

## **Exchange Partner Information**

General Information	
Country	SPAIN
City/Province/State	Madrid
Part of the Country (e.g. Midwest)	Middle
Year of Founding	1974
Religious Affiliation	No
Type of Institution	⊠Private □Public □Others:*
	(e.g. Liberal Arts)
Student Population	1500
Nearest Airport(s)	Madrid Barajas
Transportation from Airport to the	Taxi, Metro
Campus	
Address (include postal code)	C/Leonardo Prieto Castro 2, 28040 Madrid UNIVERSITY AREA
Telephone (include area code)	0034914480268
Fax (include area code)	0034914489105
Official E-mail	
Official Website	www.cunef.edu

Office in charge os Student Exchange: International Office	
Website of This Office	http://international.cunef.edu/
Head of Department	Name: Esther Cadiñanos
	Email: Esther.cadinanos@cunef.edu
	Tel: +34914480268
Contact for Outgoing Students	Name: Maika Marfil
Bilateral Agreement Program	Email: Maika.marfil@cunef.edu
	Tel: +34914480268
Contact for Outgoing Students	Name: Rosario Sánchez
Erasmus + Program	Email: rsanchez@cunef.edu
	Tel: +34914480268
Contact for Incoming Students	Name: Lola Escartin
	Email: lescartin@cunef.edu
	Tel: +34914480268

Academic Information		
Language(s) of Instruction	Mainly:	Spanish
	Others:	English

<sup>\*</sup> Please tick against the appropriate option.



Field of Studies for Exchange	Business
Students (Please specify if any	Law
module constraints and restrictions)	
Service Learning/ Civic Engagement	⊠ No
Programmes Available for Exchange	☑ Yes (Please provide programme website and specify if it is
Students	credit-bearing)*
	http://international.cunef.edu/en/international-student-
	courses
Credits/ECTS per Term	Minimum: 30 (approximate)
	Maximum: 30 (approximate )
Equivalencies of Credits/ECTS	30

Application		
Application Method & Link	It is sent by email	
Application Deadline	Fall 2015	Spring 2016
	15/6/2014	30/11/2014
Minimum Academic Requirements (If any)		
Cumulative GPA		
Minimum Language Requirements	B2 of Spanish and English	

Academic Calendar		
Link of Academic Calendar	http://www.cunef.edu/estudios	/grados-
	oficiales/presentacion/calendario	o-academico_1201.html
Date of Orientation Session	Fall 2015	Spring 2016
	1 or 2 days before the	1 or 2 days before the
	beginning of the classes	beginning of the classes
Course Registration Period	From the beginning of the	From
	classes	То
	To 3 days after the beginning	
	of the classes	
Start Date of Class	See academic calendar	
End Date of Class	See academic calendar	
Dates of Term Break	See academic calendar	
Final Examinations Period	See academic calendar	
	Click here to enter a date.	

<sup>\*</sup> Please tick against the appropriate option.



Student Residence Halls	Accommodation	
Arrival Pick-up Fee  Meal Plan  Student Activities Fee Tuition per Term  Estimated Living Expenses per Term  Health & Medical Insurance Fee per Term  Transport Fee Other Miscellaneous Fees (Please Specify)  Health Insurance & Financial Proof Are there any mandatory insurance packages that students are required to purchase before/after arrival? Are there any criteria for exchange students to meet in purchasing insurance packages? (e.g. amount of coverage)  Amount of Financial Proof Required for Student Visa Application  Scholarship(s) & Financial Aid from Host Institution  Availability of Scholarship(s) and/or Financial Aid for Exchange Students  Part-time Job  On-campus Part-time Job  Available  Available  Available  Available  Available  Available  Available  Available  Available	Website of Student Residence Halls	http://international.cunef.edu/en/accommodation
Arrival Pick-up Fee  Meal Plan  Student Activities Fee Tuition per Term  Estimated Living Expenses per Term  Health & Medical Insurance Fee per Term  Transport Fee Other Miscellaneous Fees (Please Specify)  Health Insurance & Financial Proof Are there any mandatory insurance packages that students are required to purchase before/after arrival? Are there any criteria for exchange students to meet in purchasing insurance packages? (e.g. amount of coverage)  Amount of Financial Proof Required for Student Visa Application  Scholarship(s) & Financial Aid from Host Institution  Availability of Scholarship(s) and/or Financial Aid for Exchange Students  Part-time Job  On-campus Part-time Job  Available  Available  Available  Available  Available  Available  Available  Available  Available		
Student Activities Fee Tuition per Term  Estimated Living Expenses per Term Health & Medical Insurance Fee per Term Transport Fee Other Miscellaneous Fees (Please Specify)  Health Insurance & Financial Proof Are there any mandatory insurance packages that students are required to purchase before/after arrival? Are there any criteria for exchange students to meet in purchasing insurance packages? (e.g. amount of coverage)  Amount of Financial Proof Required for Student Visa Application  Scholarship(s) & Financial Aid from Host Institution  Availability of Scholarship(s) and/or Financial Aid for Exchange Students  Part-time Job  On-campus Part-time Job    Mired in their home country   Hired in their home country   Wired in their home country   Wes (Please specify)   Yes, after arrival   No*   No*   No*   No*   No*   Sys, before arrival   No*   No*   Introduce (Please specify)*   Introduce (Plea	Estimated Expenses for Exchange Stu	dents
Student Activities Fee  Tuition per Term  Estimated Living Expenses per Term  Health & Medical Insurance Fee per Term  Transport Fee  Other Miscellaneous Fees (Please Specify)  Health Insurance & Financial Proof Are there any mandatory insurance packages that students are required to purchase before/after arrival?  Are there any criteria for exchange students to meet in purchasing insurance packages? (e.g. amount of coverage)  Amount of Financial Proof Required for Student Visa Application  Scholarship(s) & Financial Aid from Host Institution  Availability of Scholarship(s) and/or Financial Aid for Exchange Students  Part-time Job  On-campus Part-time Job    Telephone   Proof New Yes (Please specify)*   Pes	Arrival Pick-up Fee	
Tuition per Term  Estimated Living Expenses per Term  Health & Medical Insurance Fee per Term  Transport Fee  Other Miscellaneous Fees (Please Specify)  Health Insurance & Financial Proof Are there any mandatory insurance packages that students are required to purchase before/after arrival?  Are there any criteria for exchange students to meet in purchasing insurance packages? (e.g. amount of coverage)  Amount of Financial Proof Required for Student Visa Application  Scholarship(s) & Financial Aid from Host Institution  Availability of Scholarship(s) and/or Financial Aid for Exchange Students  Part-time Job  On-campus Part-time Job    Hired in their home country	Meal Plan	
Estimated Living Expenses per Term  Health & Medical Insurance Fee per Term  Transport Fee  Other Miscellaneous Fees (Please Specify)  Health Insurance & Financial Proof Are there any mandatory insurance packages that students are required to purchase before/after arrival?  Are there any criteria for exchange students to meet in purchasing insurance packages? (e.g. amount of coverage)  Amount of Financial Proof Required for Student Visa Application  Scholarship(s) & Financial Aid from Host Institution  Availability of Scholarship(s) and/or Financial Aid for Exchange Students  Part-time Job  On-campus Part-time Job  Hired in their home country  Fyes, before arrival  Yes, after arrival  No*  Yes (Please specify)* http://international.cunef.edu/en/seguro-medico-y-de-accidentes	Student Activities Fee	
Health & Medical Insurance Fee per Term  Transport Fee Other Miscellaneous Fees (Please Specify)  Health Insurance & Financial Proof Are there any mandatory insurance packages that students are required to purchase before/after arrival? Are there any criteria for exchange students to meet in purchasing insurance packages? (e.g. amount of coverage)  Amount of Financial Proof Required for Student Visa Application  Scholarship(s) & Financial Aid from Host Institution  Availability of Scholarship(s) and/or Financial Aid for Exchange Students  Part-time Job  On-campus Part-time Job  Hired in their home country  Fee Auxilable and their home country  Yes, after arrival arrival arrival after arrival after arrival arrival after arrival after arrival after arrival arrival after arrival after arrival arrival arrival after arrival arrival after arrival arrival arrival after arrival arrival arrival arrival after arrival	Tuition per Term	
Term Transport Fee Other Miscellaneous Fees (Please Specify)  Health Insurance & Financial Proof Are there any mandatory insurance packages that students are required to purchase before/after arrival? Are there any criteria for exchange students to meet in purchasing insurance packages? (e.g. amount of coverage)  Amount of Financial Proof Required for Student Visa Application  Scholarship(s) & Financial Aid from Host Institution  Availability of Scholarship(s) and/or Financial Aid for Exchange Students  Part-time Job  On-campus Part-time Jo	Estimated Living Expenses per Term	
Transport Fee  Other Miscellaneous Fees (Please Specify)  Health Insurance & Financial Proof Are there any mandatory insurance packages that students are required to purchase before/after arrival? Are there any criteria for exchange students to meet in purchasing insurance packages? (e.g. amount of coverage)  Amount of Financial Proof Required for Student Visa Application  Scholarship(s) & Financial Aid from Host Institution  Availability of Scholarship(s) and/or Financial Aid for Exchange Students  Part-time Job  On-campus Part-time Job  On-campus Part-time Job  Available  No Yes, before arrival Yes, after arrival No*  Yes (Please specify)*  http://international.cunef.edu/en/seguro-medico-y-de- accidentes Just a statement issued by their bank should be enough. We need to make sure that the amount will cover their semester abroad (accommodation, travelling)	Health & Medical Insurance Fee per	Hired in their home country
Other Miscellaneous Fees (Please Specify)  Health Insurance & Financial Proof Are there any mandatory insurance packages that students are required to purchase before/after arrival?  Are there any criteria for exchange students to meet in purchasing insurance packages? (e.g. amount of coverage)  Amount of Financial Proof Required for Student Visa Application  Scholarship(s) & Financial Aid from Host Institution  Availability of Scholarship(s) and/or Financial Aid for Exchange Students  Part-time Job  On-campus Part-time Job    Mealth Insurance & Financial Proof Required   Yes, after arrival   Yes (Please specify)*    No*   Yes (Please specify)*   http://international.cunef.edu/en/seguro-medico-y-de-accidentes  Just a statement issued by their bank should be enough. We need to make sure that the amount will cover their semester abroad (accommodation, travelling)    Scholarship(s) & Financial Aid from Host Institution   Yes   No*   No*	Term	
Health Insurance & Financial Proof  Are there any mandatory insurance packages that students are required to purchase before/after arrival?  Are there any criteria for exchange students to meet in purchasing insurance packages? (e.g. amount of coverage)  Amount of Financial Proof Required for Student Visa Application  Scholarship(s) & Financial Aid from Host Institution  Availability of Scholarship(s) and/or Financial Aid for Exchange Students  Part-time Job  On-campus Part-time Job  Meet Yes, before arrival  Yes, before arrival  No*  Yes, after arrival  No*  No*  Yes (Please specify)* http://international.cunef.edu/en/seguro-medico-y-de-accidentes  Just a statement issued by their bank should be enough. We need to make sure that the amount will cover their semester abroad (accommodation, travelling)  Scholarship(s) & Financial Aid from Host Institution  Available	Transport Fee	
Health Insurance & Financial Proof  Are there any mandatory insurance packages that students are required to purchase before/after arrival?  Are there any criteria for exchange students to meet in purchasing insurance packages? (e.g. amount of coverage)  Amount of Financial Proof Required for Student Visa Application  Scholarship(s) & Financial Aid from Host Institution  Availability of Scholarship(s) and/or Financial Aid for Exchange Students  Part-time Job  On-campus Part-time Job  Yes, before arrival Yes, before arrival Yes, after arrival No*  Yes (Please specify)* http://international.cunef.edu/en/seguro-medico-y-de-accidentes Just a statement issued by their bank should be enough. We need to make sure that the amount will cover their semester abroad (accommodation, travelling)	Other Miscellaneous Fees (Please	
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Are there any mandatory insurance packages that students are required to purchase before/after arrival?  Are there any criteria for exchange students to meet in purchasing insurance packages? (e.g. amount of coverage)  Amount of Financial Proof Required for Student Visa Application  Scholarship(s) & Financial Aid from Host Institution  Availability of Scholarship(s) and/or Financial Aid for Exchange Students  Part-time Job  On-campus Part-time Job    Ves   Ves (Please specify)*		
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to purchase before/after arrival?  Are there any criteria for exchange students to meet in purchasing insurance packages? (e.g. amount of coverage)  Amount of Financial Proof Required for Student Visa Application  Scholarship(s) & Financial Aid from Host Institution  Availability of Scholarship(s) and/or Financial Aid for Exchange Students  Part-time Job  On-campus Part-time Job  No*  Yes (Please specify)* http://international.cunef.edu/en/seguro-medico-y-de-accidentes	Are there any mandatory insurance	
Are there any criteria for exchange students to meet in purchasing insurance packages? (e.g. amount of coverage)  Amount of Financial Proof Required for Student Visa Application  Scholarship(s) & Financial Aid from Host Institution  Availability of Scholarship(s) and/or Financial Aid for Exchange Students  Part-time Job  On-campus Part-time Job  No  Yes (Please specify)* http://international.cunef.edu/en/seguro-medico-y-de-accidentes  Just a statement issued by their bank should be enough. We need to make sure that the amount will cover their semester abroad (accommodation, travelling)  Scholarship(s) & Financial Aid from Host Institution  Availability of Scholarship(s) and/or Scholarship(s) and/or Financial Aid for Exchange Students  Available  No Available  Not Available*	packages that students are required	
students to meet in purchasing insurance packages? (e.g. amount of coverage)  Amount of Financial Proof Required for Student Visa Application  Scholarship(s) & Financial Aid from Host Institution  Availability of Scholarship(s) and/or Financial Aid for Exchange Students  Part-time Job  On-campus Part-time Job  Yes (Please specify)* http://international.cunef.edu/en/seguro-medico-y-de-accidentes  Just a statement issued by their bank should be enough. We need to make sure that the amount will cover their semester abroad (accommodation, travelling)  Scholarship(s) & Financial Aid from Host Institution  Yes  No*	to purchase before/after arrival?	□ NO.
insurance packages? (e.g. amount of coverage)  Amount of Financial Proof Required for Student Visa Application  Scholarship(s) & Financial Aid from Host Institution  Availability of Scholarship(s) and/or Financial Aid for Exchange Students  Part-time Job  On-campus Part-time Job  Inttp://international.cunef.edu/en/seguro-medico-y-de-accidentes  Just a statement issued by their bank should be enough. We need to make sure that the amount will cover their semester abroad (accommodation, travelling)	Are there any criteria for exchange	□ No
Amount of Financial Proof Required for Student Visa Application  Scholarship(s) & Financial Aid from Host Institution  Availability of Scholarship(s) and/or Financial Aid for Exchange Students  Part-time Job  On-campus Part-time Job  Accidentes  Just a statement issued by their bank should be enough. We need to make sure that the amount will cover their semester abroad (accommodation, travelling)  Scholarship(s) & Financial Aid from Host Institution  Yes  No*	students to meet in purchasing	
Amount of Financial Proof Required for Student Visa Application  Scholarship(s) & Financial Aid from Host Institution  Availability of Scholarship(s) and/or Financial Aid for Exchange Students  Part-time Job  On-campus Part-time Job  Available  Not Available*  Not Available*	insurance packages? (e.g. amount of	http://international.cunef.edu/en/seguro-medico-y-de-
for Student Visa Application  need to make sure that the amount will cover their semester abroad (accommodation, travelling)  Scholarship(s) & Financial Aid from Host Institution  Availability of Scholarship(s) and/or Financial Aid for Exchange Students  Part-time Job  On-campus Part-time Job  Available  Not Available*	coverage)	accidentes
abroad (accommodation, travelling)  Scholarship(s) & Financial Aid from Host Institution  Availability of Scholarship(s) and/or Financial Aid for Exchange Students  No*  Part-time Job  On-campus Part-time Job  □ Available □ Not Available*	·	Just a statement issued by their bank should be enough. We
Scholarship(s) & Financial Aid from Host Institution  Availability of Scholarship(s) and/or Financial Aid for Exchange Students  Part-time Job  On-campus Part-time Job  Available  Not Available*	for Student Visa Application	
Availability of Scholarship(s) and/or Financial Aid for Exchange Students  Part-time Job  On-campus Part-time Job  Available  Not Available*		abroad (accommodation, travelling)
Availability of Scholarship(s) and/or Financial Aid for Exchange Students  Part-time Job  On-campus Part-time Job  Available  Not Available*		
Financial Aid for Exchange Students    No*  Part-time Job  On-campus Part-time Job	Scholarship(s) & Financial Aid from H	ost Institution
Part-time Job On-campus Part-time Job  Available  Not Available*	Availability of Scholarship(s) and/or	
On-campus Part-time Job  Available  Not Available*	Financial Aid for Exchange Students	⊠ No*
On-campus Part-time Job		
□ Not Available*	Part-time Job	
	On-campus Part-time Job	
Off-campus Part-time Job Contact Sofía de Miguel <u>sofíademiguel@cunef.edu</u>		
	Off-campus Part-time Job	Contact Sofía de Miguel <u>sofíademiguel@cunef.edu</u>

<sup>\*</sup> Please tick against the appropriate option.