

UNIVERSITY OF ALCALÁ

POCKET GUIDE 2010

FOR INCOMING STUDENTS

HOW TO GET TO ALCALÁ

You can take a flight to **MADRID** (all the major airlines has flights, Ryanair and Easyjet too).

From Madrid to Alcala:

From BARAJAS AIRPORT take the Metro (every 5 - 10 minutes, from 6am to 1 am). It's the line 8 until MAR THE CRISTAL and then line 4 until AVENIDA DE AMERICA (1 €). In the upstairs platform, there is the Continental bus station, get the bus nº223 to Alcalá (2.85 € – every 10-15 min, from 6am to 12am).

If you stay for a while in Madrid you can go to Alcala by train:

From ATOCHA train station take the commuter service, "Cercanias", lines C2/C7 to Alcala (2.70 € - every 15 minutes)

VISA

Students coming from countries outside the European Union or Schengen zone will need a student visa to be allowed to enter in Spain. This can be obtained from Spanish Embassy at your home country. Also, you will need to obtain a student card issued by the Ministry of Domestic Affairs to be allowed to stay in Spain the same period that the length of your studies.

LIVING IN ALCALÁ

Alcala is a really easy-going city. It is close enough to Madrid that you can go when ever you want, but at the same time it has its own life. There are about 20.000 students, over a total population of 200.000.

You can reach the most of places by walk. If tired, public transport covers the whole city. Food and drink have affordable prices, as well as clothes and other usual services. Renting a room is a bit cheaper that in Madrid, but last years prices have risen.

The night life normally is concentrated in the centre. There are a lot of bars in the area called "La zona", at weekend, and some places during the week, normally on Tuesday and Thursday night. Bars close at 3 and discos at 6 a.m.

About 400 Erasmus and Latin-American students come every year to Alcala.

If you want to visit the country, you can go by bus, which is quite cheap (www.movelia.com) or train (www.renfe.es), from Madrid.

HOW TO REACH THE CAMPUS

University of Alcala is spread across three main sites:

- The city centre of Alcalá de Henares. Here you can study Humanities, Social Sciences and Law,

as well as Architecture. It's very handy and well connected. The main offices of the University, the Rectorado, are here too.

- University Campus, which is placed outside the city and about 10 minutes by bus (lines 2 and 3). Cercanias has got a stop in there. You find Health, Sciences, specialised experimental sciences, and the new technologies studies. It's a student city on its own.
- Guadalajara Campus. Its about 30 min. from Alcala by train. It's in current development. There are Technical Architecture, Business Science, and Tourism, Teacher Training and Nursery there. Faculties are spread across the city.

More information in www.uah.es

REGISTRATION AT THE UNIVERSITY

➔ REGISTRATION

At your arrival, for the registration you will have to bring the following documents to the International Relations Office, which is in Rectorado (Plaza de San Diego):

- A letter from your Home University stating the period of the scholarship, duly signed and stamped by the coordinator of the Home University.
- European health insurance or any private insurance.
- Copy of valid passport or identity card (for E.U. students)

There you will find help to find accommodation and for the administrative tasks, if needed.

After the registration you should go to the Erasmus Office at the Faculty, Centre or School where you are going to study to make the academic enrolment. You will receive the following documents:

- Learning Agreement.
- A brochure with all the subjects and timetables information.

The Erasmus Office and the CE coordinator will provide you with full information about the courses and the enrolment process. The Academic enrolment will be carried out at the Faculty Erasmus Office. The registration and enrolment periods are normally the first month of the semester.

At the end of your stay you will receive the Attendance Certificate, signed by the International Relations Office Director, and the Transcript of Records, which will be sent to the Coordinator of the Home University.

➔ LANGUAGE COURSES

Alcalingua is the Spanish School at University of Alcala (www.alcalingua.com), which organises the ***Spanish Language and Culture Course for exchange students***. They are free of charge and exclusively offered for students under Erasmus, Campus Europae or bilateral agreements programs that have returned their application forms (LANGUAGE APPLICATION FORM) on time and have registered in International Relations Office.

It lasts one month and has 30 teaching hours. It takes place twice an academic year, in November (for students staying the first semester and the full academic year) and March (only for students staying the second semester).

University of Alcala requires intermediate level of Spanish language (*at least B1*) to be accepted as Campus Europae exchange student.

Orientation Week

At the beginning of each semester, the International Relations Office and the Erasmus Student Network organize an Orientation Week. University Welcome Day includes the Rector welcome speech, a guided visit to the old University and a free Spanish buffet. Other activities during the week are a guided tour within Alcala, a "tapas" night and an excursion, free of charge, to another town close to Madrid. Informative leaflets with the Orientation Week program details will be given during registration process in the International Relations Office. It doesn't need formal registration Erasmus Student Network is a student association which organizes events, mainly trips, for international students. Their office is located in the International Relations Office and its webpage is www.esn-uah.org.

➔ CALENDER OF ACADEMIC YEAR

For the year 2010-2011, classes will start on the 8th September. The year will end at 30th May. First semester ends about middle of January, just after the exams. Then second semester starts.

2010 / 2011 *	Start	End
Academic Year	8 th September	30 th June
First Semester	8 th September	22 nd January
Second Semester	24 th January	30 th May

Exams periods are in January, May and June.

EXAMINATION PERIOD*

Month	From	To
January	10 th January	22 nd January
May	14 th May	30 th May
June	15 th June	30 th June

There are 3 holiday periods, as shown.

HOLIDAYS*

	From	To
Christmas	23 rd December	9 th January
Easter	18 th April	25 th April
Summer	1 st July	31 st August

* NOTE: The academic calendar might be subject to changes

➔ ACCOMMODATION

One option is the University Residences, located in Campus (www.crusa.es), application under (<http://crusa.es/english/applications.asp>). Depending of the kind of room, prices are around 400 € a month. The other option is to get a flat with other international students in the centre. Prices are about 250-375 € a month. Normally expenses are not included. An updated list of shared flats is available in International Relations Office for exchange students.

➔ SERVICES AT THE UNIVERSITY

In Campus, there is a supermarket, a bank office, the student bar and the sports facilities, very well equipped. Every faculty has got its own library, copy service and canteen. There is a University transport card which offers unlimited journeys between the different campuses, and bike rental service for students.

➔ VISA

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OTHER USEFUL INFORMATION

➔ CURRENCY

Euro (€)

➔ BANK ACCOUNT

Students coming from countries inside the European Union will need to present their passport and give some personal data, (usually name, place where living in Alcalá and mobile phone number) to open a bank account. It is necessary to present an *EU Citizenship Registry's certificate*. You can get registered at any police station.

Students coming from countries outside the European Union or Schengen zone will need to present a passport or an identity card valid in their country of origin. Additionally, before the expiry of a period of 15 days from the opening of the account you must justify your non-resident status by presenting a *certificate of non-residence*. You can get it at any police station. The bank is supposed to keep track of your status of non-resident every two years. In case of you become resident you must notify the bank and give them a copy of your residence card.

If you are going to do an initial deposit in your spanish account in a foreign currency, be sure to ask specifically that the funds are immediately converted into euros. For this operation the bank you should not charge anything more than the usual commission for currency conversion.

In fact, many banks do not require the certificate of non-residence. If a branch you come to ask what, we suggest you go to another branch or another bank to try to avoid this inconvenience.

➔ MOBILE PHONE

To call in Spain mobile phones companies are: MOVISTAR, VODAFONE and ORANGE or YOIGO (the cheaper). For all networks there is pre-paid service available. To call home there are a lot of cheap telephone booths.

	Call set-up	Calling conditions	Calling costs (cent € / min)	SMS cost (cent €)	Other conditions
MOVISTAR (Prepaid card: <i>Tiempo libre</i>)	0,174	7:00–17:00h (Mo-Fr); 17:00–7:00h (Mo-Fr); Sa; Su	68,4 13,9	17,4	
VODAFONE (Prepaid card: <i>Tarjeta clásica</i>)	0,139		32,48	17,4	

ORANGE	0,174	6:00–16:00h (Mo-Fr); 16:00–6:00h (Mo-Fr); Sa; Su	63,8 11,6	17,4	Minimum monthly charge: 10€
YOIGO	0,12		12	10	1 hour per day free
MASMOVIL	0,15		10	10	

➤ EMERGENCY NUMBERS

Emergency Call Center of Madrid Region (Ambulances, Police, Fire Brigade)	112
Local Police	092
National Police	091
<i>Guardia Civil</i>	062

CONTACTS

CE-Coordinators

- Business Faculty: Prof. M^a Teresa del Val Núñez (socrates.economicas@uah.es)
- Engineering Faculty: Prof. Antonio Guerrero (antonio.guerrero@uah.es)
- Teacher Training Faculty: Prof. Carmen Santamaría (carmen.santamaria@uah.es)
- Humanities Faculty: Prof. Luisa Juarez (luis.juarez@uah.es)
- Tourism University School: Prof. Monica Giménez (monica.gimenez@uah.es)

CE- Students Representatives

- Juan Ramón Alba – juanramonalba@yahoo.es
- Silvia Crocitta – gominoladefresa19@yahoo.es
- Juan Fernández Cantero – juan-fc@hotmail.com

For further information

http://www.uah.es/internacionales/documentos/guia_espanol.pdf

International Relations Office

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28801 Alcalá de Henares (Madrid)
Spain
internacional@uah.es
www.uah.es