



UNIVERSIDAD
FRANCISCO DE VITORIA

madrid

Welcome guide for International Students



2013-2014

WELCOME TO UFV!

WELCOME TO MADRID!

WELCOME TO SPAIN!

Dear Friends,

You are going to enter the world of the Universidad Francisco de Vitoria at Madrid, Spain. You have chosen or are about to choose us to complete part of your studies. Thank you for your interest and welcome.

We are international by origin and by mission. Our educational philosophy is centered around the well-rounded educational objective for our students, and this is the guiding force behind our efforts.

Come and join us for a few minutes, while browsing our guidebook which should help you in your first contacts with UFV and Madrid. Do not hesitate to ask any questions you may have through our contact coordinates.

The International Team

INTERNATIONAL RELATIONS OFFICE

Opening Hours:

MONDAY to THURSDAY Morning 11:00 to 13:00

Afternoon 16:30 to 17:30

ON FRIDAYS WE ARE NOT OPEN FOR STUDENT



The Importance of Speaking Spanish

More than 400 million people speak Spanish around the world. It is predicted that there will be more than 800 million Spanish speakers in 2015. Spanish is the official language in 20 Countries and one of the official languages of the European Union. Spanish is the second language used in Business. The United States of America is the fourth largest Spanish Speaking community in the world.

Benefits of learning Spanish

- ◉ Speaking Spanish will allow you to communicate with over 400 million Spanish speakers worldwide
- ◉ Speaking Spanish will open the door to a multitude of new professional opportunities
- ◉ Speaking Spanish is an automatic asset on any application postgraduate level programs
- ◉ You can travel to 20 different countries and speak the official language of that country
- ◉ Speaking Spanish will undoubtedly enrich you personally on many levels

Improve your Spanish at UFV

UFV offers international students the possibility to participate to improve their Spanish in the following ways:

Four-week Intensive Spanish Language and Culture Course

This course has a total of 80 hours in class, in addition to activities and excursions introducing the history and culture of Madrid and the surrounding areas. If you do not have at least an Intermediate Spanish level, we highly recommend that you sign up for this course, which takes place prior to the start of the semester. There is a fee for this course.

For more information about the Intensive Spanish Language and Culture Course:

http://www.ufv.es/oferta-formativa/intensive-spanish-language-and-culture_3293



Preparation courses for the DELE exam

Students may prepare the DELE exam in private classes or small groups

UFV is an official testing site for the DELE exam!



Students may sign up to take the DELE exam at UFV in one of the three official exam dates offered each year.

What is the DELE?

The DELE exam is an official exam, internationally recognized and prestigious, not only among educational institutions, but also in the business world. By obtaining a DELE Diploma, you are demonstrating your knowledge of the Spanish language for both your future educational as well as professional endeavours. This is your opportunity to obtain tangible proof of your Spanish level, which is valid for life.

To find out more about the DELE exam, including dates, levels, registration, costs, visit:

http://www.ufv.es/oferta-formativa/diplomas-de-espanol-como-lengua-extranjera-dele_3466

or contact Carlo Bua in Relaciones Internacionales – c.bua@ufv.es

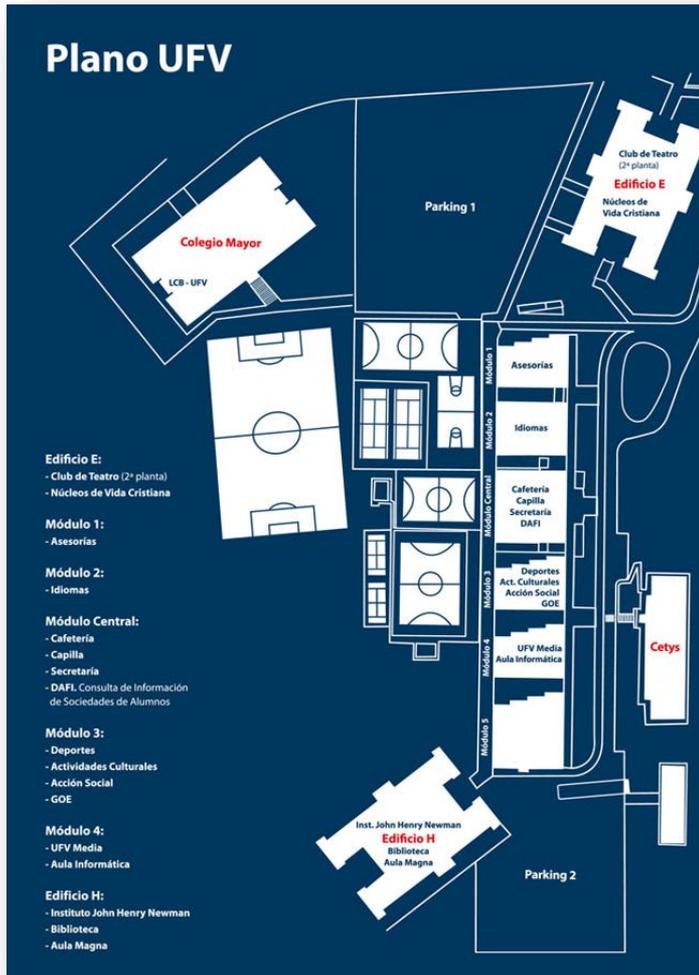
Semester-long Spanish Language Course

During the semester, international students can take a Spanish language course twice a week at no additional cost, at the pre-intermediate, intermediate and high intermediate to advanced levels.

This course has 5 ECTS.



Here are some tips about UFV:



- Located in the surroundings of Madrid
 - Ctra. Pozuelo-Majadahonda, Km 1,800
 - 28223 Pozuelo de Alarcón | Madrid | Spain
 - Telephone: +34 91 351 03 03
- 3.000 undergraduate students + 1.000 postgraduate students
- International environment: 15% international students
- labs, 2 cafeterias, research centers, library, etc. 23 hectares campus with all kind of facilities: sports, cultural activities, computer labs, TV and radio studios, postproduction and animation
- Public bus service to and From UFV (Zone B1)

From Moncloa: bus [657](#)

From Aluche: bus [561](#), [561-A](#) o [561-B](#)

From Majadahonda / Pozuelo: bus [650A](#) o [650B](#)

Month Travel Card (<i>Bus, Metro, Renfe</i>)		
Travel Card/Zone	A	B1
Monthly travel card coupon	54,60 €	63,70 €
Youth travel card coupon	35,00€	39,60€

- Zone A: Madrid City Centre
- Zone B1: Madrid City Centre + Northern Madrid
- 10 trip Ticket 12.20€
- Single Ticket 1.50€
- Youth travel card coupon : under 23 years
- Express Airport Bus Ticket 5€

Private bus service:

Private Bus Service								
Departs From - To	Bus 1		Bus 2		Bus 3		Bus 4	
	Aluche - UFV	UFV - Aluche	Moncloa - UFV	UFV- Moncloa	Colegios Mayores - UFV	UFV - Colegios Mayores	Plaza de Castilla - UFV	UFV- Plaza Castilla
	7:30	14:00	7:30	13:05	7:15*	15:15	7:15	13:00
	8:30	15:15	8:00	14:05	14:15	22:05	8:30	14:30
	14:30	21:15	8:30	15:15			9:30	15:15
			9:30	19:00			13:45	19:30
			10:30	20:00			14:15	20:30
			13:30	21:00			15:15	22:05
			14:30					
			15:30					

Aluche:

Metro Aluche (in front of the railway station Renfe) - Avda. de los Poblados, 58 (in front of Carrefour) - Metro ligero Colonia Jardín – UFV

Moncloa:

Moncloa (c/ Isaac Peral, with Fernández de los Ríos) – UFV

Colegios Mayores:

Colegios Mayores - Moncloa – UFV, stops at el Barrial

Plaza de Castilla:

Plaza Castilla with Mateo Inurria - Arcos de la Vaguada – UFV



Everything you need to know before arriving at UFV:

Exchange Student Information 2013/2014

Contact details:

Universidad Francisco de Vitoria (EMADRID28)

Address	Ctra. Pozuelo-Majadahonda Km. 1,800				
City / Postal code	Pozuelo de Alarcón (Madrid) Spain			28223	
Telephone / Fax	+34 917 09 14 00			+34 91 7091418	
Website	www.ufv.es http://ufv.es/oferta-formativa/incoming-or-outgoing_3084				
Vice Rector	Dr. Juan Pérez-Miranda				
Contact persons at the International Relations Office	Dr. Belén Navajas	Mónica Alberich	Sabrina Meuwese	Carlo Bua	Elizabeth Harris
	b.navajas@ufv.es	m.alberich@ufv.es	s.meuwese@ufv.es	c.bua@ufv.es	e.harris@ufv.es
	Director	Incoming Students Coordinator	Outgoing Students Coordinator	International Coordinator	Study Abroad Coordinator
Telephone / Fax	+34 917 09 14 44			+34 91 7091418	

Academic calendar and general information 2012/2013

Application Deadlines	Semester 1: 15th June	Semester 2 : 15th November		
Orientation Sessions (*Compulsory Attendance)	Semester 1: end September 2013	Semester 2: first week of February 2013		
Beginning and end of semesters (including examination dates) (exact dates to be confirmed)	<u>Semester 1</u> Starts: 30 Sep. 2013 Ends : 8 Feb. 2014	<u>Semester 2</u> Starts: 10 Feb. 2014 Ends: 14 June 2014		
Language of Instruction	Spanish and some courses in English (only modules of the Business program. Registration in the courses in English is restricted. Only permitted to students from universities that have signed an agreement in this area)			
Academic offer	http://www.ufv.es/oferta-formativa/programs_2055			
Language Requirements	Proficiency in Spanish (at least B1)			
Study Fields	Communication, Journalism, Advertising and Public Relations		Business Administration	
			Sports Science	
	Computer Engineering	Education	Biotechnology	Psychology
	Law	Architecture	Physiotherapy	Pharmacy
	Design	Fine Arts	Nursing	Medicine

CALENDARIO ACADÉMICO 2012-2013

OCTUBRE 2012

L	M	M	J	V	S	D
					29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVIEMBRE 2012

L	M	M	J	V	S	D
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DICIEMBRE 2012

L	M	M	J	V	S	D
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

ENERO 2013

L	M	M	J	V	S	D
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRERO 2013

L	M	M	J	V	S	D
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARZO 2013

L	M	M	J	V	S	D
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

ABRIL 2013

L	M	M	J	V	S	D
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAYO 2013

L	M	M	J	V	S	D
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNIO 2013

L	M	M	J	V	S	D
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULIO 2013

L	M	M	J	V	S	D
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AGOSTO 2013

L	M	M	J	V	S	D
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTIEMBRE 2013

L	M	M	J	V	S	D
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- Jornadas de Orientación
- Matrícula
- Vacaciones
- Inicio de las clases
- Excursiones
- Actos de Graduación (OBLIGATORIO)

Exchange Student Information:

Health Insurance Requirements EU students

European Health Card. Any other kind of private insurance must include all the conditions. **Without insurance students cannot be registered.**

Health Insurance Requirements Non-EU students

The insurance **must** cover transportation of mortal remains in case of death.

Documentation for Non-EU Students

On the first day of Orientation, students must bring the documentation used in obtaining the student VISA.

Housing

There is a female residence on campus and the possibility to live with families. Further information about another kind of housing (shared apartments) will be provided during Orientation Sessions. For further information about residences, please contact the International Relations Office.

Cost of living per month (Housing included, sharing an apartment)

Around 1000€ per month (depending on the type of housing the price may increase as average price per month in a residence is 700-800€)

Airport Madrid – Barajas

Madrid-Barajas Airport is situated twelve kilometers to the northeast of the city of Madrid and 20 minutes by bus www.emtmadrid.es/lineaAeropuerto/index.html 5 €, metro (5€) and taxi (35-40€) from the city centre.

WIFI ZONE

Red wifi: **zona_ufv**

Password: **zonawifiufv**

For the configuration of laptops contact the Department of Computer Science.

Price of some standard commodities:

Coffee: 0,80€

Coca – Cola : 1.20€

Glass of beer (in cafés): 1,20 € - 1,50€

Cinema ticket: 9 €

Bus ticket: 1.60 €

3 course meal in a restaurant: from 9 €

Menu UFV Cafeteria: from 3,50€ - 7€



HEALTH

Hopefully, you will be healthy and happy during your semester in Madrid. If you are not feeling well, for minor occurrences, I recommend going to a pharmacy. A pharmacist will assist you. Usually they are very helpful.

If you need to see a doctor, you can go to any private clinic close by to your house and receive treatment. In most cases, you will need to pay upfront, and file with your insurance company to be reimbursed.

In case of an emergency, you can go to any emergency room at any public hospital in Spain and you will be attended. Billing can be handled following treatment, giving you time to contact your insurance company to find out how to proceed.

Some clinics in the center of Madrid

Dr. Rubén Borrás – ENGLISH SPEAKING DOCTOR
C/ Padilla 20, bajo dcha.

28006 Madrid

+34 91 5759834

Metro: Nuñez de Balboa (lines 9 and 5)

Clínica Aranza

C/ Espronceda 33

28003 Madrid

+34 91 535 9007

Metro: Alonso Cano (line 7) or Ríos Rosas (line 1)

Consultorio Médico Cea Bermúdez

Cea Bermúdez 61

28003 Madrid

+34 913.933.025

Metro: Islas Filipinas (line 7)

Gabinete Médico Delicias

Paseo Delicias (Edificio A) 65

28045 Madrid

+34 912 974 000

Metro: Delicias (line 3)

Rafael Clemente Callejo

Donoso Cortés 47 Ptal. B 2ºA

28015 Madrid

+34 915 435 529

Metro: Islas Filipinas (line 7)

Centro Médico Gran Vía

Gran Vía 67

28013 Madrid

+34 915 474 940

Metro: Plaza de España (Lines 2,3, and 10)

Sociedad Española de Medicina de Familia y Comunitaria

Fuencarral 18

28004 Madrid

+34 915 214 900

Metro: Gran Vía (Lines 1 and 5)



ACCOMMODATION IN MADRID

RECOMMENDED AREA: Moncloa, Argüelles, Alonso Martínez, Bilbao, Aluche and areas near the underground Line 10

AGENCIES:

Help you find an accommodation: www.aluni.net www.welcome2spain.es www.easyworldmadrid.com

Look for yourself: www.segundamano.es, www.idealista.com, www.fotocasa.es
www.madrid.com/madrid_apartments (also short stays)

USUAL PRICE: 350-500 € + Bills, per individual room.

IF YOU WANT TO LIVE WITH A FAMILY:

- ⦿ At “Accommadrid” they’ll help you look for a family, if you want to feel “more at home”. You’ll be part of the family and will participate in their activities, as well as practicing your Spanish 24 hours a day: www.accommadrid.es
- ⦿ Francisco de Vitoria University has a number of “friend” families. Ask in our RRII department.

TEMPORARY ACCOMODATION.

These are some suggestions for temporary accommodation in Madrid. Please do call in advance for making reservations.

www.madrid.com/madrid_apartments

- ⦿ Residencia Palacio de Barradas (www.palaciodebarradas.com)
- ⦿ **Albergue Juvenil Santa Cruz de Marcenado (Youth Hostel)** (aprox. 15 € per night)
Santa Cruz de Marcenado, 28 (Zona centro), 28015 Madrid. Phone: (+34) 91 547 45 32
- ⦿ Student residence. Please check directly with them if they are available for one-week stays in September.
- ⦿ Say you are going to be a student at Universidad Francisco de Vitoria.



For ads please check in our website:

http://www.ufv.es/oferta-formativa/accommodation_2035



ACCOMMODATION IN MADRID

RECOMMENDED UNIVERSITY RESIDENCES:

- ◉ **Palacio de Barradas:** Male and female residence. Approx. 750 €/month. Includes all the bills, full board, cleaning and Internet. Free timetable. www.palaciodebarradas.com

RECOMMENDED RESIDENCE HALLS:

Francisco de Vitoria's Residence Hall ("Colegio Mayor"). Female. Approx. 800 €/month. The price varies according to bills. Restricted timetable.

PRIVATE RESIDENCE:

Lovely private residence near the university, around 400-500 €/month. Phone: (+34) 606247393

DON'T GET TAKEN IN!!!! If you're going to live in a shared flat, normally, you pay a deposit plus the first month's rent. You **DON'T** pay more in advance. If you're going to live in a residence, the payment rules may vary according to what they have established. If you're going to sign a contract, at RRII, we'll be happy to help you check it. **PLEASE, DON'T sign anything YOU DON'T UNDERSTAND!!!!**

TIPS ON WHAT TO LOOK INTO AN APARTMENT BEFORE YOU RENT IT.

- ✓ Make sure that every works: water taps, kitchen, heat, lights...
- ✓ Note all damages in the flat before you move in.
- ✓ Telephone—is there a telephone in the house??? We recommend that you get your own cell phone; especially if you are sharing the apartment with people you do not know.
- ✓ When you pay, make sure you get a receipt and a key to the house.
- ✓ Always make sure you understand what is included in the rent: does it include electricity and hot water?
- ✓ Get everything in writing.
- ✓ **IF THERE IS ANYTHING YOU DO NOT UNDERSTAND, CALL US OR BRING A COPY OF THE CONTRACT TO THE OFFICE BEFORE YOU SIGN IT AND WE WILL HELP YOU WITH IT.**

NORMAS GENERALES PARA ALUMNOS INTERNACIONALES

Por favor, te rogamos que leas detenidamente las siguientes consideraciones, nos ayudarás a poder contactar contigo y de manera muy especial en caso de emergencia. ¡MUCHAS GRACIAS!

1. Notificación de datos para contacto

Todos los alumnos internacionales deben notificar a la Oficina de Relaciones Internacionales de la Universidad Francisco de Vitoria el domicilio completo en el que residirán durante su periodo académico en nuestra Universidad. De igual manera, notificarán el número de teléfono fijo y móvil así como la dirección de correo electrónico vigente.

Cualquier cambio que se realice a lo largo del periodo académico debe notificarse a la Oficina de Relaciones Internacionales.

2. Trámites para obtener el NIE

Todos aquellos alumnos cuya estancia sea anual deben tramitar el Número de Identificación de Extranjero (NIE) en la Brigada de Extranjería situada en la calle Avenida de los Poblados s/n Metro Aluche.

Todos aquellos alumnos pertenecientes a la Unión Europea deben registrarse en la Oficina de Extranjería o en la Comisaría de Policía correspondiente en el plazo de 3 meses desde la llegada a España.

3. Salidas del país

Los alumnos internacionales que deseen visitar otro país, perteneciente o no a la Unión Europea, tendrán que notificarlo a la Oficina de Relaciones Internacionales especificando las fechas del viaje así como el itinerario del mismo.

Los alumnos internacionales con pasaporte extra-comunitario deberán informar a la Oficina de Relaciones Internacionales el trámite que éstos deben realizar para gestionar un segundo visado, en caso de visitar un país fuera de la Unión Europea.

4. En caso de emergencia

Teléfono de la Universidad Francisco de Vitoria
(+34) 91 709 14 00
Oficina Relaciones Internacionales
(+34) 91 709 14 44

Belén Navajas: b.navajas@ufv.es

Mónica Alberich: m.alberich@ufv.es

Carlo Bua: c.bua@ufv.es

Sabrina Meuwese: s.meuwese@ufv.es

NORMAS DE CONVIVENCIA EN LA UFV

La Universidad Francisco de Vitoria, consciente del esfuerzo de adaptación de una nueva ciudad y especialmente a un sistema educativo diferente que han de realizar los alumnos procedentes de universidades de otros países y con el fin de facilitar una plena integración en el campus, considera conveniente informar a estos alumnos de algunas normas de convivencia cuyo cumplimiento es una exigencia para toda la comunidad académica.

1. En las aulas mientras se imparte docencia se debe evitar:

1.1 Salir y entrar del aula mientras se esté impartiendo clase o se esté haciendo un examen

1.2 Tener encendido el teléfono móvil.

1.3 Comer o beber.

1.4 Hacer uso del PC para actividades ajenas al contenido de la clase.

1.5 Llevar a cabo actividades ajenas a las propias de la actividad académica que se desarrolle en cada momento.

2. Si algún alumno tuviera un motivo justificado para ausentarse del aula antes del término de la clase, debe informar al profesor al inicio de la misma.

3. Si algún alumno, tanto por motivos personales como por motivos administrativos, no va a poder asistir a clase durante dos días o más, es obligatorio que informe con antelación al profesor.

4. Con carácter general se ruega vestir con el decoro que exige la institución universitaria especialmente durante los meses estivales.

EXCURSIONS AND CULTURAL ACTIVITIES

DISFRUTA MADRID MAS (www.disfrutamadridmas.com) main objective is to offer students studying in Madrid the best services available during their stay in the Spanish capital. The membership card allows you to get to know Madrid in an exclusive way, receive the best discounts, and over all, to be part of an international community of young people who are interested in getting the most out of their stay in Madrid. They offer weekend excursions or day activities: *paintball, flamenco show, language exchange, entrance to nightclubs, etc.*

This exclusive membership card has a cost of **21€ valid for 6 months** or **25€ valid for 12 months**.



UFV ACTIVITIES

Day trip to **TOLEDO** (Middle of October 2013) cost 30€ : included; bus(leaves from Moncloa), guide, insurance and entrance to monuments

GRADUATION CEREMONY (this is mandatory and on the first weekend of february), Thanksgiving, Football League, Welcome ceremony and parties, etc.

SPORTS DEPARTMENT

We organize official competitions in different sports, domestic tournaments and you can make use of the facilities with the campus.

Rugby team : Gonzalo Ruiz de Castroviejo (gruizcastroviejo@gmail.com).

Hockey Floorball : rinternacionales@unihockey-leganes.com

Pilates, Zumba, Judo, other sports: deportes@ufv.es.

PASTORAL SERVICES

For those who want to, the university has two Legionary priests. F. Florencio Sánchez. In the office of DOIE and F. Justo. Office of Gerencia. There is a daily mass in the Chapel.

Contact Beatriz Polanco: b.polanco@ufv.es

ALL THIS AND MORE INFORMATION CAN BE FOUND AT: <http://www.ufv.es/formacion.aspx?sec=1549>

MADRID MUST SEE'S

Museo del Prado

Few visitors to Madrid would want to miss out on a visit to one of the art world's holy grails. Lovers of Spanish art will particularly enjoy the coverage given to the big three - Velázquez, Goya and El Greco. Minor Spanish artists such as de Ribera and Murillo are also represented, along with a fair sprinkling of Flemish and Italian masters.

Don't miss Madrid's other two art fests, the **Thyssen-Bornemisza** and **Reina Sofía** collections, representing (respectively) European and modern Spanish movements. The Reina Sofía collection is dominated by Picasso's masterly *Guernica*

Palacio Real

This Italianate Baroque colossus of some 2800 rooms was begun by Felipe V following the destruction by fire of its forerunner, the Alcázar, in 1734. Around 50 rooms are open to visitors. The first rooms are taken up by the **Farmacia Real**, a seemingly endless parade of medicine jars, and the **Armería Real**, a shiny collection of Habsburg weapons and armour. A grand stairway leads to the **royal apartments**, culminating in the Throne Room's giddy concoction of crimson walls and Tiepolo ceilings.



Parque del Buen Retiro

After a heavy round of the art galleries and city sights, a stroll in Madrid's loveliest public gardens is one of the best ways to end the day. The artificial lake at the park's centre is watched over by Alfonso XII's massive **mausoleum** and the sphinx-laden **Egyptian Fountain**. There are boats for hire, summertime puppet shows for kids, and a plethora of buskers and tarot readers at weekends. The park has a particularly beautiful rose garden, **La Rosaleda**, and a somewhat sinister statue of **El Ángel Caído**, said to be the first statue ever dedicated to the dark lord.

Other must see's: The Palacio Real (photo below), the Plaza Mayor (above), The Thyssen Museum, Jardín Botánico, el Templo de Debod.

NIGHTLIFE

Night owls will find Madrid a paradise every night of the week. Visitors must keep in mind the late dining hours; restaurants do not even open until eight or nine o'clock. Many night establishments are open until the early morning hours. In the vicinity of the **Plaza de Santa Bárbara**, the **Glorieta de Bilbao** and **Alonso Martínez**, a large number of popular bars, pubs, fast food restaurants and ice-cream parlors are concentrated.

The bars in the districts of **Argüelles** and **Moncloa** are generally frequented by University students and a younger crowd. **Malasaña**, in the vicinity of the Plaza de Dos de Mayo, has countless cafés and bars with live music, in addition to moderately-priced restaurants. The streets of **Paseo de la Castellana**, **Paseo de Recoletos** and **Paseo del Prado** boast quality restaurants, cafés and popular night spots. In the Summer months and specially at night, open-air terraces abound in the areas of the **Paseo de la Castellana** and the **Parque del Oeste**.

FOOD AND DRINKS

A good number of dishes and recipes can be named which can be considered typical of Madrid. Among them, the **Cocido Madrileño** must be mentioned; a stew combining chickpeas with vegetables (cabbage, celery, carrots, turnips and potatoes) and chicken, beef and pork and which is turned into a huge succulent meal. **Callos** or tripe is another of the typical dishes identified with local cuisine and may be found in some of the well-known restaurants in Madrid. We must not neglect the humble and savory **Sopa de Ajo** (garlic soup), **Caracoles** (snails), **Tortilla de patatas** (potato omelet), the famous recipe of **Besugo al horno** (baked bream), so typical in the capital in spite of its distance from the ocean, or dishes in which **bacalao** (cod) is the main ingredient.

Madrid's sweet tradition can be appreciated through its dessert; from **torrijas** (a type of French toast), typical in the springtime and likened to Holy Week, to the **barquillos** (rolled wafers), **bartolillos con crema** (a type of small pie with custard) the **buñuelos** (a type of fritter filled with custard whipped cream, etc.) in November, the **mazapán** (marzipan) and **turrón** (soft and hard nougat) at Christmas and the **rosquillas de anís** (anise-flavored doughnuts) during the festival of San Isidro. In Madrid, as well as in the rest of Spain, the **tapa** (savory tidbits of a variety of dishes served as appetizers) is an old gastronomic tradition. You can find numerous establishments specialized in serving these tapas. "Ir de tapeo" (going out for tapas) is a tradition; hundreds of bars scattered throughout the streets of Madrid serve a tapa accompanied by a small glass of wine or beer.

SAFETY

Fortunately, Madrid poses no particular safety or health hazards. However, as in any large city, it is important to take some general precautions. Girls ALWAYS must look after their bags, and guys should ALWAYS know where their wallet is. Metros and city buses, especially during key traffic hours (in the mornings when people are going to work and in the afternoons when they are going home), are places where it is not uncommon for people to get their wallets or other belongings stolen. Watch out for the people who are around you on the metro, always have your bag close to you and watch out for people who get very close to you. In the area around Puerta del Sol, at pretty much any time of day or night, you should be extra careful and aware of what is going on around you. Avoid taking money out at an ATM machine in areas like Sol, Opera, Callao late at night. Don't ever leave any belongings unattended in bars, restaurants, or clubs.



EXTRA-CURRICULAR ACTIVITIES

CULTURAL INDOOR ACTIVITIES

Responsible: Ana Romero Pérez

Contact: a.romero@ufv.es

Coordinación de Extensión Universitaria (Next to the UFV Shop)

Open from 09:00 to 15:00

Theatre Group, Choir, Orchestra, Debate Society, Cultural Trips, Contests (poetry, etc..) Camino de Santiago

VOLUNTEERING

Responsible: Susana García Cardo

Coordinación de Extensión Universitaria (Next to the UFV Shop)

Open from 10:00 to 14:00 and 15:00 to 18:00

Service learning placements: for those who want to get involved in social change, there are many different NGOs in Madrid and you have the opportunity to collaborate in projects ranging from working with children, the aging, disabled, and with other distinct populations in need

Collaborate with the Department in one of the distinct campaigns that they organize: Pilgrimage to Lourdes with the sick, Christmas campaign, Social awareness week, ...

JOHN HENRY NEWMAN INSTITUTE

Responsible: Rocio Solis

Contact: newman@ufv.es

Building H, Room 2.1

Open from 8:00 to 17:00

They organize meetings, symposia, seminars Hours Newman, etc.

OFFICE OF EUROPE

Responsible: Ana Gonzalez Marin

Contact: a.gmarin@ufv.es

Building H 2.19

Open from 10:00 to 14:00

LANGUAGE LESSONS

If you are interested in language teaching in your free time, stop by the office of International Relations for more information.



Make sure you send all the following documents before your arrival to UFV:

- ❑ Copy of your Student Visa (if needed).
- ❑ Two copies of your passport. The copies have to be legible and the photo should be visible. **MAKE SURE YOUR PASSPORT DOES NOT EXPIRE WHILE YOUR STAY IN SPAIN.**
- ❑ A written proof of a valid health insurance: **European Health Card** or a statement to this effect by a private company. In case of a private insurance, a copy of conditions should be included. **Without this document we cannot register students.**
- ❑ Four passport photos.
- ❑ For **extra-communitarian students** only: Make sure that you bring a copy of the **original documents** presented in the Spanish Embassy when applying for the Student Visa. You will need them again to apply for a **Tarjeta de Estudiante** in Spain.
- ❑ Please, don't forget Orientation Sessions are **COMPULSORY**, so when booking your ticket take this date into account. The International Office is here to help you and we are looking forward to meeting you during the Orientation Sessions, where you will also have the opportunity to meet all the international students, every year increasing in number.
- ❑ Write down these numbers: **EMERGENCY PHONE NUMBERS SPAIN**
Police attention, Ambulance , Emergency: **112/061**
Fire Brigade: **080**
Policía Municipal: **092**
Guardia Civil: **062**
- ❑ join our **FACEBOOK**: UFV RELACIONES INTERNACIONALES www.facebook.com/ufvinternacional



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