Exchange student life in Madrid from the very beginning





by OREX

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# 

# General

Hi! We are really happy that you have chosen Madrid as your next study destination. In the following sections we will give you some necessary information to get everything ready until and/or when you arrive. I suggest you to read it through because the information here included can avoid you innumerous inconveniences. If you have any question please do not hesitate to ask me. You can find my contact information at the end of this document.

<https://www.citylifemadrid.com/7-things-i-wish-i-had-done-before-coming-to-madrid/>

## Getting useful information about Madrid

In Madrid, you can ask many organizations for help. Most of their services are free and you might also get some extra presents, eg. Tourist information, sim card, bag and information about different activities.

* Citylife Madrid, for example, is a website for introducing people to this magnificent city. Their website is full of articles about Madrid and how to get along with the main difficulties in which one might come to be involved. - <https://www.citylifemadrid.com/>
* Smart Insiders is more about organizing trips, but you can write them for help too. <https://smartinsiders.com/>
* BeMadrid and Erasmus Madrid are very similar to the two above. The difference is that they are more focused on getting everything done for you as a package instead of teaching you what to do. You can avoid some misunderstandings, but be aware that the most interesting packages are paid.
  + BeMadrid <https://bemadrid.com/>
  + Erasmus Madrid: <http://www.erasmusmadrid.org/>

All of them have a free welcome package which can be useful for the first days. Choose your favorite or collect all of them! :)

<http://www.erasmusmadrid.org/portfolio/reserve-free-welcome-pack/>

<https://smartinsiders.com/welcome-pack/>

<https://www.citylifemadrid.com/getting-settled/welcome-to-madrid-kit/>

## Maps and brochure about Madrid

Tourist maps and maps of the public transportation, information about Madrid:

<https://www.esmadrid.com/en/maps-and-essential-guides>

# Looking for flat

Maybe the first thing you want to do is to find a suitable accommodation. I collected some useful websites. If you are planning to find something around the university **I recommend you to use the Moovit app (**[**https://moovitapp.com/**](https://moovitapp.com/)**) instead of Google Maps** because there are more possibilities for public transport than what Google knows. For example in the Google Maps several bus lines are not recognized including those which go directly to the Montegancedo Campus. Moovit will be useful during your stay. :)

Useful website with good blog post about how to find a flat in Madrid:

<http://www.madridnt.com/2011/10/how-to-find-apartment-in-madrid.html>[/](http://rgnn.org/2016/02/02/10-great-websites-for-finding-housing-in-madrid/)

Most of the landlords prefer to use WhatsApp (<https://web.whatsapp.com/>) for communication, so don't forget to install it to your phone. It is better if you write in Spanish. Google Translate works quite well from English to Spanish.  
  
One of the former students lived in this room and she is leaving at the 13th June, so her room will be empty from that day:  
<https://www.aluni.net/en/student-accommodation/view-book/1152H1/613960#datos/piso>

## Facebook groups for finding flats

*Expats groups:* (well, sometimes they help each other to find a flat or   
just give tips how to find one. You can use the search on the group or just scroll   
down, maybe you will find useful information)  
<https://www.facebook.com/groups/MadridExpats/>  
<https://www.facebook.com/groups/englishspeakersmadrid>

Most of the time there is a national Facebook group in Madrid. Try to find them, and they can give you tips and hints how to find accommodation on your own language.

## Spanish flat and room searching groups

<https://www.facebook.com/groups/pisosyhabitacionesmadrid>  
<https://www.facebook.com/groups/1258252130853209>  
<https://www.facebook.com/groups/959883930737581>  
<https://www.facebook.com/groups/PisosyhabitacionesdealquilerenMadrid>

## English flat and room searching groups

<https://www.facebook.com/groups/530978807010367>  
<https://www.facebook.com/groups/1884025175187883>  
<https://www.facebook.com/groups/roommatesmadrid>

[https://www.facebook.com/groups/150574275113342](https://www.facebook.com/groups/150574275113342/)

[https://www.facebook.com/groups/housingESNUCM](https://www.facebook.com/groups/housingESNUCM/)

<https://www.facebook.com/groups/madridrentals>

<https://www.facebook.com/groups/1525640817659303>

<https://www.facebook.com/groups/ErasmusMadridHousing>

<https://www.facebook.com/groups/818306121591208>

## Erasmus groups

(Maybe some of them are more about sharing general information and events,   
but you can never know when a good opportunity appears... :) )  
<https://www.facebook.com/groups/erasmusmadrid20132014> (don’t let the title fool you ;) )  
<https://www.facebook.com/groups/ErasmusMadridOfficial>/

<https://www.facebook.com/groups/ErasmusMadridStudents/>  
<https://www.facebook.com/groups/Erasmus.Madrid.Spain/>  
<https://www.facebook.com/groups/1032667613506785/>

<https://www.facebook.com/groups/madridinternationalstudents>  
<https://www.facebook.com/groups/erasmusandinternationalstudentsmadrid>  
<https://www.facebook.com/groups/1453949601544366/>

## CityLife Madrid Group

<https://www.facebook.com/groups/173051149782402>

## Spanish accommodation websites

Some of them has English sites too, or you can use Google Translate :)

<https://www.idealista.com/en/alquiler-viviendas/madrid-madrid/>  
<https://www.fotocasa.es/es/>

<http://www.tucasa.com/>  
<https://www.easypiso.com/>  
<https://www.aluni.net/en/>  
<https://www.pisocompartido.com/en/>

<http://madrid-rent-flat.com/es/>  
<https://en.yaencontre.com/>

<http://www.emes.es/VivirenMadrid/Alojamientoestudiantes/tabid/219/Default.aspx>  
<http://www.lingobongo.com/madrid/list.php?section=community>

[https://www.homiii.com/](https://www.homiii.com/apartamento/ventura-rodriguez-11)

<http://reginaal-cp89.webjoomla.es/Regina1/>

## Residences

<https://residenciamonteprincipe.com/>

<https://www.eoi.es/es/colegios-mayores/africa>

<https://www.masterhome.es/en/>

<http://funwayresort.com/?lang=en>  
<https://www.wunder-house.com/>

[http://estudiomad6.com/](http://estudiomad6.com/#/portfolio/tarifas/)  
<https://micasainn.com/?lang=en>

[Shared](https://es.pons.com/traducción/inglés-español/Shared) [housing](https://es.pons.com/traducción/inglés-español/housing) [programs](https://es.pons.com/traducción/inglés-español/programs) [with](https://es.pons.com/traducción/inglés-español/with) [the](https://es.pons.com/traducción/inglés-español/the) [elderly](https://es.pons.com/traducción/inglés-español/elderly)

It is also an option to live with an elderly. The point of the program is that you can get an accommodation cheaper, but in return you should take care of an old person. Information about the program in Spanish: <http://www.solidarios.org.es/que-hacemos/programa-convive/>

## Other useful sites

They are also for you if you are looking for flats. For example I found a room via airbnb.

<http://accommadrid.com/en/accommodation-area/>

<https://www.spotahome.com/madrid/>  
<https://www.uniplaces.com/>

<https://www.studyabroadapartments.com/>

<http://www.erasmusflat.com/>

[https://www.swiftflats.com/](https://www.swiftflats.com/student-accommodation-madrid/spain)

<https://www.beroomers.com/es>  
<https://www.roomsinmadrid.com/>  
<https://www.metroroommates.com/city_rentals/madrid_rentals.asp>  
<https://housinganywhere.com/s/Madrid--Spain>  
<https://erasmusu.com/>  
<https://www.nestpick.com/madrid/>  
<http://www.madrideasy.com/>  
<http://helpmadrid.com/>  
<https://www.roomster.com/>  
<https://www.find-roommate.net/en/>  
<http://www.stukers.com/en>

<https://www.airbnb.es/>

## Cost of living in Madrid

<https://www.numbeo.com/cost-of-living/in/Madrid>

# Public transportation

This is the official website for the transportation system: <http://www.crtm.es/?lang=en>

On the buses you can buy tickets directly from the driver. The price might depend on how far you will travel. Be aware to have more or less the exact amount with you because the drivers are not able to always return change but, if you prefer, you can pay with credit card. If you use the metro, before entering the metro station, there will be vending machines where you can buy single tickets. The price (1, 5€ - 2€) of the single tickets depends on how far you travel. If you stay in Madrid longer, I suggest, instead of buying single tickets, that you buy a 10-trips tickets, which costs 12,20€. It is valid for the metro zona A, buses on the city center and ML1. If you buy any ticket from the vending machine or a tobacco shop you will need to pay a little extra for the first time to get a reusable card - called Multi Card - for 2,5€.

The Multi Card is a non-personal prepaid public transport card. So if your friends come to Madrid they can also use this card. If you travel with someone, everybody can share the same card during the trip, just give the card back to the other person so that they can also pass the gate.

If you stay for a longer period and you plan to use the public transportation almost every day, the monthly card is much cheaper. If you would like to save time, you can apply for your monthly transportation card online [here](https://www.crtm.es/billetes-y-tarifas/tarjeta-transporte-publico.aspx?lang=en) even before moving to Spain (the site is Spanish, so I will explain later how to use it).

Notice that, if you know where you’re going to live, you can opt for delivery at your future address. If that’s not the case, you can ask for “cita previa” (appointment) on the website and get your transportation card in one of the ["Oficinas de gestión"](http://www.crtm.es/media/314733/oficinasgestionttp.pdf) at the established date and time. Another option is to use the services of, for example, Citylife Madrid. They do all the necessary steps for you (for a price, of course). You can read more about it [here](https://www.citylifemadrid.com/getting-around-madrid/).

You can only give a Spanish phone number on the applying form, so if you have a Spanish friend please ask him to use his/her number. You will also need to upload a passport photo and the photocopy of your ID or passport.

If you don’t want to order your card online, the other option to get one is to get an appointment at one of the closest [Office For Public Transportation](http://www.crtm.es/media/314733/oficinasgestionttp.pdf) (you don’t need to do it online, as described above). You will get your card immediately on your reserved appointment, because they just take a photo of you. Please don’t forget to bring your passport and a copy of your passport with you. Beware that in September, October and in January, February most of the appointment slots will be full, because a lot of exchange students move to Madrid in these months. In order to get an appointment first you need to decide to apply for an annual pass or a monthly pass (please notice that the annual pass is not the one valid *“for one year”*. It’s always valid from January to December, regardless of the month you order it). If you choose the monthly pass, choose “*Quiero obtener una Tarjeta Transporte Público*” click “*aceptar*”. Then you can choose if you are older 26 or not. Than you need to choose from “*Tipo de documento”* list the “*pasaporte”* than give its number, click “*acceptar”.* Here you can choose to order your travel pass to a given address or reserve an appointment. For reserving an appointment choose “*Pedir cita previa”* the other option is for ordering the card to your address. It takes approx. 7 days, so it may be reserve an appointment online. If you would like to check the free appointments click “*Pedir cita previa”*. I suggest the second option “*Iniciar búsqueda de cita previa por fecha*“, choose a date and an office click “*Buscar cita previa*” and you can add 2 more offices to the column. So at the same time you can see 3 offices timetables at the same time and you can choose to which office you would like to go. If all of the slots are reserved you can change the date with “*Día anterior”* or *“Día siguiente”.* If you finally find your appointment click “*confirmar cita”* and then you need to give your email address and your Spanish phone number. If you don’t have a Spanish number yet, please contact me. The monthly and annual card costs 4€.

There is another option. At the Calle de Fuencarral, 80, 28004 Madrid there is a Tobacco shop, where they make your transportation card without any appointment. You only need to go there when they are open and bring your passport with you. I tried to get mine there, but on September there was a huge row in front of the shop.

If you are under 26, you are lucky! That’s because, for 20€, you can travel all the Madrid region, without any limits. You can even go to cities such as Toledo or Guadalajara, which aren’t inside the Madrid region, without paying a penny more (although only if you travel by Metro, bus, suburban bus and Cercanías). If you are 26 years old or older, however, you will need to check the zones of Madrid to check the prices. More info:  
<http://www.crtm.es/billetes-y-tarifas/billetes-y-abonos/abono-transportes/abono-treinta-dias.aspx?lang=en>

The Facultad de Informática is located at the Campus de Montegancedo, right between the B1 and B2 zones. If you catch the bus 591 ([here](https://www.redtransporte.com/madrid/autobuses-interurbanos/591-madrid-pozuelo-de-alarcon-boadilla-del-monte.html) you can see where it stops and the timetable) or the ML3 metro light ([stops and timetables](https://www.redtransporte.com/madrid/metro-ligero/linea-ml3.html#img_popup_1)) you only need to buy B1 zone monthly pass (costs: 63,7€). For buses 571 and 573, however, it’s zone B2. The monthly pass for that zone is 72€ (remember, for people under 26 the zone doesn’t matter). If you don’t have your monthly or annual pass when you first go to the campus, you can still buy a ticket from the bus driver or top-up your multi card with suburban Bono buses 10 times ticket (it is not the same what you use in the city for the metros) at the tobacco shops or even at the indicated Bankia ATMs. [Here](http://crtm.maps.arcgis.com/apps/Embed/index.html?webmap=33393cffdff145bc8194ddc9d7810a08&extent=-5.7809,39.6396,-1.7241,41.3913&home=true&zoom=true&scale=true&search=true&searchextent=true&basemap_gallery=true&disable_scroll=false&theme=light) you can see on the map the points where you can top up your Multi Card (green dots are ATMs, purple dots are tobacco shops and other selling points). You cannot top up your card with suburban Bono buses ticket on the metro station!

If you stay more than 10 months in Madrid it is worth to buy annual pass, although only if your stay starts by the beginning of the year. All annual passes start in January, while monthly ones start on the first day of use (that is, up to 2 days after having paid the monthly ticket).

## Best maps and navigation applications for Madrid and, especially, the Facultad de Informática

By now, you may already know that the Facultad de Informática (Informatics school) is located outside the city of Madrid. But don’t worry, it’s not so far away! However, the best way to get here is by catching a Suburban bus (known by their green color). The problem is that they aren’t very well documented on Google Maps, Bing Maps, Apple Maps or any other famous maps and transit service. Nonetheless, there are a couple of very complete apps for Madrid, capable of navigating you to our school and many other destinations using the public transportation system:

* Citymapper: <https://citymapper.com/madrid>
* InterUrbanos: <http://www.crtm.es/atencion-al-cliente/area-de-descargas/apps/app-tiempo-real.aspx?lang=en> (although the name is in Spanish, the app is also available in English)
* Apps: Madrid MBC, Citymapper, MiTransporteMadrid-metro-bus-cercanías, Moovit, TuTransporteMadrid-interurbanosEMTcercanías

## From the airport to your accommodation

There are many options for getting home for the first time in Madrid

* By suburban train (“*Cercanías*” / *“la Renfe”*) [2, 60€]: Very easy if you have up to one heavy luggage and one backpack. Only available from the terminal 4, though, so you may need to catch the transfer bus inside the airport (free, but not very comfortable with heavy luggage)
* By subway [5, 00€]: Available from all the terminals. Less comfortable with heavy luggage and you may need to face stairs depending on the route you’re taking. You may want to check if the stations you’d change lines are accessible (<https://www.metromadrid.es/en/viaja_en_metro/red_de_metro/estaciones/index.html?selected=A>), but the price is attractive for how far you can go and how near you can get to your destination.
* By the express bus (from the airport to Madrid) [5, 00€]: Convenient for many tourists, but only loosely connected to the rest of the public transportation system. Not actually helpful unless you’re staying in a hotel right in the center of the city for a couple of days before moving to an actual flat or room.
* By cab/Uber/Cabify [from 30, 00€ to 50, 00€]: If you travel heavy, the best way to go is to go by taxi. There are some parallel services as well here, such as the infamous Uber (<https://www.uber.com/>) or Cabify (it is the same as Uber, but can be cheaper and it is in Spanish: <https://cabify.com/es-ES>). [Yo](https://es.pons.com/traducción/inglés-español/Yo)u [can](https://es.pons.com/traducción/inglés-español/can) [Google](https://es.pons.com/traducción/inglés-español/Google) [Cabify/Uber](https://es.pons.com/traducción/inglés-español/Cabify/Uber) [promo](https://es.pons.com/traducción/inglés-español/promo) [codes](https://es.pons.com/traducción/inglés-español/codes) [and](https://es.pons.com/traducción/inglés-español/and) [add](https://es.pons.com/traducción/inglés-español/add) [them](https://es.pons.com/traducción/inglés-español/them) [to](https://es.pons.com/traducción/inglés-español/to) [your](https://es.pons.com/traducción/inglés-español/your) [account](https://es.pons.com/traducción/inglés-español/account) [from](https://es.pons.com/traducción/inglés-español/from) [the](https://es.pons.com/traducción/inglés-español/the) [app](https://es.pons.com/traducción/inglés-español/app) ([there](https://es.pons.com/traducción/inglés-español/there) [are](https://es.pons.com/traducción/inglés-español/are) u[sually](https://es.pons.com/traducción/inglés-español/sually) [many](https://es.pons.com/traducción/inglés-español/many) [discount](https://es.pons.com/traducción/inglés-español/discount) [codes](https://es.pons.com/traducción/inglés-español/codes) [for](https://es.pons.com/traducción/inglés-español/for) [a](https://es.pons.com/traducción/inglés-español/a) [trip](https://es.pons.com/traducción/inglés-español/trip) [to](https://es.pons.com/traducción/inglés-español/to) [the](https://es.pons.com/traducción/inglés-español/the) [airport](https://es.pons.com/traducción/inglés-español/airport)). [The](https://es.pons.com/traducción/inglés-español/The) [FreeNow](https://es.pons.com/traducción/inglés-español/FreeNow) [taxi](https://es.pons.com/traducción/inglés-español/taxi) [app](https://es.pons.com/traducción/inglés-español/app) [is](https://es.pons.com/traducción/inglés-español/is) [very](https://es.pons.com/traducción/inglés-español/very) [similar](https://es.pons.com/traducción/inglés-español/similar) [to](https://es.pons.com/traducción/inglés-español/to) [the](https://es.pons.com/traducción/inglés-español/the) [Uber/Cabify](https://es.pons.com/traducción/inglés-español/Uber/Cabify) [app](https://es.pons.com/traducción/inglés-español/app) [and](https://es.pons.com/traducción/inglés-español/and) [on](https://es.pons.com/traducción/inglés-español/on) [some](https://es.pons.com/traducción/inglés-español/some) [trips](https://es.pons.com/traducción/inglés-español/trips) [even](https://es.pons.com/traducción/inglés-español/even) [cheaper](https://es.pons.com/traducción/inglés-español/cheaper) [by](https://es.pons.com/traducción/inglés-español/by) [paying](https://es.pons.com/traducción/inglés-español/paying) [for](https://es.pons.com/traducción/inglés-español/for) [the](https://es.pons.com/traducción/inglés-español/the) [trip](https://es.pons.com/traducción/inglés-español/trip) [via](https://es.pons.com/traducción/inglés-español/via) [the](https://es.pons.com/traducción/inglés-español/the) [app](https://es.pons.com/traducción/inglés-español/app).

More info about public transportation, metro, buses from the airport: <https://www.esmadrid.com/en/madrid-by-plane>

Some tips about discounts if you use for the first time myDrive or mytaxi or Uber:  
<https://www.citylifemadrid.com/saving-money-to-and-from-the-airport/>

# Important documents (NIE, TIE, Empadronamiento)

If you stay more than 3 months in Madrid in theory it is obligatory to make a NIE/TIE and an Empadronamiento. You can find some help for filling out the documents and the application of NIE and TIE here: <https://www.citylifemadrid.com/applying-for-a-nietie-in-madrid/>

You can also find some help for applying Empadronamiento here:  
<https://www.citylifemadrid.com/the-key-to-access-public-services-empandronamiento/>.

## NIE (Número de Identificación de Extranjero) - if you from the EU

The Spanish NIE number is a Foreigner Identification Number issued by the Administración General del Estado (General Administration of the State) as a fiscal identification number for foreigners who want to stay more than 3 months in Spain, or in order to be able to process certain transactions in Spain like opening a bank account or getting a phone contract. The equivalent of NIE for Spaniards is the NIF (Número de Identificación Fiscal).

If you are from the EU you need to follow the steps below to get your NIE. You have to make an appointment online first before coming in person; otherwise you will not be served. You can reserve it even before your arrival to Madrid at this website: <https://sede.administracionespublicas.gob.es/icpplustiem/citar>. Choose “*Madrid”* first, and then “*CNP-CERTIFICADOS UE”*, then click to “*Aceptar”*, then “*Entrar”*. Choose *“Pasaporte / Documento de identidad”* and fill the column with the number of your passport or ID and write your first name first and then your last name. Please print out the approval of the appointment.

Some Spanish embassies might also be able to give you a NIE, so it is worth to check it if you can arrange it at your home country.

If you are from the EU for the NIE you will also need to fill [EX-18](http://extranjeros.empleo.gob.es/es/ModelosSolicitudes/Mod_solicitudes2/18-Certificado_Residencia_comunitaria.pdf). [Here](https://www.strongabogados.com/docs/solicitud-nie-english.pdf) you can find help what to write in each column. Be aware if you fill it and save it to your computer, you only save the blank document. So I recommend if you fill it online print it in a pdf form. Then fill the tasa 790 mode 112 [tax form](https://sede.policia.gob.es/Tasa790_012/ImpresoRellenar) out. For the *“N.I.F./N.I.E.”* part please write the following: X-0000001-R. Fill it with your personal data, then at the end please choose this if you are EU residence: *“Certificado de registro de residente comunitario o Tarjeta de residencia de familiar de un ciudadano de la Unión”* and leave the *“Código IBAN de la cuenta”* blank, and choose *“En efectivo”* (cash). Then click “*Descargar impreso rellenedo”* anda PDF will be automatically generated that you need to print. It will be 3 copies. One for you, one for the bank and one for the office. Before going to your reserved appointment you need to pay the tax. There is a [Bankia](https://www.google.es/search?rlz=1C1CHNG_esES327&q=Bankia&npsic=0&rflfq=1&rlha=0&rllag=40420366,-3846242,3088&tbm=lcl&ved=0ahUKEwi4yurCm83YAhVK7xQKHdz7CO4QtgMIPA&tbs=lrf:!2m4!1e17!4m2!17m1!1e2!2m1!1e3!3sIAE,lf:1,lf_ui:4&rldoc=1#rlfi=hd:;si:1757425321011468355;mv:!1m3!1d1558.8852809967545!2d-3.768247246548526!3d40.39468557178593!3m2!1i860!2i788!4f13.1) really close to the office, where you can pay this 10,71€ tax.

The Police Office where you will get your NIE is located on the Padre Piquer 18 Madrid 28024 (the closest metro stations is Campamento at línea 5). They do not speak any English, so please bring everything what you need:

* Filled Application Form (EX-18)
* Approval of the appointment
* Passport or valid document of identity (original and copy)
* Receipt of payment of the tax made at the bank (all the 3 copies)
* European Health Insurance Card or health insurance (original and copy)
* Document that certifies the reason of your stay in Spain: Letter of acceptance, work contract, etc. it is better if it is written in Spanish.

Do not forget to visit the bank first, so be there in time before to your appointment. After you paid the tax, go into the Police Office where you need to show your approval of your appointment and then you’ll get a number. Take a seat and watch the screen. Wait until one of the officer call your number. You just need to give all the documents to the officer and some time later you will get a card like [that](http://2.bp.blogspot.com/-P71s5z3Wcy0/UAbWUcwACvI/AAAAAAAAiUI/0RF4bvrlFZ8/s1600/Blog.jpg).

## TIE (Tarjeta de Identificación de Extranjero) - if you are non-EU citizen

It is important to apply for your TIE during the first 30 days after entering Spain. Your student visa won’t always be sufficient to validify your stay in Spain.

If you are non-EU citizen you need to follow the steps below to get your TIE. You have to make an appointment online first before coming in person; otherwise you will not be served. You can reserve it even before your arrival to Madrid at this website: <https://sede.administracionespublicas.gob.es/icpplustiem/citar>. Choose “*Madrid”* first, and then ““CNP-*Toma de Huellas (Expedición de Tarjeta) y renovación de tarjeta de larga duración”*, then click to “*Aceptar”*, then “*Entrar”*. Choose *“Pasaporte”* and fill the column with the number of your passport write your first name first and then your last name, choose you nationality. Do not fill the *“Fecha de Caducidad de su tarjeta actual”.* Then proof you are not a robot and click “*Aceptar”.* Choose an appointment and then click *“Siguiente”* Please print out the approval of the appointment.

If you are non-EU citizen for the TIE you will also need to fill [EX-17](http://extranjeros.empleo.gob.es/es/ModelosSolicitudes/Mod_solicitudes2/17-Formulario_TIE.pdf). [Here](https://www.strongabogados.com/docs/solicitud-nie-english.pdf) you can find help what to write in each column. Be aware if you fill it and save it to your computer, you only save the blank document. So I recommend if you fill it online print it in a pdf form. Then fill the tasa 790 mode 112 [tax form](https://sede.policia.gob.es/Tasa790_012/ImpresoRellenar) out. For the *“N.I.F./N.I.E.”* part please write you N.I.E number which is on your VISA. Fill it with your personal data, then at the end please choose this: *“TIE que documenta la primera concesión de la autorización de residencia temporal, de estancia o para trabajadores transfronterizos”* and leave the *“Código IBAN de la cuenta”* blank, and choose *“En efectivo”* (cash). Then click “*Descargar impreso rellenedo”* anda PDF will be automatically generated that you need to print. It will be 3 copies. One for you, one for the bank and one for the office. Before going to your reserved appointment you need to pay the tax. You can do it at any bank. It will be 15,60€ tax.

The Police Office (Comisaría Policía Nacional de Latina) where you will get your TIE is located on the Av. de los Poblados, s/n, 28047 Madrid (the closest metro stations is Aluche at línea 5). They do not speak a good English, so please bring everything what you need:

* Approval of the appointment
* Filled Application Form (EX-17)
* Passport and visa (original and copy)
* 2 recent, passport sized pictures with white background
* Receipt of payment of the tax made at the bank (all the 3 copies)
* Your private health insurance (original and copy)
* Document that certifies the reason of your stay in Spain: Letter of acceptance, work contract, etc. it is better if it is written in Spanish.
* Certificate of residency (Empadronamiento). Click [here](https://www.citylifemadrid.com/the-key-to-access-public-services-empandronamiento/) to find out how to apply for this document

Do not forget to visit the bank first. After you paid the tax, go into the Comisaría Policía Nacional de Latina where you need to go where you can see the sign *“Huellas”.* Show your approval of your appointment and then you’ll wait in a queue. You just need to give all the documents to the officer and give fingerprints. After that you will need to go to another desk, where they check that all of the information is correct and then you will get a document. After 30 day you need to go back to the police station go to the sign where it is written “*regreso de tarjeta”* with that document you got and with your passport and you will get a card like [that](http://2.bp.blogspot.com/-WgGI8xP284s/ULPl8pm1d7I/AAAAAAAABD0/yW8Y2EuQ6HM/s1600/TIE.jpg).

# Bank account

There are a lot of banks in Madrid. I can suggest the Sabadell bank, where you can open a free bank account if you are under 30 even without a NIE. It is easy. All you need to do is to fill out this [form](https://www.citylifemadrid.com/getting-settled/free-spanish-bank-account-madrid/) and from the bank they let you know within 2-3 days when you need to go to the bank (in Calle Gran Vía) and sign the important documents. It is also free to close the account before leaving Madrid. The most important services of the bank are also mainly for free (money withdrawal, money transfer, etc.)

Information about the account:  
<https://www.bancsabadell.com/cs/Satellite/SabAtl/Expansion-Account.-The-salary-account-without-bank-fees/1191346505022/en/>

You can also apply for this account via the bank’s official website but the site is Spanish and you need to give more personal information:  
<https://www.bancsabadell.com/cs/Satellite/SabAtl/Particulares/2000019059100/es/>

# SIM card

There are a lot of prepaid sim cards in Madrid, with English website: [DIGI mobil](https://www.digimobil.es/index.php?idLang=2), [Lebara móvil](https://mobile.lebara.com/es/en/), [Lycamobile](http://www.lycamobile.es/en/), [hits mobile](https://www.hitsmobile.es/en/home), [Orange](http://en.orange.es/?utm_source=orange&utm_medium=home&utm_term=pie+enlaces+rapidos+english+site), [Vodafone](http://www.vodafone.es/c/particulares/es/tienda/movil/tourist-in-spain-vf/) and the others: [Tuenti](https://www.tuenti.es/) (only national calls), [MASmóvil](https://www.masmovil.es/), [happymóvil](http://www.happymovil.es/), [Jazztel](https://www.jazztel.com/) (only national calls), [Simyo](https://www.simyo.es/), [República Móvil](https://www.republicamovil.es/), [Llamaya móvil](https://www.llamayamovil.com/), [Pepephone](https://www.pepephone.com/) (only national calls), [Lowi](https://www.lowi.es/) (only national calls), [Movistar](http://www.movistar.es/), [Yoigo](https://www.yoigo.com/). The SIM cards are most of the times free. For more information see the websites.

I have Lyca by the way. But it depends on your habits which one is the best choice for you. If you go to the CityLife Madrid office they can also give you a Lyca sim card for free and if you top it up, they help you to set up the internet on your phone. Smart Insiders and BeMadrid also gives you a SIM card with 5€ included (unfortunately I don’t know the brand). ErasmusMadrid will give you Lebara sim.

# Academic Calendar

Here you can find the academic calendar for the UPM. The red/pink days mean there are no classes, so you can organize trips for yourself. ;) First page for bachelor students and the second one for masters:

<http://www.upm.es/Estudiantes/OrdenacionAcademica/CalendarioAcademico>

Be aware the bachelor and the master students have different calendars and sometimes the UPM calendar can be different from calendar of the ETSI Informáticos!

For **master students** here is the ETSI Informáticos calendar (2020/2020):

<http://www.fi.upm.es/docs/estudios/muii/1645_Calendario_2019-20_MUII_.pdf>

# Map of the Montegancedo Campus



The university has 4 campuses. One is the Montegancedo what you can see above. The other 3 are Campus Ciudad Universitaria, Campus Madrid Ciudad and Campus Sur.

If you would like to travel between the Campus Montegancedo and the Campus Ciudad Universitaria you can use the 865 bus ([stops, timetable](https://www.redtransporte.com/madrid/autobuses-interurbanos/865-madrid-pozuelo-de-alarcon.html)) or the [UPM bus](http://www.upm.es/sfs/Utilidades/Centros/RutaLanzadera_UPM.PDF) (it is in Spanish, but Google translator will help you), which is free for UPM students. You only need to show your UPM student ID to the driver.

# Programs for the semester

There are a lot of organizations who organize different events for exchange students. OREX also organizes some trips around Madrid.

Organizations of ESN Madrid (unfortunately UPM doesn’t have ESN team but you can join to the programs of other universities.)  
<https://www.facebook.com/ESN.UAM/>

<https://www.facebook.com/ESNUCM/>

<https://www.facebook.com/esn.uc3m/>

<https://www.facebook.com/esn.urjc/>

CityLife Madrid, BeMadrid, Smart Insiders and Erasmus Madrid also organize a lot of programs and trips.

# Studying Spanish

There are a lot of ways to study Spanish. The university organizes courses for international students: <http://www.upm.es/internacional/Students/ExchangeMobilityPrograms/Languages+for+Internationalization/Spanish+Language+Area>

A lot of language exchange programs will be organized by CityLife and other organizations. There are a lot of Language Schools in Madrid. Here you can find language schools: <http://eee.cervantes.es/en/index.asp>

CityLife and ErasmusMadrid also offer you some schools and discounts: <https://www.citylifemadrid.com/learn-spanish/>, <http://www.erasmusmadrid.org/learn-spanish/>.

You can use different apps for free for memorising words: [Memorise](https://www.memrise.com/), [Anki](https://apps.ankiweb.net/), etc. and I think everybody knows [Duolingo](https://www.duolingo.com/). You can search for private teachers in the expats or the Erasmus groups. There is also a website where you can get one to one classes in a limitless amount with teachers from Venezuela at an affordable price:<https://baselang.com/>. If you prefer in <https://milanuncios.com> or <https://tusclasesparticulares.com> you can find Spanish conversations teachers.

# Sport

At the university there are a lot of options, also on other campuses:  
<http://www.upm.es/UPM/Deportes>

There are a lot of gyms in Madrid. Low-costs are: [FitUp](http://www.fitupweb.es/index_EN.html) has English site, too. [Dreamfit](http://www.dreamfit.es/), Others: [Holidaygym](http://holidaygym.es/), [Virgin Active](https://www.virginactive.es/), [Hi-Fitness](http://hi-fitness.es/), , [McFit,](https://www.mcfit.com/es/) [BasicFit](https://www.basic-fit.com/es-es?gclid=EAIaIQobChMIueLy6s_Y5wIVClPTCh0mewzeEAAYASAAEgI98_D_BwE) …

Madrid has a lot of parks, so if you like to run, you will love them.

# Contact

If you have more questions, you can write me to [sias@fi.upm.es](mailto:sias@fi.upm.es) (Réka Dobi) and don’t forget to join to our facebook group:  
<https://www.facebook.com/groups/exchangestudentsETSIInfUPM17182/>

# Other useful information

I collected different material from different websites. Please keep in mind that the information can be outdated:

<https://drive.google.com/drive/folders/1TExXmB2rPZtLTSt-l9_egHcoKt8UXvsx?usp=sharing>