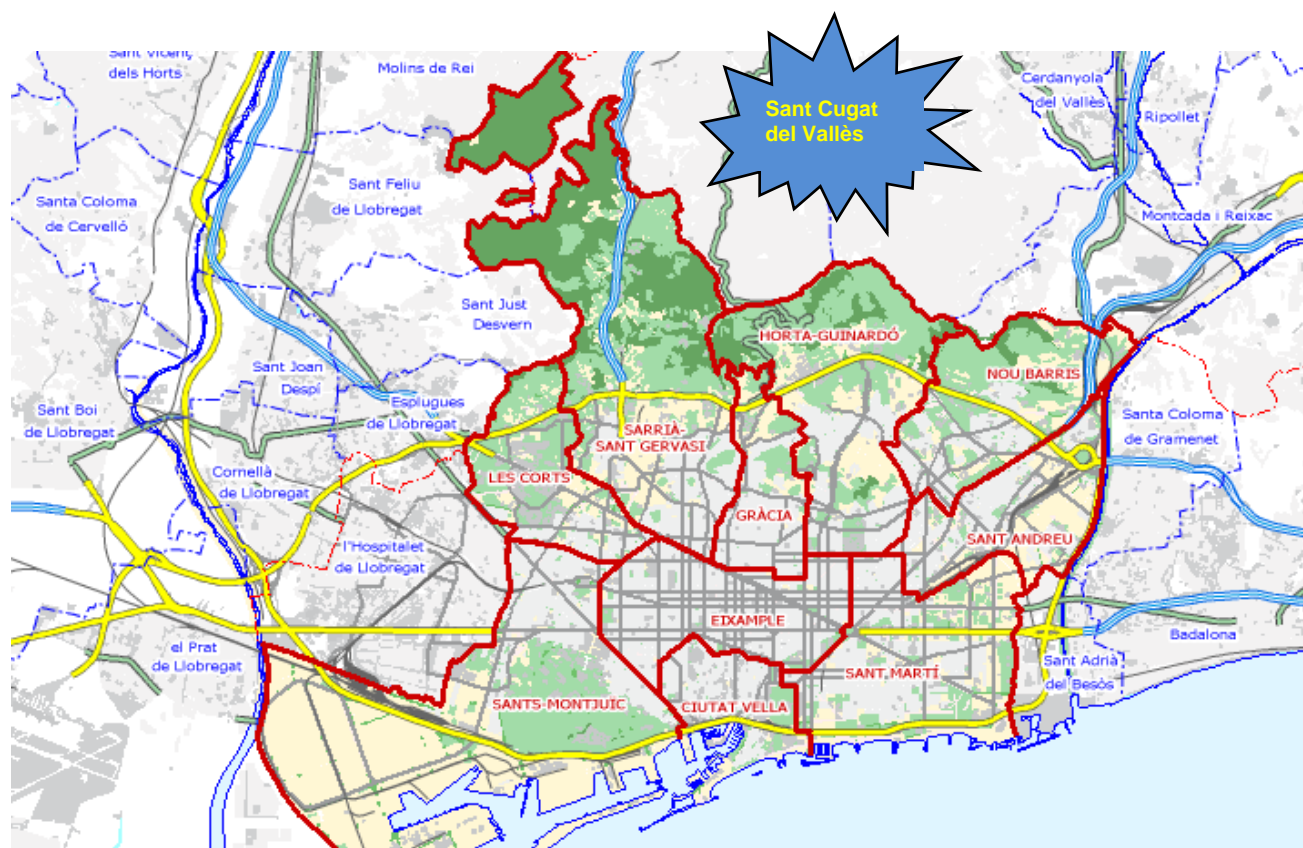
There is a large amount of available housing in Barcelona, but whether you decide to live in the city or in the suburbs it can take time to find what you want. Looking for an apartment on your own requires knowledge of the different areas (*barrios*) in Barcelona because prices can vary substantially from one area to another. It is highly recommended that you arrive in Barcelona at least one week prior to the start of your program to locate accommodation. With this in mind you should book a room in a hotel, hostel or student residence for this initial period before arriving. Another possibility is to find classmates on FB who are already here and are willing to rent a room on a short-term basis. The neighborhoods which are most popular with ESADE students are Gràcia, Sant Gervasi, Sarrià and l'Eixample; Les Corts and Sants are also conveniently located.

Estimated monthly budget for a single student sharing an apartment

Housing (shared)	€400 – €600
Utilities	€80 – €150
Groceries	€150 – €200
Eating out	€190 - €300
Public Transport	€45 – €78 (Barcelona – 1 zone; Sant Cugat = 2 zones)
Sports	€45 - €80
Misc Expenses	€180 – €500
<u>Monthly Budget</u>	€1090 - €1908

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

BARCELONA




Barcelona is divided into 10 districts, each with its own Citizen Services Office or *Oficina d'Atenció al Ciutadà* (OAC) where much of the 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:

[BCN Guide](#)


[Barcelona Tourist Guide](#)

Here's a brief description of the main areas of the city to help you choose where to live.  is the logo for the FGC and indicates the closest FGC Station in the district you are reading about. This is of special interest for those of you who plan to commute to 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 pretty good, and matched by the prices.  Sarrià, Les Tress Torres, La Bonanova with direct access to S1, S2, S5 and S55 trains to Sant Cugat.


Sant Gervasi & El Putxet

These are neighboring residential areas above Diagonal and between Sarrià and Gràcia. They are popular areas for students to live in with many flats, good facilities and transport links available. It is possible to walk to ESADE Barcelona-Pedralbes but most prefer the quick bus ride.  Muntaner & Sant Gervasi with direct access to S1, S2, S5 and S55 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 15 AUG. The area is well served with transport links to school.  Gràcia with direct access to S1, S2, S5 and S55 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.


Pedrables

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


Les Corts

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

Ciutat Vella (Barri Gòtic, Raval & La Ribera)

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

Barceloneta

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

Port Olímpic

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

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

SANT CUGAT

Sant Cugat is a fairly quiet town with over 82,000 inhabitants. The environment and high quality of life attract a predominantly young population. The town is dynamic, with institutions and associations that are committed to the area. The medieval monastery and the Catalan National Archive are part of the historical heritage. The public parks and paths are designed with walkers and bike-riders in mind.

The monastery

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

Parc de Collserola

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

Leisure

Sant Cugat offers a wide range of restaurants, sports areas, cinemas, theatres, libraries, etc. For more information click on the following link: [Sant Cugat](#) (partially in English).

11. 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
robertodenobili@resa.es
Special conditions for ESADE students

Residència Universitària Sarrià

Cristina Toro
c/ Esports 1-3; 08017 Barcelona
+34 93 206 5540
campus@residenciasarria.com
www.residenciasarria.com

Melon District

MelonDistrict Marina

c/Sancho de Ávila 22; 08018 Barcelona
+34 93 309 98 30

MelonDistrict Poble Sec

Avda. Paral.lel 101; 08004 Barcelona
+34 93 329 96 67
info@melondistrict.com
www.melondistrict.com

Residencia EMILIE de VILLANEUVE

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

Residencia MESTRAL MAR

Gran Via 701 principal 1º; 08013
Barcelona
+34 932 463 190
www.mestralmar.com

Residencias SAN MARIUS

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

Residencia LESSEPS

Plaza Lesseps 12; 08023 Barcelona
+34 902 444 447
www.resa.es/eng/

Colegio Mayor SANT JORDI

c/ Ricard Zamora 4/8; 08017 Barcelona
+34 93 201 66 00
www.cmsantjordi.com

Residència Erasmus Gràcia

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

Blanc – B&B

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

www.airbnb.com
<https://roomorama.com>
<http://flat-club.com/>

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

www.hostelworld.com/hostels/Barcelona
www.hostels.com/barcelona

www.housefamily.com

MORE PERMANENT ACCOMMODATION

Exchange student housing

www.housinganywhere.com

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

RENTAL AGENCIES....

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

... in Barcelona

BARCELONA HOUSING SERVICE FOR STUDENTS

C/ Torrent de l'Olla, 219

08012 Barcelona

+34 932 389 072

www.bcn-housing-students.com

M- F: 10:00 – 13:30 & 15:30 – 17:45

BCU is located just off *Plaça Lesseps* station on the L3 Green Line and convenient to the 22, 24, 25, 27, 28, 31, 32 or 87 bus.

Sh Barcelona

Franck Anais

Carrer Casanova 99, bajos

08011 Barcelona

+34 934 521 347

www.shbarcelona.com

M – F: 9:30 – 14:00 & 17:00 – 20:00

Sh Barcelona is located on a number of bus lines, 14, 59 & 64 perhaps the most convenient. Near the *Urgell* metro station on the L1 Red Line.

ALTIRO

Aitana Modolell & Cristina Baylina

Carrer Mallorca 304, entlo, 1^a

08037 Barcelona

+34 932 530 427

www.altiro2000.com

M – Th: 10:30 – 14:00 & 15:30 – 18:30

F: 10:00 – 15:00

Altiro is located between the *Verdaguer* and *Passeig de Gracia* metro stations on the L4 Yellow Line.

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

... and Sant Cugat

RIVER Inmobiliaria & Service

Plaça Octavià 4

08172 Sant Cugat del Vallès

+34 935 895 454

Hours: 10-14 & 17-20

<http://www.riverinmobiliaria.com/ubicacion.htm>

!

Pisos.com

Real estate portal with lots of listings in Sant Cugat. Look for the words *alquilar* or *lloguer* for rent.

ABOUT RENTAL AGENCIES

Costs

Average Cost of Shared Apartment (in 2014-2015): €400 – €600 per person per month.

Prices vary with neighborhood, building, apartment, furnishings and size of the bedroom as well as other expenses which may or may not be included in the rent.

Agency Fee: 1-2 month's rent

Deposit: typically one-two month's rent, returned when the keys are handed in prior to departure. You may have to wait 30 days for the bills to clear before you get the deposit back so be sure to clarify this point before making a decision in order to avoid misunderstandings later on.

Lost Keys: There's usually a surcharge.

Damage: Damage to the apartment will be deducted from the deposit and you may be charged a fee for cleaning at the end of your contract. If the apartment is not left in the same condition as the day you walked in, ie no food in the kitchen, no products in the bathroom, no trash etc, you may also be charged a penalty. It's not a bad idea to take pictures of the apartment before you move in in case of future disputes.

Relevant Information

Length of Rental: Apartments are usually rented for full months. Rent is payable on the 1st of each month. Students who leave their rooms before the end of their contract may forfeit their deposit. Be sure to clarify all these issues with the agency before signing a contract.

Process with Agencies: Once you have agreed on an apartment, to confirm your reservation, you will have to transfer the amount payable in advance. When the payment has cleared, detailed information about your accommodation will be given as well as how to reach the agency's office upon arrival. As a rule, someone from the agency will take you to your apartment, acquaint you with the equipment in the apartment like the water heater, washing machine, etc. and give you the keys.

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

Extending your Stay: If you wish to extend your stay, you should notify the rental agency at least one month in advance. Extensions are contingent on availability.

Issues

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

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

FACEBOOK

A lot of information is exchanged on your class' Facebook page and it's a good place to look whether you have questions or want to inform your classmates of something.

ESADE BULLETIN BOARDS

There are bulletin boards in or near the cafeterias where local students and homeowners as well as exchange students who already have an established apartment post adverts. In addition, there's a virtual bulletin board on the Intranet ⇒ Campus ⇒ *tablón de anuncios*, although it's less used.

OTHER USEFUL WEBSITES

[Ficasso](#) – Contact: Eileen
Call +34933196176 or e-mail: info@ficasso.com

[Apartamentos SATA](#) – Contact: Judit or Gerard
Call +34932844099 or e-mail: info@apartamentossata.com

www.idealista.com
Spanish only; lots of apts available, many unfurnished – a kind of a clearing house for agencies

<http://www.apartmentsbcn.com>
tri-lingual – specialize in vacation apartments but ask for longer-term rates

<http://www.loquo.com/en/housing>
tri-lingual – apartments & rooms for rent (no fee) Highly recommended by international ESADE students

<http://english.habitaclia.com/>
Multi-lingual real estate portal including listings for Sant Cugat

<http://barcelona.en.craigslist.es/>
English – needs no introduction; fairly new to Spain

<http://www.oh-barcelona.com/en/>
Multi-lingual – apts & rooms to rent – accommodation with families – short & long term – group search

www.pisocompartido.com/en/
Spanish – apartments & room for rent (basic service – no fee)

<http://www.habitatgejove.com/webv2c/en/index.htm>
tri-lingual – apartments & rooms for rent – minimum 6 mos (no fee)

<http://www.santjordi.org>
tri-lingual – moderately priced university student apartments to share

<http://www.barcelona-home.com/en/>
multi-lingual – more than just housing, this website may become your guide to BCN. (no fee)

<http://www.arbarcelona.es/eng/apartments.html>
multi-lingual – 3 days to 6 months or more (fee included in rent)

<http://www.aspasios.com/en>
Short-term up-market apt rentals for up to several months; mention ESADE for a 10% discount

www.fotocasa.es
English – Spanish; lots with photos

Tired of house-hunting and need some help? Margarita and Pura to your rescue. They will help you with your accommodation needs whether you're looking to share an apartment or would prefer to live on your own. For a flat €200 fee they will link you up with housing possibilities before you arrive. www.bcn-nest.com info@bcn-nest.com

JUST LANDED

12. 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 8:00 AM is almost impossible. Many people in Barcelona opt for travelling by motorcycle within the city; students often rent motorcycles for the duration of their stay. In addition, more and more people are travelling by bicycle in the city and there's a bike share system, [Bicing](#), which costs €47.16/year; you need to have an NIE.

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, the trams, the *Ferrocarrils de la Generalitat de Catalunya* [FGC](#) a local train system (Barcelona – Vallés line to Sant Cugat), and [Renfe](#), the national train system.

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 *Plaça Espanya*, *Gran Vía* and *Plaça Catalunya*. A one-way ticket costs €5.90, a round-trip ticket costs €10.20. Tickets can be bought on the bus or from vending machines in T2. [Aerobusbcn](#)

L46 & N17 Buses - These are regular bus lines; the 46 runs during the day to *Plaça Espanya* and the N17 runs at night to *Plaça Catalunya*; they both stop at Terminals 1 & 2. They have less luggage space, make more stops along the way and don't run as frequently as the Aerobús, but unlike the Aerobús, you can use the TMB travel card which makes the trip much less expensive. You can buy a TMB travel card in the tobacco shops at the airport: a single ride costs €2.15; a T-10 (10 rides) costs €10.30. Travel cards are integrated and can be used on the metro, buses, tram and short-distance train journeys.



is the Spanish train company and the train station is located across the road from Terminal 2B (T2B); take the escalators towards departures then follow the Renfe signs. The station is located at the bottom of the escalators on the other side of the road. There are ticket vending machines before you get on the train. The train stops at *Sants Estació* and *Passeig de Gràcia*, from where you can transfer to the metro or city buses. Travel cards can be purchased at the vending machines in the station; a single ride costs €2.15; a T-10 (10 rides) costs €10.30. 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 standing in line is minimized; there are usually lots of taxis, so lines move quickly. Flagging down a taxi is not permitted at the airport. In addition to the regular fare, there is an airport surcharge as well as an extra charge for luggage. This information is posted inside the taxi on the back window. The total fare, surcharges included will show up on the meter. The fare to downtown Barcelona is about €30. <http://www.taxifarefinder.com/>

Public transport within the city

The integrated TMB travel card system allows you to travel on buses, the metro, the tram and the two train services, Renfe and FGC and to transfer from one to another within a period of 1¼ - 1½ hours of first validating your card, which you must do when you get on the bus or the tram, or to get through the stiles for the metro and the FGC. Don't forget to retrieve your card from the stile or it won't open. Also, in many metro and FGC stations, you can't exit without passing your card through the machine, so hold on to your card. Here's a brief description of the various TMB travel cards:

TMB Travel Cards

	Barcelona 1 zone	Sant Cugat 2 zones	Best deal if
10-ride	€10.30	€20.30	< 40/30 days
T-mes	€52.75	€77.45	> 60/30 days
50/30	€42.50	€71.00	40-50/30 days
T-trim	€142.00	€211.00	> 60/30 days
T-jove	€105.00	€155.00	< 25 yrs old

fares valid until 31 DEC 2014

- 10-ride – can be used by one person for 10 rides or 10 people for 1 ride
- T-mes – a monthly ticket which is good for unlimited use for 30 days from first trip - personal & non-transferable; you need to present identification when you buy it
- 50/30 – good for 50 rides in 30 days – single person ticket
- T-trim – good for 90 days from first trip – personal & non-transferable
- T-jove – for students up to 25 years old - good for 90 days from first validation – personal & non-transferable – you need to provide proof of age

Best fares

- ✓ <40 trips/month = T-10
- ✓ 40-60 trips/month = T-50/30
- ✓ >60 trips/month = T-mes/T-trim

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

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

13. Spanish Paperwork once you arrive

Padró / Empadronamiento / Census Registration

EVERYONE, whether from the EU or not, who is living in Barcelona for longer than 3 months, is required by law to register with the local town council. This registry is called Padró or Empadronamiento and is one of the easier processes to carry out. See Section 31, ANNEX 1

STUDENTS FROM EU-COUNTRIES

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

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

If you live in Barcelona, make an appointment here:

<http://www.seap.minhap.gob.es/index.html>

- *Servicios*
- *Extranjería*
- *Cita Previa de Extranjería*
- *Accedar el procedimiento*
- Select Barcelona from drop down menu
- Select *Certificados UE* from drop down menú
- *Aceptar*
- *Entrar*
- Passport; name; nationality; leave *fecha de caducidad* *BLANK*; security code
- *Solicitar cita; siguiente* (On this page you can also consult and cancel appointments already made.)
- Telephone number; e-mail address (They seem to be having problems with 'hotmail' addresses; some notifications don't reach the applicants, so perhaps it's best to use your ESADE e-mail). *Motivo o tipo de solicitud de la cita*: Reason for applying: *Certificado de registro de residente de la unión*.
- *Siguiente*
- Choose the appointment that best suits you; if none of the three suits you, you must begin the process from the start.

The documentation you may be required to submit is:

- passport or national identity document + copy
- completed EX-18 application form + copy
- ESADE Letter of Registration – **Admission letter is not accepted.**
- proof of medical insurance
- proof of financial means
- *certificado de empadronamiento*

BARCELONA

New address May 2013

Oficina de Policía Nacional Barcelona

Rambla Guipúscoa, 74
08020 Barcelona
Tel: 932 240 610

Hours: Mon-Fri 9:00-14:00

Metro: Purple line (L-2) Bac de Roda / Sant Martí
Bus lines: 33, 43, 44, B24

SANT CUGAT

Comisaría de Policía

c/Vallés 1-3
Tel: 936 747 858
Hours: Mon – Fri, 9-14
No appointment necessary

When you present your documentation at the address above, you will be given another form to fill out and take to most any bank to pay the application fee (about €10). You will receive the certificate when you return with the receipt.

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

NOTE: Although it's not strictly legal, I advise you to carry photocopies of your passport and NIE.

STUDENTS FROM NON-EU COUNTRIES

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

MBA students, contact the MBA Office for specific instructions.

If you live in Barcelona, make an appointment here:

<http://www.seap.minhap.gob.es/index.html>

Sant Cugat residents needn't make an appointment.

- *Servicios*
- *Extranjería*
- *Cita Previa de Extranjería*
- *Accedar el procedimiento*
- Select Barcelona from drop down menu
- Select *Expedición de la TIE (Huella)* from drop down menú
- *Aceptar*
- *Entrar*
- Passport; name; nationality; leave *fecha de caducidad* *BLANK*; security code
- *Solicitar cita; siguiente*
- Telephone number; e-mail address (They seem to be having problems with 'hotmail' addresses; some notifications don't reach the applicants, so perhaps it's best to use your ESADE e-mail). *Motivo o tipo de solicitud de la cita*: Reason for applying: *TIE para estudios*
- *Siguiente*
- Choose the appointment that best suits you; if none of the three suits you, you must begin the process from the start.

The documentation you are required to provide is:

- completed EX-00 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 of application fee

BARCELONA

New address May 2013

Oficina de Policía Nacional Barcelona

Rambla Guipúscoa, 74
08020 Barcelona
Tel: 932 240 610

Hours: Mon-Fri 9:00-14:00

Metro: Purple line (L-2) Bac de Roda / Sant Martí
Bus lines: 33, 43, 44, B24

SANT CUGAT

Comisaría de Policía

c/Vallés 1-3
Tel: 936 747 858
Hours: Mon – Fri, 9-14
No appointment necessary

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

Students who need to **renew** their *TIE* after 1 year can do so through the *Universitat Ramon Llull* (URL) International Relations Office at no additional cost. This cannot be done more than 60 days before the expiration date. The required documentation is similar to what was required for the initial application, including proof of financial means but it must be on a Spanish bank. All documentation 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.

14. Consulates in Barcelona

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

Country	Address	Telephone Number
Argentina	Passeig de Gràcia, 11, 2nd Floor, 2nd door	34 93 304 1200
Austria	Carrer Mallorca, 214, Àtico Floor, 1st door	34 93 453 7294
Belgium	Carrer Diputació, 303, 1st Floor	34 93 467 7080
Brazil	Passeig de Gràcia, 21, Principal	34 93 488 2288
Canada	Carrer Elisenda de Pinós, 10	34 93 204 2700
China	Avinguda del Tibidabo, 34	34 93 254 1196
Denmark	Rambla Catalunya, 33, 3rd Floor, 1st door	34 93 488 0222
France	Ronda Universitat, 22 Bis, 4th Floor	34 93 270 3000
Finland	Carrer Puigxuriquer, 17, Ground Floor	34 93 443 1598
Germany	Passeig de Gràcia, 111, 11th Floor	34 93 292 1000
Great Britain	Avinguda Diagonal, 477, 13th Floor	34 93 366 6200
Greece	Avinguda Diagonal, 593, 6th Floor, 2nd door	34 93 321 2828
Hungary	Avinguda Diagonal, 477, 19th Floor	34 93 405 1950
Iceland	Cerdeña, 229-237 Sobreático 3º	34 93 232 5810
India	Carrer Teodor Roviralta, 21	34 93 212 0916
Italy	Carrer Mallorca, 270	34 93 467 7305
Japan	Avinguda Diagonal, 662, 3rd Floor	34 93 280 3433
Malaysia	Passeig de Colom, 11, 3rd Floor	34 93 310 2020
Mexico	Avinguda Diagonal, 626, 4th Floor	34 93 201 1822
Netherlands	Avinguda Diagonal, 601, 4th Floor	34 93 410 6210
Norway	Carrer Balmes, 184, 5th Floor, 2nd door	34 93 218 4983
Philippines	Avinguda Diagonal, 600, 4th Floor, 1st door	34 93 362 4303
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 Córcega, 270, 2nd Floor, 6th door	34 93 415 4999
Singapore	Carrer Rosselló, 257, 4th Floor	34 93 237 8401
South Africa	Carrer Teodora Lamadrid, 7	34 93 418 6445
Sweden	Carrer Mallorca, 279, 4th Floor, 3rd door	34 93 488 2501
Switzerland	Gran Via de Carles III, 94	34 93 330 9211
United States	Passeig Elisenda de Montcada, 23	34 93 280 2227
Venezuela	Carrer Provenza, 278, 3rd Floor	34 93 488 2012

15. Banking in Barcelona

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

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

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

Opening a bank account

Opening a bank account in Spain is simple but may be different from where you're from. You will need to show your passport and banks are required by law to ask for your NIE to open an account. However, you may find banks which temporarily forego this requirement until you have a Spanish ID. You may be required to show your passport in order to carry out transactions by teller. It is a good idea to check with your home bank about the possibility of opening an account with a corresponding bank in Barcelona. Many foreign banks such as Barclays, Citibank, BNP and Deutsche Bank have local branches in Barcelona. Banking hours here in Spain are extremely inconvenient. Most banks are open 8:30 – 14:00, Monday – Friday; some savings banks are open Thursday afternoon, Sept – May; 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 *TIE* in order to save on service charges and also to save yourself considerable inconvenience when receiving a money transfer. Spanish law currently requires a cumbersome reference check for personal transfers larger than €2,700 to non-resident accounts which can delay payment for up to 6 weeks. There are further restrictions on transfers from your summer employer, so make sure to switch your account over to residency status ASAP.

International Fund Transfers

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

Students have sometimes been surprised by the fact that even though they paid the transaction fees in their home country, they had to pay additional fees to the Spanish bank to receive the transfer.



Monika Hryc
mhryc@sabadellatlantico.com
c/Capitan Arenas 26
08034 Barcelona
Tel: 932 042 404
Ofc: 0053

Once you've been admitted, you can apply for a Sabadell-Atlantico bank account, before arriving; you do not have to present an *NIE* at this point. During the first year, no commissions are charged.



"laCaixa"

Marc Ibarra
Marc.ibarra@lacaixa.es
Av Diagonal 530, Barcelona
Tel: 639 608 062

ESADE students can open a la Caixa account before getting their NIE. The first year is free, as is the debit card. La Caixa probably has the most extensive network of ATMs.



Laura Paredes
lauparedes@gruposantander.es
LaSalle / URL campus
c/Quatre Camins 30
Tel: 934 184 454

Banco Santander – *Universitarios* account offers preferential service for URL students but only at this branch which is open 9:00-14:00 and 16:00-19:00. It does not require students to provide an NIE to open an account and during the first year, it charges no commissions. The ESADE TUI card is linked to Santander.

Triodos Bank
Ethical and Sustainable

info@triodos.es
Avda. Diagonal 416
Casa de Les Punxes
Tel. 93 476 57 47

Although most of the banking is done online, the opening hours are among the most user friendly in Barcelona.

Monday: 10:00-17:30

Tuesday-Thursday: 9:00-17:30

Friday: 9:00-17:00

For information in English, go to the [UK website](#)

Credit Cards

All major credit cards are accepted in stores and restaurants in Spain and 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. You can, of course, use your existing foreign credit cards such as VISA, MasterCard and American Express.

The phone numbers to cancel credit cards are:

VISA International: 900 991 216 free call in English / 902 114 400

MasterCard: 933 307 009 / 902 114 400

American Express: 917 437 000 / 914 004 250 / 914 004 200 /
914 004 231 / 913 225 672 / 913 225 676

16. Telephoning

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

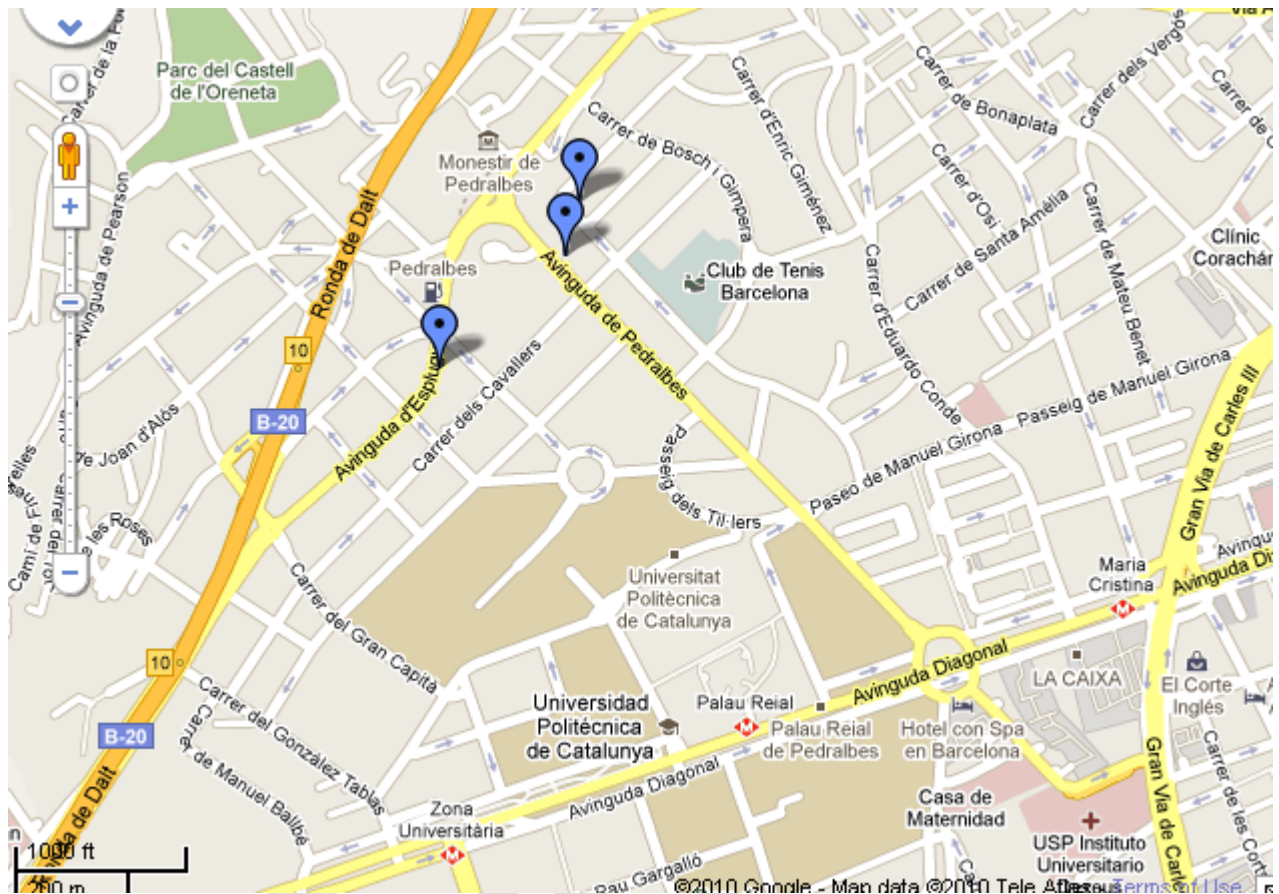
Mobile Phones

The rate of change and the level of new competition in mobile phones make it difficult to say anything apart from, shop around once you get here. Movistar, Orange, Vodafone and Yoigo are the most popular mobile phone companies offering pay-as-you-go and contract services.

Whether you're staying for 3 months or a year and find Spanish/Catalan a challenge, then http://studentsphone.com/docs/esade_info.html may be the company for you. With your Admission Letter from ESADE, you do not need to provide an NIE.

www.alow.es is a virtual mobile network operator (VMNO) which you may find interesting. If you do use them, please send me your feedback.

ESADE Barcelona-Pedralbes Campus



ESADE buildings 3, 1 & 2

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

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

CAMPUS HOURS

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

Monday - Friday 07:30 – 24:00

Saturday & Sunday 10:00 - 20:00

- Director General 's Office
- Central Services
- Law Department & Offices
- Faculty Offices
- ESADEForum
- Career Services – LAW
- ICT Services: 6 computer rooms on 0 floor.
- International Relations Office
- Linguistic Services
- Chapel

BUILDING 2

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

Monday - Friday 07:30 – 24:00

Saturday & Sunday 10:00 - 20:00

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

Summer hours will vary - See the Intranet – Campus – buildings and services opening hours – for summer and holiday hours

BUILDING 3

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

Monday to Friday 07:30 - 22:00

Saturday 10:00 - 20:00

- Executive Education, 0 floor
- Business Information Center
- ICT Services: 2 computer rooms on B floor. M-F 08:00 – 22:00, Sa 08:00 – 14:00
- *El Corte Inglés* Travel Agency, lobby: M-F 10:00 – 18:00
- Cafeteria & terrace, 2nd floor: M-F 08:30 – 21:00, Sa 08:30 – 14:00 (the terrace offers one of the best views of Barcelona)
- Car & Bike Park, entrance behind building: M-F 07:30 – 11:00. €5/day for ESADE students & staff; bikes for free. Parking tickets (for cars and bikes) must be stamped in reception before paying in the garage.

Summer hours will vary - See the Intranet – Campus – buildings and services opening hours – for summer and holiday hours

17. ESADE Barcelona-Pedralbes Campus: GETTING THERE



Metro



L3 Green Line – Maria Cristina or Palau Reial stop; 20 minutes walk uphill



Buses

22, 63, 64, 68, 75, 78; all within 5 minutes walk



FGC



Reina Elisenda station; 15 minute walk



Sarrià station; 20 minutes walk



TAXI

Taxi fare from the city center, Plaça Catalunya to Pedralbes campus is about €15
www.taxifarefinder.com

18. ESADE Barcelona-Sant Cugat Campus

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

CAMPUS HOURS

Reception (ext 4024):

Monday-Friday 07:30 – 22:00

Saturday & Sunday 10:00 – 20:00

UniOffice, 1st floor

Program Managers: M-F 10:00 – 18:30

Career Services: M-F 10:00 – 19:00

Registrar's Office: M-F 10:00 – 19:00

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

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

Research Programs Office, 1st floor: 12:00 – 16:00

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

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

Bar/Cafeteria, ground floor: 07:30 – 21:00

Lunch: 12:30 – 16:00

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

Matteo Ricci Oratory, A floor

Summer hours will vary - See the Intranet – Campus – buildings and services opening hours – for summer and holiday hours

BUILDING CLOSED

AUG 6 – 19, 2012

SEPT 11 & 24, 2012

OCT 12, 2012

NOV 1, 2012

DEC 5, 6, 8, 25, 26, 2012

JAN 1 & 6, 2013

MAR 25 - APR 1, 2013

MAY 1 & 21, 2013

JUN 24, 2013

19. ESADE Barcelona-Sant Cugat Campus: GETTING THERE



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



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

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

[FGC station map](#)

Departure: Plaça Catalunya

Arrival: Sant Cugat

Frequency: every 5-10 minutes

Duration of journey: 25 minutes

FGC Sant Cugat station - ESADE: 13-minute walk or 15-minute ride on the L8 bus; the bus stop is just to the left of the station as you leave and drops you off at the campus. Buses run every 30 minutes, 6:10 – 21:40 from the station and 6:28 – 22:58 from ESADE, Monday – Friday, and hourly on weekends.

[L8 schedule and route map](#)



Inter-Urban buses

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

A6 Line: The bus stop is located 10 minutes from the Esade Campus. It links Barcelona and Sant Cugat through the *arrabassada*. The ride is approximately 45 minutes.

N61 Line: (night bus) The bus stop is located at the Sant Cugat FGC station.

From Sant Cugat: first bus leaves at 00:57; last bus leaves at 3:57. Frequency: 1 hour. It follows the same route as the train.

From Plaza Catalunya (Barcelona): first bus leaves at 1:30; last bus leaves at 4:30. Frequency: 1 hour. It follows the same route as the train.

N62 Line: (night bus) The bus stop is located at the Sant Cugat FGC station.

From Sant Cugat: first bus leaves at 00:03; last bus leaves at 3:03. Frequency: 1 hour.

From Plaza Catalunya (Barcelona): first bus leaves at 1:00; last bus leaves at 4:00. Frequency: 1 hour.



By Car

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

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

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

20. ESADECreapolis

ESADE Creapolis is a unique space where business and academia meet. Over 50 businesses have taken the opportunity to have a work space virtually across the street from ESADE, offering students the possibility to work with business and offering business access to ESADE students and faculty, not to mention the synergies developed between different businesses that are located there. At ESADE Creapolis, companies interact under the concept of 'Open and Cross Innovation' a collaborative endeavor, exchanging knowledge and experience across sectors in order to accelerate innovation.

It's a multi-sector business park, which provides premises for companies and allows optimal representation from various sectors. A **sector mix** enhances the lateral innovation processes, under the guidance of our experts and with a clear goal of results, by having participants assist in the entire innovation process:

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

21. Services at ESADE - Sant Cugat

Gilda Restaurant

Location: CREAPOLIS

Building (lower level)

Opening hours: M-F 08:00 – 23:00, Sa 12:00 – 23:00

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

With your TUI you will receive a €1 discount on the daily menu price.

Gilda Coffee Shop

Location: MBA Module - CREAPOLIS Building (upper level)

Opening hours: M-F 08:00 – 17:00

Offers hot & cold drinks, sandwiches and snacks.

Blue01: Hairdresser's

Location: CREAPOLIS Building (upper level)

Opening hours: M-F 10:00 – 20:00, Sa 10:00 – 15:00

15% discount on all services (cutting, dying, drying and styling)

For more information contact: santcugat@blue01stylist.com.



L'Òptica Universitària: Optician

Location: CREAPOLIS Building (upper level)

Opening hours: M-F 10:00 – 13:30 & 16:30 – 20:00, Sa 10:00 – 14:00 & 17:00 – 20:00

10% discount on all products (glasses, sunglasses, lenses, contact lenses) except cleaning and solutions. Ophthalmological check-up at no extra charge.

TUI card required.

For questions and enquiries contact: opticauniversitaria@opticauniversitaria.es.



Aramark Cafeteria

Location: Uni-Building - ground floor

Opening hours: M-F 07:30 – 21:00

Corner 4 Gym

Location: CREAPOLIS Building (lower level)

Opening hours: M-F 07:00 – 23:00; Sa 09:00 – 20:00; Su 10:00 – 14:00

Discount on monthly fees with TUI card.

El Corte Inglés Travel Agency

Location: Uni-Building - ground floor

Opening hours: M-F 709:00 – 18:00

7% discount on ECI products with TUI card

22. ESADE Communication Sources

INTRANET / E-MAIL

ESADE's Intranet and e-mail account can be accessed through the www.esade.edu. It is very important that you check the Intranet daily since that's where announcements are made. All communication from program management is sent to your ESADE e-mail account, so if your preferred e-mail account is not ESADE, make sure to redirect your ESADE e-mail;

MAILBOXES

Through your personal mailbox you will receive information and all class reading for the courses you are taking. Contact the Registrar's Office if you do not receive the course material.

TV SCREENS

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

23. ESADE Student ID Card (TUI)

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

24. Security on campus

Students are asked to follow these security measures:

- ✓ Never leave laptops or other electronic devices, bags, helmets, coats or any other personal belongings unattended in the corridors or other public areas.
- ✓ Always close the windows and lock the doors of your car if you park in the street; remove valuables from sight.
- ✓ Always lock parked motorcycles and bicycles and secure helmets to the motorcycle or carry them with you.

In case of robbery always file a report with the local police as soon as possible. If you need to replace your Spanish Student 'Residence' Card, you will need a copy of the police report.

25. ESADE Intranet

The Registrar's Office will send you access information to the Intranet, a space you will use while studying at ESADE and which contains information about the academic program. Intranet can be accessed from any computer connected to the internet and through the ESADE website: www.esade.edu.

The Registrar's Office will send you your username and password which will allow you to access the following information:

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

From now on you will be receiving correspondence at your ESADE email account. Once you receive your log in code, it is important that you redirect the ESADE email account to your preferred email address to be sure you do not miss important information.

26. 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, includes 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 computer on the ESADE campus.

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. Consult the [link](#) for opening hours and more specific information.

EUROPEAN DOCUMENTATION CENTER (CDE)

Building 2 – 1st Floor (inside the library)

+34 934 953 807

cde@esade.edu

www.esade.edu/cde

Created in 1969, and located in the main library, the CDE is one of Spain's official repositories 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 – 1st Floor (Inside Library space)

+34 932 806 162

cie@esade.edu / guiame@esade.edu

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

ESADE Knowledge is an excellent source of information on companies and industrial sectors in Spain and abroad, along with their products, markets, technologies and other relevant data. It offers access to all the ESADE faculty and research community studies covering a wide range of subjects, formats and centers of excellence.

ESADE Knowledge contains these databases and products:

- A directory of business information sources in Spain: associations, directories, specialized professional publications, databases, statistical sources, etc
- Trade press: full text of articles from professional press
- Access to the websites and annual reports of the top 225 Spanish companies. It includes access to social and environmental corporate policies
- Sectorial Flash: provides key data about 41 leading sectors of Spanish industry
- Spanish Autonomous Community Flashes: links to statistics on industrial sectors in each Autonomous Community
- International Flash: links to statistics on industrial sectors in more than 90 countries

27. Bank Holidays 2014 - 2015

September 11, Thursday, La Diada (C)

September 24, Wednesday, La Mercé (B)

November 1, Saturday, All Saints (S)

December 6, Saturday, Constitution Day (S)
December 8, Monday, Immaculate Conception
December 25, Thursday, Christmas (S)
December 26, Friday, St Stephen's (C)
January 1, Thursday, New Year's Day (S)
January 6, Tuesday, Epiphany/Three Kings (S)
April 3, Good Friday (S)
April 6, Easter Monday (C)
May 1, Friday, Labor Day (S)
May 24, Pentecost Monday (B)
June 24, Wednesday, St John's (C)
August 15, Saturday, the Assumption (S)

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

28. ESADE Student Organizations



COORDINADORA

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

coordinadora@esade.edu



The ESADE International Student Committee (CIEE)

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

<http://www.esade.edu/web/eng/associations>



CEMSCLUB

Community of European Management Schools. Its purpose is to establish links with other CEMS members throughout Europe and organize student exchanges.

www.cems.org



DAC

This is ESADE's Department of Cultural and Leisure Activities and covers all programs. The main asset of any association providing student cultural and leisure activities is its wide range of options. For that reason, the usual activities among this year's offering have been extended to include the publication of the student magazine, "ReDACció". Through DAC, students are offered new leisure alternatives such as theatre productions and concerts.

DAC@esade.edu



The E3 Initiative

This is the Entrepreneurship Club of ESADE in Sant Cugat. It was created by a group of eager individuals who see the world through a different prism, who believe in innovation, creativity and the entrepreneurial spirit. It aims to foster start-ups by organizing regular events with ESADE-CREAPOLIS, Networking events with guest speakers and elevator pitch contests.

e3@esade.edu

[E3 ESADE FB](#)



E-joventut

"Empresa i Joventut" (Business and Youth) is the Junior Business Club of ESADE founded in 1986. Its main objective is to offer club members practical training beyond that of the classroom. With the support of ESADE faculty, members work as consultants to real clients, thus creating business ties between the institution and the business world.

[e-joventut FB](#)



Empresa i Societat

"Empresa i Societat" (Business and Society) is a non-governmental democratic organization consisting of over 40 ESADE students, ten of whom form the core with the remainder being occasional collaborators. Their objective is to promote research and participation in projects that explore all aspects of the relationship between business and society on a global level.

[empresa i societat FB](#)



European Law Students Association

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

[elsa FB](#)



Finance & Economy Group (FEG)

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

www.feg-esade.es

[feg FB](#)



iGreenESADE

Our aim is to bring together students, professionals, agents of change and other interested people in order to detect and take advantage of the opportunities offered by *green business* at present and in the future. Applying an economic perspective, we explore the various challenges which society faces nowadays. With ESADE's support, we hope to raise the awareness of not only the students, but also the faculty and the public in general by organising conferences, round tables, competitions and other activities

www.igreenesade.org

[iGreen FB](#)



Sports

The ESADE Sports Association aims to fulfill the athletic needs of the student body by organizing teams and competitions in different areas. A few of the annual highlights are the Sports Day in the autumn and the EuroESADE, which brought together over a thousand European and Middle Eastern Students last spring.

[ESADE Sports FB](#)

MBA CLUBS

The MBA and especially MBASA offers a variety of clubs for interests ranging from purely business focussed, to language, to social and everything in between. [ESADE MBASA Clubs](#)

29. ESADE Alumni

[ESADE Alumni](#) (EA) with a network of over 47,000 members worldwide, encourages MBA, MSc and CEMS students to join [Chapter 33](#), launched in 2011, to 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. With 32 chapters outside Spain, it helps you connect with ESADE alumni abroad, initially as a student and helps you keep in contact with ESADE once you graduate.

30. 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 any number of health clubs and gyms in the area and throughout Barcelona. The *Nou Can Caralleu* sports Center in Barcelona offers ESADE students and staff sports facilities at reduced rates. It is close to the "Residencia Universitària Sarrià", a 15 minute walk from ESADE Barcelona-Pedralbes

Can Caralleu

Carrer Esports, s/n

08017 Barcelona

(66 bus)

+34 932 037 874

noucancaralleu@teleline.es

www.claror.cat/cancaralleu.htm (only in Catalan)

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

UPC Sports Center

C. Jordi Girona, 3

Building PE, Campus Nord

08034 Barcelona

(Metro: Line 3 – Palau Reial/Zona Universitària. Bus: 60, 74

934 011 716

info.univers@upc.edu

<http://www.univers.upc.edu/>

DiR

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

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

Eurofitness

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

Eurofitness Sant Cugat

Rambla del Cellar s/n

08190 Sant Cugat del Vallés

Tel: 935 830 345

[LINK](#)

Eurofitness Perill

c/Perill 16-22

08012 Barcelona

Tel: 934 594 430

[LINK](#)

31. ANNEX 1

What is *el Empadronamiento*?

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

Registering is a right and a requirement.

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

Documentation required

- ✓ Identity document: passport, Spanish residence permit, official ID card from home country
- ✓ document proving the residence address, eg a rental contract no older than 5 years old or the last bill or utility bill (water, gas, electricity etc) clearly stating the name and address of the person requesting registration. These documents must be originals, not photocopies.
- ✓ If you do not have a rental contract, you can provide signed authorization from the owner of the apartment or whoever does have a contract and is registered, along with a copy of their ID card, passport or other official identification.

What happens if I move?

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

District Council Offices in Barcelona –consult [OACs Barcelona](#) for opening hours

Plaça Sant Miquel

Pl Sant Miquel 4

Ciutat Vella

C/de les Ramelleres 17

Eixample

C/d'Aragó 311

Sants - Montjuïc

C/de la Creu Coberta 104

Les Corts

Pl de Comas 18

Sarrià – Sant Gervasi

C/Angli 31

Gràcia

Pl Vila de Gràcia 2

OAC in Sant Cugat

Pl Vila 1

Opening hours: JULY-SEPT, M-F, 8-14; rest of the year M-Th, 8-18:45; F, 8-14

32. ANNEX 2

Glossary of Spanish paperwork

Comisaría – police station

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

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

NIE – *Número de identificación de extranjero* – the national ID number for foreigners. EU citizens who spend more than 30 days in Spain are required to apply for it; the application fee is about €10 and the document is issued upon receipt of payment. The NIE must be accompanied by a passport for identification purposes. In Spain everyone is required to carry identification, so you are advised to carry, at least, a photocopy of your passport and the NIE. For non-EU students, the Student Residence Card includes the NIE. Exceptionally, short-term non-EU students can apply for an NIE but they have to provide a good reason for doing so.

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

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

TIE – *Tarjeta de Identidad de Extranjero* – Yet another name for the foreigner's ID card.