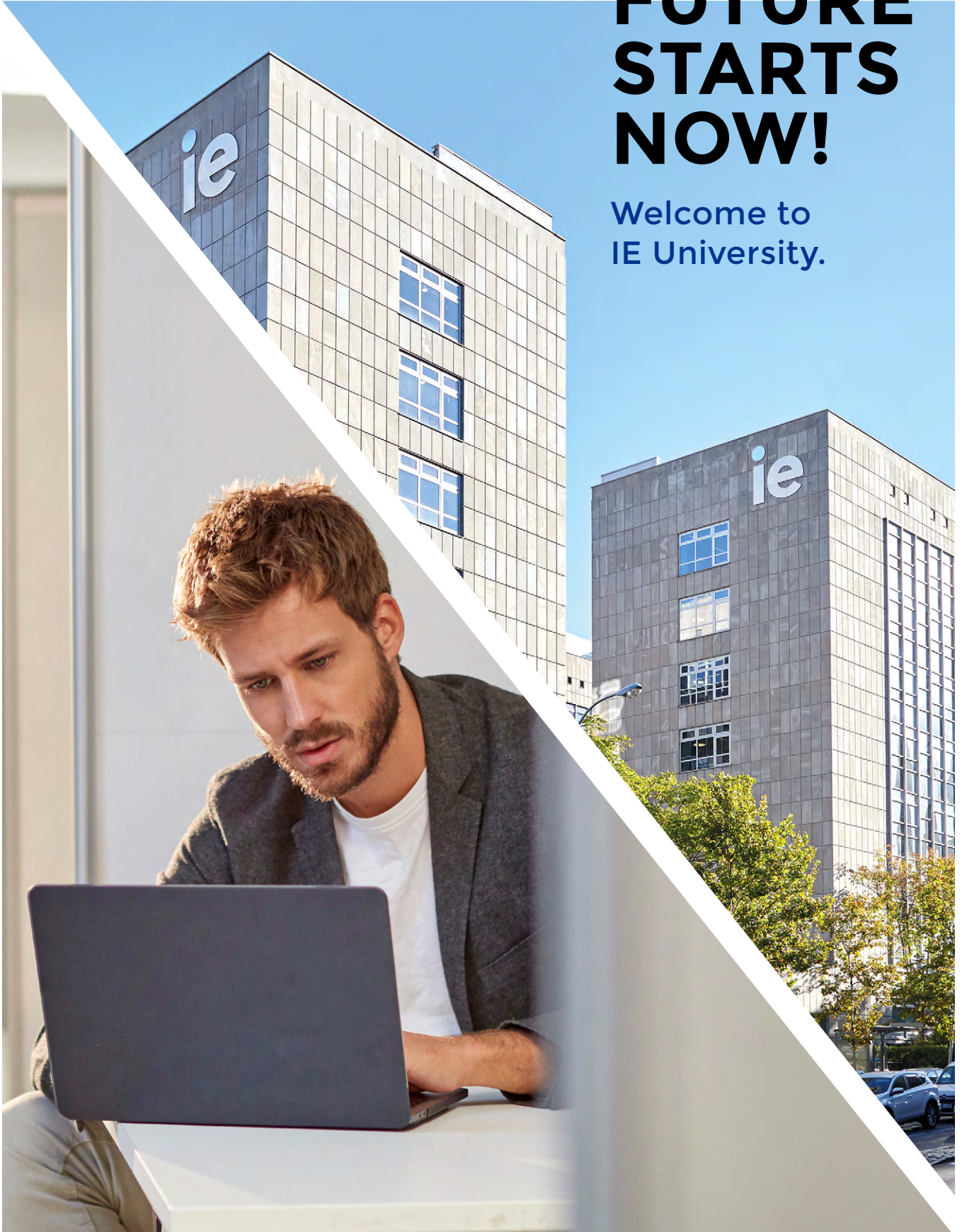


YOUR FUTURE STARTS NOW!

Welcome to
IE University.



YOUR FUTURE STARTS NOW!

**We're excited for you to become part of the IE community!
In order to make your transition as smooth as possible,
we've created this Welcome Pack to help guide you.**


**This Pack includes all the information you will need to
complete each of the following items—the first steps
towards your enriching and transformational IE journey.**



WELCOME ROADMAP

FINAL STEPS

- IE Welcome Pack received**
 - Read and sign your IE contract**
 - Reserve your place**
 - Make your IE Foundation contribution**
 - Get your financing in order** p.7
 - Check if you need a visa and** p.9/10
 - Have your bachelor's degree diploma ready to present (if applicable)** p.12
-

- Choose a time for your video conference session**
 - Learn about your housing options and other key factors for preparing for Madrid**
 - Book your flight**
 - Get ready to discover Madrid!**
- 

MAD



—RID

We know first-hand that starting this new chapter at IE is exciting, but can also be overwhelming, especially if you're coming from another country. But don't worry, we are with you every step of the way so that you can get involved, make new friends, try new things, and make the most out of your experience.

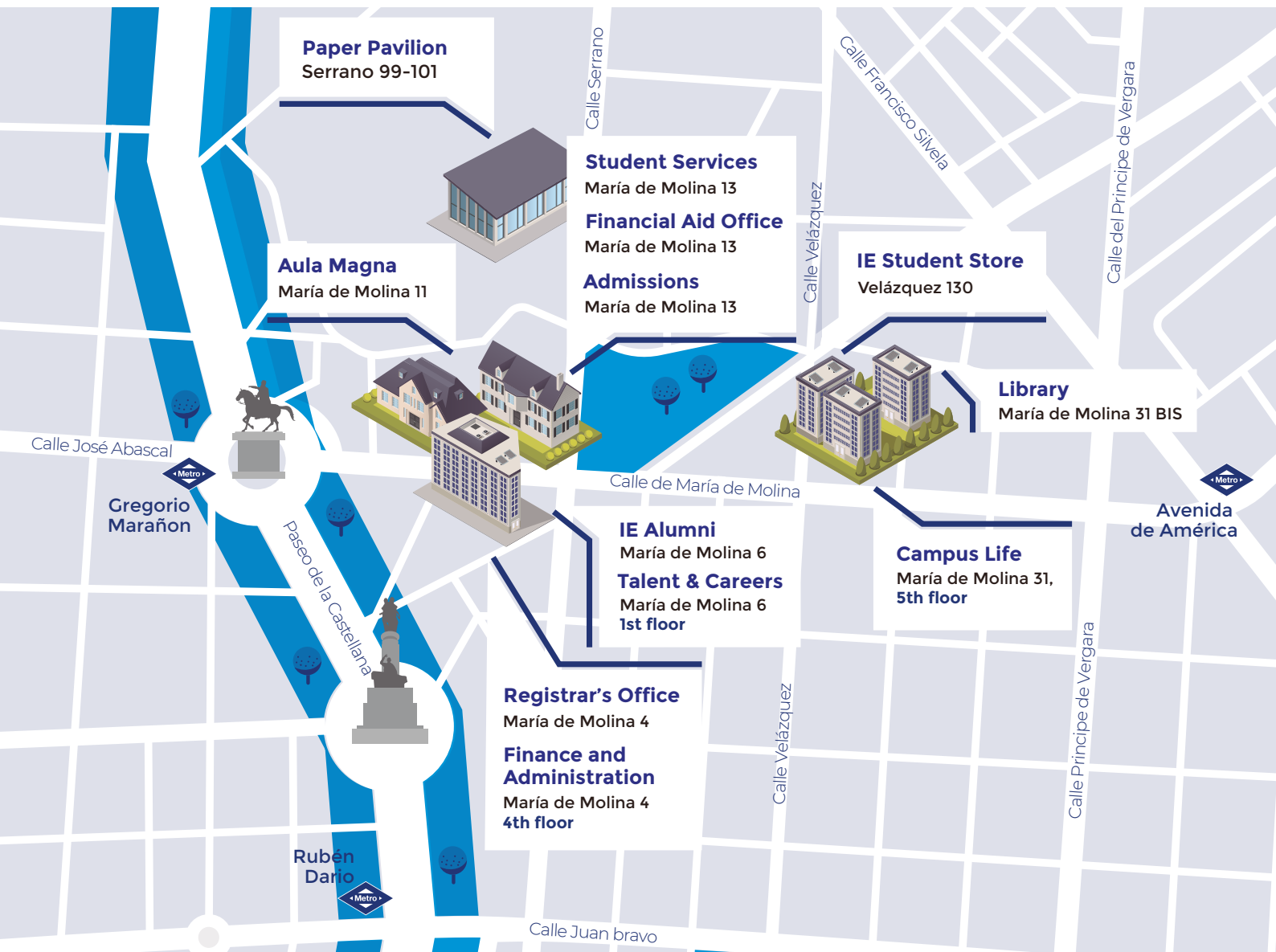
LOCATION

DON'T MISS OUT ON OUR **MAD-GUIDE** WHERE YOU CAN LEARN ALL YOU CAN DO, EAT, AND LIVE WHILE IN THE ROBUST CITY OF MADRID!

> OPEN MAD-GUIDE!

Our campus at IE is equipped with top-notch facilities that can't be found anywhere else. From cutting-edge technology in our classrooms and library, to specialized offices that guide you during and after your time at IE, we provide you with the tools needed to succeed academically, professionally and personally.

What's more, your road to success will bring you through the heart of Spain. As one of Europe's most vibrant cities, Madrid is full of life, culture and tradition. Whether you're looking to enjoy some of the world's most famous art, lose yourself in green parks, go out for a night on the town, or explore everything else a new culture has to offer, Madrid is waiting for you!



SUP



PORT

The pursuit of a master's degree program in a world class institution is a considerable investment, and we know that funding plays a critical role in many students' decisions.

FINANCIAL AID

GET YOUR FINANCING IN ORDER.

If sorting out funding and scholarships is an important part of making IE your next big step in your journey, the good news is that we have a range of funding options available to support you!

BUDGETING

Careful budgeting is key to get your financing in order before you start your program, and keep it on track so you will be able to stay focused on your studies.

FINANCING THE PROGRAM

Most of our students rely on a combination of different types of financial means to cover the tuition fees and the overall cost of attendance associated with their program. Those means typically include personal resources, graduate student loans, scholarships, and eventually some form of tuition assistance from employers.

Scholarships

We know how important awards and scholarships can be for some students and that is why we are committed to making IE financially attainable for more deserving and ambitious candidates from around the globe who, absent scholarship support, would not be able to attend our school.

So if scholarship funding is a priority for you and you haven't yet applied, submit your application as soon as possible! With most scholarship funds awarded on a rolling basis, to increase your chances for scholarships, it is in your best interest to apply early.

NEED HELP WITH GUIDANCE ON SCHOLARSHIPS OPPORTUNITIES AND/OR OUR APPLICATION PROCESS?



Contact our Financial Aid Office team via email at FinancialAid@ie.edu or call them at **+34 91 568 98 88** (weekdays from 9 am to 6 pm Spain time)

Loans

Many of our students rely on loans—either government and/or privately funded—to at least partially finance their studies at IE. As we strive to provide further financing opportunities to our students, at IE we are committed to continue our efforts to secure agreements with both Spanish and international institutions that offer financial loan schemes to our students on favorable grounds.

While there are many organizations that lend to IE students—including those, we have an agreement with—it is critical that you understand all fees and terms of available loan products to be able to compare them and determine which ones are best suited to your particular needs. A good starting point to find out which financing options may be available for you is to contact our dedicated team at loans@ie.edu

Please note that many financing schemes are time-sensitive and may require planning several months before your program starts.

Employee Sponsorship

In some of our blended programs, apart from time commitment, around one third of our students receive some form of financial sponsorship from their employer, as their organizations know it is an important investment in their talented professionals. Gaining financial support from your organization can be a tremendous asset, so if you are looking for approaching your employer, contact your Admissions Advisor to help you put a business case together.

Payment Plan

We understand that you are making a significant investment, and that is why IE also offers payment plans to enable you to spread your tuition fees payments over a period of several months, rather than in one payment.

QUES



TIONS?

The Student Services team will support you with every step of your immigration procedures and relocation to Spain so that you can focus on your studies and enjoy the IE Master's experience.

STUDENT SERVICES

THE STUDENT SERVICES TEAM WILL SUPPORT YOU WITH IMMIGRATION PROCEDURES AND ACCOMMODATION IN MADRID SO THAT YOU CAN FOCUS ON YOUR STUDIES AND ENJOY THE IE MASTER'S EXPERIENCE.

IMMIGRATION (SCHENGEN VISA)

Depending on your nationality, you might need to obtain a Schengen visa to come to Spain. You can see whether you will need to apply [here](#). **Applications can be submitted no more than six months before the intended trip.**

What documentation must I submit with VISA applications?

To obtain a Schengen visa, you generally must present the [following documents](#) (please note that requirements may vary; thus, it is crucial that you confirm the required documents with your consulate).

- A completed application form.
- The administrative fee.
- Your travel document and a photograph*.
- Evidence of your financial means.
- Documents related to accommodation.
- Travel insurance covering a minimum of 30.000€, including the costs that would have to be paid if you needed to return to your home country due to illness or death (also known as repatriation). This insurance must be valid for the entire Schengen area and for the duration of your stay.
- Return plane tickets.
- Documents related to the purpose of your trip (e.g. an enrolment certificate stating the dates of your face-to-face period). Please contact Student Services and they will send you the certificates.

***Important:** Your passport needs to be valid for at least 3 months beyond the intended duration of your stay in Spain.

STUDENT SERVICES CAN ASSIST YOU WITH:

- Schengen visa applications for Spain
- Housing resources
- Life in Madrid



If you have any questions or need clarification on this matter, please contact Student Services at student.services@ie.edu

A Schengen visa lasts for a maximum of three months within a six-month period. The precise length of your visa is indicated on your visa sticker under the heading 'Duration of Visit'. Schengen visas are usually single-entry visas, which means that you can only enter the Schengen area once. If you wish to enter and leave the Schengen area several times during the validity period of your visa, **you should apply for a multiple-entry Schengen visa.**

Once you have finished the enrollment process, get in touch with Student Services so that they can provide you with your tourist visa academic supporting documents.



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ACCOMMODATION

Booking a hotel room can be the most suitable option when coming to IE for the first time.

IE campus is in the Salamanca district. It is a business district and is, thus, one of the finest areas in the city. Some great districts nearby would be Chamberí, El Viso, Retiro, Centro, Chamartín.

IE has agreements with prestigious hotels located in Madrid such as:

- [Hotel Castellana Intercontinental](#)
- [Hotel Occidental Miguel Ángel](#)
- [Hesperia Madrid Hyatt](#)
- [Hotel Ritz Madrid](#)
- [Hotel Avenida America AC by Marriot](#)
- [Espahotel Gran Vía](#)
- [NH Hotels](#)

STUDENT SERVICES CAN ASSIST YOU WITH:

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If you prefer to enjoy a more independent lifestyle, cook your own meals and have your own space these next options are for you. These short-term accommodation companies allow you to rent flats for short-term stays, paying prices often similar or cheaper than booking a hotel. IE has agreements with the following accommodation providers:

- [Friendly Rentals](#)
- [Be Mate](#)

We also recommend the following companies to get a glimpse of the area and prices:

- [Airbnb](#)
- [Way to Stay](#)
- [Wimdu](#)
- [Apartum](#)
- [Vrbo](#)



LET'S



GO!

There are some legal documentation requirements for living and studying in Spain which may apply to you. It's important to ensure you're familiar with the necessary paperwork and have everything you may need in order before you arrive.

THE REGISTRAR'S OFFICE

GETTING THE PAPERWORK IN ORDER: OFFICIAL DOCUMENTS / LEGALIZING DOCUMENTS



OFFICIAL DIPLOMA REQUIREMENTS

If this applies to you, it must be done within a month of the start date of your studies. Drop in at the Registrar's Office and present the original certificate of your University Undergraduate Degree (if applicable) and:

**ID (if you're a Spanish citizen) or NIE
Passport**

This is necessary because your university diploma must be legalized to enable receipt of the Official University Master Degree diploma. Recognized in 46 countries throughout Europe, and worth 60 ECTS credits, it's extremely useful if you intend to go on to undertake a PhD, or apply for loans or public sector jobs for which official diplomas are required. You don't need to do this if you hold a diploma from a university recognized by an EU Higher Education authority, but bachelor's degree holders from non-recognized universities must legalize their documents.

MAKING DOCUMENTS LEGAL IN SPAIN

Your bachelor's degree will only be considered legal in Spain if:

- It's legalized with the Hague Apostille. As Spain is a member of the Hague Convention, all documents originating from member countries must be legalized. You can check which countries are members [here](#).
- Non-Hague Convention countries' documents must carry Diplomatic or Consular Legalization. This process must be undertaken at the Spanish Embassy or Consulate in the country of the document's origin. If this applies to you, check with your local consulate as this process may vary in your country.

Remember that you cannot apply for Diplomatic or Consular Legalization if your country is a member of the Hague Convention. Make sure you're familiar with which requirements apply to you.

OFFICIAL TRANSLATION

If you do need to legalize your documents and your Degree is not in Spanish, English, French, Italian, Portuguese or Latin, a sworn translation into one of those languages will be required.

It's critical that this translation is carried out before the final stage of legalization and is presented to the Spanish Ministry of Foreign Affairs, along with a copy of the original.

There's more information on required documentation [here](#). If you require any further information, don't hesitate to contact the Registrar's Office: registrar@ie.edu

**YOUR FUTURE
STARTS NOW!**

