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Dear International Student:

Thank you for choosing ESADE for your overseas experience, whether it be for only a few months or 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 this academic year they will be joined by the Full-time MBA Program. Sant Cugat is about 20 km northwest of Barcelona on the other side of the mountain. The aim of this Student Handbook is to familiarize you with both the ESADE Barcelona – Sant Cugat campus as well as the 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 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
JULY 2012
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.

- 1958 -
ESADE is founded

- 1959 -
Bachelor’s Degree in Business Studies is created

- 1960 -
Executive programmes are created at the Centre for Executive Development (now known as Executive Education)

- 1964 -
MBA programme is created

- 1965 -
Language School is created
(now known as the Executive Language Center)

- 1969 -
Spain’s first European Documentation Centre is created

- 1988 -
ESADE becomes a full member of the Community of European Management Schools (CEMS)

- 1993 -
ESADE Law School is created

- 1995 -
ESADE becomes part of Ramon Llull University

- 2003 -
Madrid campus facilities are expanded
Buenos Aires campus opens

- 2008 -
50th anniversary of ESADE

- 2008/9 -
ESADE’s new CREAPOLIS campus opens
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: in three areas on two campuses

**UNIVERSITY PROGRAMS (taught in Sant Cugat)**
- Bachelor in Business Administration (BBA)
- Master’s of Science Programs in Management (MSc) (International Management, Marketing Management, Finance and Innovation and Entrepreneurship)
- Master’s of Research in Management Sciences (MRes)
- Doctorate in Management Sciences (PhD)

**MBA PROGRAMS (taught in Sant Cugat as of summer 2012)**
- 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’s in Law
- Master’s in Law (Full-Time Master’s, Part-Time Master’s)
- Specialization modules, In-Company Training and Conferences & Seminars

*(located in Barcelona – Pedralbes Building 3)*
- English, French, German, Arabic and Mandarin
- Spanish for foreigners
- Teacher Training
- In-Company Language Training
4. **ESADE Management Team**

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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.

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?

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. Download the Schengen visa application here: short-term visa

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 long-term visa. You are required to apply for a Student ‘Residence’ Card, (Tarjeta de Identificación de Extranjero, Tarjeta de Estancia Para Estudios) within 30 days of arrival. 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. This can be a lengthy process so get started as early as possible; however, many consulates will not accept visa applications earlier 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.

The documentation that you will be required to present when applying for a Student Visa includes:

- Passport
- Passport-size photos
- Proof of financial means
- Admission Letter from ESADE
- 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 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 and 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 as soon as possible to find out what documents you need to provide.
NOTE:
✓ 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; however, 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.

✓ Keep your plane ticket stub or receipt in case you need to prove date of entry and your passport is not stamped on entering Spain or the Schengen Area, However, be warned that 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.

Here’s a link to the Ministerio de Asuntos Exteriores y de Cooperación where you can find information about Spanish Consulates and Embassies around the world:

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 certified.

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 the insurance broker below:

GAESCO
Ms. MARTA COT
Gaesco Seguros
Avda.Diagonal, 429
08036 Barcelona
Tel: + 34 933 662 731
Fax: + 34 933 662 732
mcot@gvcgaeesco.es

For more information on the insurance coverage offered by GAESCO and how to contract a policy before your arrival in Spain, please contact Marta Cot. Be sure to read the policy to understand exactly what is covered. GAESCO is a private insurance broker and totally independent from ESADE.

Clinica Tres Torres is a private institution which offers all medical services and treatment accompanied by a Spanish-English interpreter when necessary. In addition, they deal with all insurance paperwork.
Contact: clinicatrestorres@hospiquality.es or call 628 604 412 for further details.
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
- lots of passport size photos
- original prescriptions if you need medication

SUGGESTION: 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

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Program Manager, Law Exchange & THEMIS

araceli.domenech@esade.edu

**Ms Laura Collado**

Registrar’s Office

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9. **Contacts**

**ESADE Barcelona – Sant Cugat Campus**

**BBA & Combined Undergraduate and Master in Management Program**

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MBA Programs

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Master in Research & PhD Programs

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Ms Pilar Gallego  
Program Manager, MRes & PhD  
pilar.gallego@esade.edu

Ms Olga Linares  
Registrar’s Office  
olga.linares@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. Her job is to help you with visa issues before you arrive and to help you settle in to ESADE and Barcelona / Sant Cugat quickly and comfortably.
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 Sarria, 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 bus that leaves and returns twice daily for a fee. In Sant Cugat, the Roberto de Nobili Residence Hall is on campus and about 5 minutes from your classes.

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. On the other hand, Barcelona offers all the services of a large city as well as some inconveniences. Sant Cugat is located 15 km north of the city, so your links to school are important to bear in mind and you have to consider the price of commuting in your budget.

There is a large amount of available housing in Barcelona, but whether you decide to live in the city or in the suburbs and it can takes 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, Sarria and l'Eixample; Les Corts and Sants are also conveniently located.

**Estimated monthly budget for a single student**

<table>
<thead>
<tr>
<th></th>
<th>€</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing (shared)</td>
<td>€400-C600</td>
</tr>
<tr>
<td>Utilities</td>
<td>€80-C150</td>
</tr>
<tr>
<td>Groceries</td>
<td>€200</td>
</tr>
<tr>
<td>ESADE lunch</td>
<td>€180</td>
</tr>
<tr>
<td>Public Transport</td>
<td>€35-C75</td>
</tr>
<tr>
<td></td>
<td>(Barcelona – 1 zone; Sant Cugat = 2 zones)</td>
</tr>
<tr>
<td>Sports</td>
<td>€45</td>
</tr>
<tr>
<td>Misc Expenses</td>
<td>€300</td>
</tr>
<tr>
<td>Monthly Budget</td>
<td>€1240 - C1510</td>
</tr>
</tbody>
</table>

NOTE: These figures are based on feedback from current students and are only a guide; your expenses will depend on your lifestyle while here.
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 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 45º 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 Besòs and Llobregat rivers, the Vallès and the Barcelona plain. It falls within the municipal area of nine towns. Collserola features a wide array of natural Mediterranean environments in which woodland predominates. This, together with a variety of low vegetation, is home to almost all the animal species in Mediterranean forests. This diversity forms the biological wealth of the Collserola Ridge. The carretera de les 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: www.santcugatobert.net (partially in English).
11. Housing possibilities
FOR A FEW DAYS or longer: STUDENT RESIDENCE HALLS & HOSTELS

<table>
<thead>
<tr>
<th>Residência Universitária Sarriá</th>
<th>Cristina Toro</th>
</tr>
</thead>
<tbody>
<tr>
<td>c/ Esports 1-3; 08017 Barcelona</td>
<td></td>
</tr>
<tr>
<td>+34 93 206 5540</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:campus@residenciasarria.com">campus@residenciasarria.com</a></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.residenciasarria.com">www.residenciasarria.com</a></td>
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<table>
<thead>
<tr>
<th>Melon District</th>
<th>MelonDistrict Marina</th>
</tr>
</thead>
<tbody>
<tr>
<td>c/Sancho de Ávila 22; 08018 Barcelona</td>
<td></td>
</tr>
<tr>
<td>+34 93 309 98 30</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:info@melondistrict.com">info@melondistrict.com</a></td>
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<table>
<thead>
<tr>
<th>Residência Universitária Torre Girona*</th>
<th>Pg del Til lers 19; 08034 Barcelona</th>
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</thead>
<tbody>
<tr>
<td>+34 93 309 98 30</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:torregirona@resa.es">torregirona@resa.es</a></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.resa.es/eng/">www.resa.es/eng/</a></td>
<td></td>
</tr>
<tr>
<td>* Long term accommodation not available to ESADE students.</td>
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<table>
<thead>
<tr>
<th>Residencia ÁTICO</th>
<th>c/ Muntaner 233, 5º 2a; 08021 Barcelona</th>
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</thead>
<tbody>
<tr>
<td>+34 93 202 27 27</td>
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<tr>
<td><a href="http://www.aticoresidencia.com">www.aticoresidencia.com</a></td>
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<table>
<thead>
<tr>
<th>Residencia EMILIE de VILLANEUVE</th>
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<tr>
<td>c/ de La Marquesa de Vilalonga 19; 08017 Barcelona</td>
<td></td>
</tr>
<tr>
<td>+34 934 177 121</td>
<td></td>
</tr>
<tr>
<td>Convenient to FGC Sarrià</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.residenciaemilie.com/es/inicio.htm">www.residenciaemilie.com/es/inicio.htm</a></td>
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<table>
<thead>
<tr>
<th>Residencia MESTRAL MAR</th>
<th>Gran Via 701 principal 1º; 08013 Barcelona</th>
</tr>
</thead>
<tbody>
<tr>
<td>+34 932 463 190</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.mestralmar.com">www.mestralmar.com</a></td>
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<table>
<thead>
<tr>
<th>Residencias SAN MARIUS</th>
<th>Several residences located around the city.</th>
</tr>
</thead>
<tbody>
<tr>
<td>c/ Muntaner 507 – entresuelo</td>
<td></td>
</tr>
<tr>
<td>08022 Barcelona</td>
<td></td>
</tr>
<tr>
<td>+34 93 417 48 02</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.sanmarius.com">www.sanmarius.com</a></td>
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<thead>
<tr>
<th>Residencia LESSEPS</th>
<th>Plaza Lesseps 12; 08023 Barcelona</th>
</tr>
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<tbody>
<tr>
<td>+34 902 444 447</td>
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<tr>
<td><a href="http://www.resa.es/eng/">www.resa.es/eng/</a></td>
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<table>
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<th>c/ Ciutat de Balaguer 65 Pral; 08022 Barcelona</th>
</tr>
</thead>
<tbody>
<tr>
<td>+34 934 173 194</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.residenciaroca.com">www.residenciaroca.com</a></td>
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<table>
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<tr>
<th>Colegio Mayor SANT JORDI</th>
<th>c/ Ricard Zamora 4/8; 08017 Barcelona</th>
</tr>
</thead>
<tbody>
<tr>
<td>+34 93 201 66 00</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.cmsantjordi.com">www.cmsantjordi.com</a></td>
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</table>

<table>
<thead>
<tr>
<th>Residència Erasmus Gràcia</th>
<th>c/Torrent de l'Olla 212-214, 08012, Barcelona</th>
</tr>
</thead>
<tbody>
<tr>
<td>+34 934 151 203</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.residenciaerasmusgracia.com">http://www.residenciaerasmusgracia.com</a></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Blanc – B&amp;B</th>
<th>C/ Tuset, 27 - 1º (first floor) 08006 Barcelona (Spain)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ph. +34 93 676 18 56</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.blancguesthouse.com">www.blancguesthouse.com</a></td>
<td></td>
</tr>
</tbody>
</table>

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.hostelbarcelona.com
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.

... 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.html

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 2011-2012): €400 – €450 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.

ESADE BULLETIN BOARDS

Ask in reception in each of the buildings to find out where the bulletin boards are located. Local students as well as exchange students who already have an apartment established post adverts on these bulletin boards, looking for other students to share the apartment with them. Other ads are posted by private individuals and may be for entire apartments as well as apartments to share. The ads change from day to day. In addition, there’s a virtual bulletin board on the Intranet ⇒ Campus ⇒ tablón de anuncios, although it’s less used.
OTHER USEFUL WEBSITES

**Classified ads – private & agencies**

[www.loquo.com/english](http://www.loquo.com/english)
tri-lingual – apartments & rooms for rent (no fee) Highly recommended by international ESADE students

Multi-lingual real estate portal including listings for Sant Cugat

English – needs no introduction; fairly new to Spain

Multi-lingual – apts & rooms to rent – accommodation with families – short & long term – group search

[www.pisocompartido.com/](http://www.pisocompartido.com/)
Spanish – apartments & room for rent (basic service – no fee)

tri-lingual – apartments & rooms for rent – minimum 6 mos (no fee)

[http://www.santjordi.org/diasmeses/index_en.htm](http://www.santjordi.org/diasmeses/index_en.htm)
tri-lingual – moderately priced university student apartments to share

multi-lingual – more than just housing, this website may become your guide to BCN. (no fee)

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

**Agencies**

**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.avemarbcn.com](http://www.avemarbcn.com)
English/Spanish – apartments for rent (fee: max. 1 month’s rent)

[www.idealista.com/pagina/buscar_home](http://www.idealista.com/pagina/buscar_home)
Spanish only; lots of apts available, many unfurnished – a kind of a clearing house for agencies

[www.aspasios.com](http://www.aspasios.com)
Short-term up-market apt rentals for up to several months; mention ESADE for a 10% discount

[www.fotocasa.es](http://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 arrange visits and interface with landlords. [www.bcn-nest.com](http://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 and cars on the weekends. In addition, more and more people are travelling by bicycle in the city and there’s a bike share system which costs about €30/year Bicing.

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, and Renfe, the national train system.

Getting from the airport to the city center

There are 3 basic options: bus, train or taxi.

Aerobus - 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 €5.65 and a round-trip ticket costs €9.75. 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 Aerobus, but unlike the Aerobus, 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; a T-10 (10 rides) costs €9.25. Travel cards are integrated and can be used on the metro, buses, tram, short-distance train journeys.

Renfe - 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 Estació Sants 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; a T-10 (10 rides) costs €9.25. Travel cards are integrated and can be used on the metro, buses, tram, short-distance train journeys.

Taxi - 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 minimised; 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 - €35.  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

<table>
<thead>
<tr>
<th></th>
<th>Barcelona 1 zone</th>
<th>Sant Cugat 2 zones</th>
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</thead>
<tbody>
<tr>
<td>10-ride</td>
<td>€9.25</td>
<td>€18.40</td>
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<tr>
<td>T-mes</td>
<td>€50.00</td>
<td>€73.50</td>
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<tr>
<td>50/30</td>
<td>€37.00</td>
<td>€62.15</td>
</tr>
<tr>
<td>T-trim</td>
<td>€135.00</td>
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<tr>
<td>T-jove</td>
<td>€100.00</td>
<td>€147.00</td>
</tr>
</tbody>
</table>

fares valid until 31 DEC 2012

- 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 and 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.

To get to Sant Cugat 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.

You must have a valid travel card or ticket whenever using public transportation. If you are stopped without one by an inspector, the minimum fine is €50.
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 is one of the easier processes to carry out. See the instructions in ANNEX 1, pg 46.

**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*). An NIE may be required to open a bank account, sign a contract, buy/rent a motorcycle, etc.

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

The documentation you may be required to provide is:
- Passport or national identity document + copy
- Completed EX-18 application form + copy
- Proof of registration at ESADE
- Proof of medical insurance covering the length of your stay; EHIC accepted
- Residence certificate (*Certificado de empadronamiento*)

Present your documentation at the address below. 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 of payment.

**Comisaría de Policía**  
c/Balmes 192 (just below trav de Gràcia)  
Tel: 932 240 610  
Fax: 932 215 858  
Hours: Mon – Fri, 9-14

No appointment necessary  
Buses: 16, 17, 22, 24 27, 28, 31, 32; Metro: L3  
Green Line, Diagonal station; FGC: L6 & L7,  
Provença & Gràcia stations.

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 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 and your stay is limited to 180 days. 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 (Identity Card for Foreigners), (AKA: TIE, NIE, Student 'Residence’ Card) which is valid for one year from the date of entry, renewable as long as you are a student.

The documentation you are required to provide is:
- completed EX-00 application form + copy
- passport (with visa) + copy
- 3 colour DNI size photos
- document supporting reason for application (proof of registration at ESADE)
- certificate of empadronamiento. See ANNEX 1, pg 46
- payment of application fee

Dirección General de la Policía
Oficina de Extranjeros
c/ Guadalajara 1-3
08006 Barcelona
934 159 769
Monday – Thursday 9:00 – 17:30; Friday 9:00 – 14:00
confirm summer hours

Buses: 6, 7, 15, 16, 17, 22, 24, 27, 28, 31, 32, 33, 34, 114
Metro: Yellow Line 4 & Blue Line 5 – Diagonal Station;
Green Line 3 – Fontana station
FGC: Gracia station
No appointment necessary but it’s best to get there early and be prepared to wait in line.

Students who need to renew their Student ‘Residence’ Card after 1 year can do so through the Universitat Ramon Llull (URL) International Relations Office. This cannot be done more than 60 days before the expiration date, nor later than one month before your ID card expires. The required documentation is similar to what was required for the initial application, including proof of financial means (+/-€3,000 bank balance). All documentation submitted for renewal must be in Spanish and if translated, must be certified. The letter from ESADE must indicate that you:
1. are a student in good standing.
2. have registered for the following year.
# 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](barcelona consulates) Visas are often only issued by the embassies in Madrid or even abroad.

<table>
<thead>
<tr>
<th>Country</th>
<th>Address</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td>Passeig de Gràcia, 11, 2nd Floor, 2nd door</td>
<td>34 93 304 1200</td>
</tr>
<tr>
<td>Austria</td>
<td>Carrer Mallorca, 214, Ático Floor, 1st door</td>
<td>34 93 453 7294</td>
</tr>
<tr>
<td>Belgium</td>
<td>Carrer Diputació, 303, 1st Floor</td>
<td>34 93 467 7080</td>
</tr>
<tr>
<td>Brazil</td>
<td>Passeig de Gracia, 21, Principal</td>
<td>34 93 488 2288</td>
</tr>
<tr>
<td>Canada</td>
<td>Carrer Elisenda de Pinós, 10</td>
<td>34 93 204 2700</td>
</tr>
<tr>
<td>China</td>
<td>Avinguda del Tibidabo, 34</td>
<td>34 93 254 1196</td>
</tr>
<tr>
<td>Denmark</td>
<td>Rambla Catalunya, 33, 3rd Floor, 1st door</td>
<td>34 93 488 0222</td>
</tr>
<tr>
<td>France</td>
<td>Ronda Universitat, 22 Bis, 4th Floor</td>
<td>34 93 270 3000</td>
</tr>
<tr>
<td>Finland</td>
<td>Carrer Puigxurigué, 17, Ground Floor</td>
<td>34 93 443 1598</td>
</tr>
<tr>
<td>Germany</td>
<td>Passeig de Gràcia, 111, 11th Floor</td>
<td>34 93 292 1000</td>
</tr>
<tr>
<td>Great Britain</td>
<td>Avinguda Diagonal, 477, 13th Floor</td>
<td>34 93 366 6200</td>
</tr>
<tr>
<td>Greece</td>
<td>Avinguda Diagonal, 593, 6th Floor, 2nd door</td>
<td>34 93 321 2828</td>
</tr>
<tr>
<td>Hungary</td>
<td>Avinguda Diagonal, 477, 19th Floor</td>
<td>34 93 405 1950</td>
</tr>
<tr>
<td>Iceland</td>
<td>Cerdeña, 229-237 Sobreático 3º</td>
<td>34 93 232 5810</td>
</tr>
<tr>
<td>India</td>
<td>Carrer Teodor Roviralta, 21</td>
<td>34 93 212 0916</td>
</tr>
<tr>
<td>Italy</td>
<td>Carrer Mallorca, 270</td>
<td>34 93 467 7305</td>
</tr>
<tr>
<td>Japan</td>
<td>Avinguda Diagonal, 662, 3rd Floor</td>
<td>34 93 280 3433</td>
</tr>
<tr>
<td>Malaysia</td>
<td>Passeig de Colom, 11, 3rd Floor</td>
<td>34 93 310 2020</td>
</tr>
<tr>
<td>Mexico</td>
<td>Avinguda Diagonal, 626, 4th Floor</td>
<td>34 93 201 1822</td>
</tr>
<tr>
<td>Netherlands</td>
<td>Avinguda Diagonal, 601, 4th Floor</td>
<td>34 93 410 6210</td>
</tr>
<tr>
<td>Norway</td>
<td>Carrer Balmes, 184, 5th Floor, 2nd door</td>
<td>34 93 218 4983</td>
</tr>
<tr>
<td>Philippines</td>
<td>Avinguda Diagonal, 600, 4th Floor, 1st door</td>
<td>34 93 362 4303</td>
</tr>
<tr>
<td>Poland</td>
<td>Avinguda Diagonal, 593, 6th Floor</td>
<td>34 93 322 0542</td>
</tr>
<tr>
<td>Portugal</td>
<td>Ronda Sant Pere, 7, 1st Floor, 1st door</td>
<td>34 93 318 8150</td>
</tr>
<tr>
<td>Peru</td>
<td>Carrer Córcega, 270, 2nd Floor, 6th door</td>
<td>34 93 415 4999</td>
</tr>
<tr>
<td>Singapore</td>
<td>Carrer Rosselló, 257, 4th Floor</td>
<td>34 93 237 8401</td>
</tr>
<tr>
<td>South Africa</td>
<td>Carrer Teodora Lamadrid, 7</td>
<td>34 93 418 6445</td>
</tr>
<tr>
<td>Sweden</td>
<td>Carrer Mallorca, 279, 4th Floor, 3rd door</td>
<td>34 93 488 2501</td>
</tr>
<tr>
<td>Switzerland</td>
<td>Gran Via de Carles III, 94</td>
<td>34 93 330 9211</td>
</tr>
<tr>
<td>United States</td>
<td>Passeig Elisenda de Montcada, 23</td>
<td>34 93 280 2227</td>
</tr>
<tr>
<td>Venezuela</td>
<td>Carrer Provenza, 278, 3rd Floor</td>
<td>34 93 488 2012</td>
</tr>
</tbody>
</table>
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 that 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 in the center of Barcelona 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 Student ‘Residence’ Card or NIE. Not only will you save on service charges, but you will also 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.
Sabadell-Atlántico does not require ESADE students to provide an NIE in order to open an account. In addition, during the first year, it charges no commissions.

la Caixa does not require ESADE students to provide an NIE in order to open an account and it has the most extensive network of ATMs.

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.

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. Studentsphone www.studentsphone.com was founded by an ESADE alumnus and they rent mobile phones and SIM cards and offer special deals for ESADE students, including free calls between ESADE students on campus. You may want to consult with your classmates before signing on with them, however.
ESADE Barcelona-Pedralbes Campus

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 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 the Executive Language Center and Executive Education are 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
- 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

Executive Education, 0 floor
Executive Language Center, 0 floor
Business Information Center
ICT Services: 2 computer rooms on B floor. M-F 08:00 – 22:00, Sa 08:00 – 14:00
Multi-media Learning Center: M-F 09:00 – 13:00 & 14:00 – 20:00
Linguistic Services, A002
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
Carpa snack bar, A floor: M-F 10:30 – 16:00
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 fare from the city center, Plaça Catalunya to Pedralbes campus is aout €15
www.taxifarefinder.com
18. **ESADE Barcelona-Sant Cugat Campus**

The **BBA, MSc, MRes** and **PhD** Programs are taught entirely on this campus but 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. More information and a detailed floor plan are available here: [ESADE Sant Cugat Campus](#).

**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 09:00 – 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 | JAN 1 & 6, 2013 |
| SEPT 11 & 24, 2012 | MAR 25 - APR 1, 2013 |
| OCT 12, 2012 | MAY 1 & 21, 2013 |
| NOV 1, 2012 | JUN 24, 2013 |
| DEC 5, 6, 8, 25, 26, 2012 | |

19. **ESADE Barcelona-Sant Cugat Campus: GETTING THERE**

[Download the Access Map for more information](#) (Sant Cugat → Barcelona → Sant Cugat)
The ESADE Barcelona-Sant Cugat Campus is well connected to Barcelona by train (Ferrocarrils de la Generalitat de Catalunya FGC) and by bus.

FGC
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 Vallés.

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 20 minutes, 6:00 – 21:40 from the station and 6:28 – 22:08 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 Vallés, Cerdanyola del Vallés and Barcelona. Frequency: 30 minutes

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

**20. ESADECreapolis**

ESADECreapolis is a unique space where business and academia can meet. 50 business have already taken the opportunity to have a work space virtually across the street from ESADE, offering students the possibility to work with business and offering their business access to ESADE students and faculty, not to mention the synergies developed between different businesses that are located there. At ESADECreapolis 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 Creapolis

Fresco 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 (currently €7.95 after the discount). Price may vary.

Blue01: Hairdresser’s

Location: CREAPOLIS building (upper level) - next to the entrance
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´Optica Universitària: Optician

Location: CREAPOLIS building (upper level) - next to the entrance
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.

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.

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. In addition, it can be used as a cash card on both campuses. It can be recharged at the Aramark restaurants and can be used for paying for meals and the car park in Sant Cugat. 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](http://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

BUSINESS INFORMATION CENTER (CIE)
Building 2 – 1st Floor (Inside Library space)
+34 932 806 162
cie@esade.edu / guiame@esade.edu
www.esade.es/guiame
The CIE is an excellent source of information on companies and industrial sectors in Spain and other countries, along with their products, markets, technologies and other relevant data. It is intended for use by students and faculty and includes access to GUÍAME, a free national and international business information service especially designed by ESADE, produced and maintained by the Business Information Center.

GUÍAME 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 2012 - 2013

September 11, Tuesday, La Diada (C)
September 24, Monday, La Mercé (B)
October 12, Friday, Fiesta de la Hispanidad (S)
November 1, Thursday, All Saints (S)
December 6, Thursday, Constitution Day (S)
December 8, Saturday, Immaculate Conception (S)
December 25, Tuesday, Christmas (S)
December 26, Wednesday, St Stephen’s (C)
January 1, Tuesday, New Year’s Day (S)
January 6, Sunday, Three King’s Day (S)
March 29, Good Friday (S)
April 1, Easter Monday (C)
May 1, Tuesday, Labor Day (S)
May 20, Pentacost Monday (B)
June 24, Monday, St John’s (C)
August 15, Thursday, the Asumption (S)

C – Catalan holiday; B – Barcelona holiday; S – Spanish holiday
28. ESADA Student Organizations

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

coordinadora@esade.edu

The ESADA 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 ESADA and the Barcelona, Catalan and Spanish cultures. The CIEE organises International Weeks (IW) and was responsible for designing the buddy system for undergraduates.

http://aalumnes.esade.es/ciee
www.studentinternationalweek.com

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 ESADA'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 ESADA 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 ESADA-CREAPOLIS, Networking events with guest speakers and elevator pitch contests.

e3@esade.edu
See us on Facebook

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**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.

[www.e-joventut.com](http://www.e-joventut.com)

**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.

[See us on Facebook](https://www.facebook.com)

**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.

**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](http://www.feg-esade.es)

[See us on Facebook](https://www.facebook.com)

**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](http://www.igreenesade.org)

[See us on Facebook](https://www.facebook.com)
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.
http://www.esadesports.com/

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 (www.esadealumni.net) with a network of over 45,000 members provides value to ESADE Alumni, to ESADE and to society by:

• encouraging networking among alumni by holding forums, lectures, class reunions and recreational activities
• helping alumni update their knowledge through refresher programs, the Matins ESADE series, and lectures
• supporting the professional development of our alumni through our Career Services office
• supporting ESADE and building its reputation in the business world
• harnessing the management talent of ESADE alumni for solidarity projects

ESADE's Alumni network has grown in strength and visibility in recent years, working in major economic and social sectors in 115 different countries.
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 & UBAE**
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 Celler s/n
08190 Sant Cugat del Vallés
Tel: 935 830 345
http://www.ubae.cat/

**UBAE Perill**
c/Perill 16-22
08012 Barcelona
Tel: 934 594 430
http://www.ubae.cat/
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
The right to register automatically signifies other civil rights. All registered people are officially on record as residents of their municipality and have the right to public health care as well as basic schooling for their children. Registering is also a way to legally justify your residence in a specific municipality.

Documentation required
✓ Identity document: passport, Spanish residence permit, official ID card from home country
✓ document proving the residence address, e.g. 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

**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 €10 and the document, a sheet of paper, 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.

**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.

**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.

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

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

**Comisaría** – police station