Dear Students,

We warmly welcome you to Barcelona and IESE.

This Welcome Guide is a general guide to life at IESE and combines valuable advice from students with some practical information. The guide was created with the intention of making your move here as smooth as possible. The aim is to provide you with the tools you need to adjust to life in Barcelona and IESE and to introduce you to the wealth of extracurricular activities that this wonderful city has to offer.

The guide is by no means exhaustive. One of IESE's advantages is its reduced size, which allows for personal contact among students, staff and faculty. So if you have any questions about topics that are not addressed here, please seek assistance from an IESE representative from MBA Admissions at mbainfo@iese.edu.

By definition, the Welcome Guide is a living document subject to annual updates. With the aim of improving and keeping the guide up to date, we welcome your feedback, comments and suggestions.

We wish you a successful IESE experience.

Itziar de Ros
Director MBA Admissions
IESE Business School
TO DO’s...

...BEFORE & AFTER COMING TO BARCELONA

Here is a checklist to help you easily keep track of what you need to do:

... BEFORE COMING TO BARCELONA:

☐ Apply for your VISA.
☐ Apply for Global Loan, Prodigy or other financial aid.
☐ Pay your Reservation Fee (€10,000) no later than May 18, 2016.
☐ Verify personal details on Virtual Campus.
☐ Complete sponsors information on Virtual Campus.
☐ Sign up for Spanish course on Virtual Campus.
☐ Book flight to Barcelona.
☐ Start looking for a flat.
☐ Complete the Effective Career Planning & Job Hunting online course.

...AFTER COMING TO BARCELONA

☐ Get the Spanish residence permit (NIE).
☐ Open a bank account.
☐ Find a flat and sign the contract.
☐ Get the census form (empadronamiento).
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## 1. GETTING STARTED

### 1.1. PREPARING FOR IESE

#### 1.1.1. KEY DATES FOR MBA CLASS OF 2018

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<td>July–August, 2016</td>
<td>Move to Barcelona.</td>
<td>Reduced office hours on campus</td>
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<td>Get ready for the MBA.</td>
<td>9 am – 2:30 pm</td>
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<td>June–August</td>
<td>Complete the Effective Career Planning &amp; Job Hunting Course</td>
<td>Mandatory for all incoming students</td>
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<td>September 5-9, 2016*</td>
<td>Orientation Week</td>
<td>Mandatory</td>
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<tr>
<td>September 10, 2016*</td>
<td>Financial Accounting course</td>
<td>Optional - registration required</td>
</tr>
<tr>
<td>September 12, 2016*</td>
<td>First day of classes</td>
<td>Mandatory</td>
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<tr>
<td>December 16, 2016*</td>
<td>End 1st Term</td>
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*Dates are subject to change.

Please check Virtual Campus for updated information [https://campus.iese.edu](https://campus.iese.edu)

#### 1.1.2. PREPARING FOR SPANISH

We strongly recommend that you start preparing for Spanish before your arrival at IESE. Take a crash course during the summer either in your home country or in Spain, or if possible move to Barcelona in midsummer to begin a Spanish language course in one of Barcelona’s many language schools.

#### 1.1.3. INTENSIVE BUSINESS SPANISH COURSE

The objective of the Business Spanish Program is to ensure that participants can fluently engage in various business situations with a special emphasis on verbal communication. Both the methodologies as well as the materials used are geared to facilitate the active participation of the students, who are responsible for their own learning process. The student practices the communication situations presented in the classroom to ensure they can use their communication abilities with ease and confidence outside the classroom.

#### 1.1.4 EFFECTIVE CAREER PLANNING AND JOB HUNTING ONLINE COURSE

MBA Career Services has developed a small private online course or SPOC with a view to providing IESE participants with a step by step guide for effectively planning your next step and executing it. Partial access to the full course is provided to the incoming new class with two objectives in mind:
1. The first is that we want to ease your load when you come to the MBA program by having you work on career issues while you have the time and "headspace". First term is very exciting but also very intense as you try to juggle new academic demands, settling into a new city and the many activities on campus. The more you can do before the program starts the better for you.

2. Secondly, we want you to maximize the investment in your MBA. One of the main exercises of this course is to have you do informational interviews with the career options you may be considering. The more information you have on the profiles required to succeed in these options the better your understanding on what knowledge and skills you need to develop to succeed in your next step. This is applicable to all students, regardless of whether you are sponsored or going back to your previous employer.

We will be activating four out of the 7 modules (ones which are most relevant for you to do at this stage) beginning of June so you have plenty of time to do all of them prior to your arrival in Barcelona. Ensure to check workload for each module so you can plan your time accordingly.
- Module 1 Managing your Career
- Module 2 Self-Assessment
- Module 3 Explore the Market
- Module 5 Your Brand

Each module combines video lectures, assignments and recommended reading. Speakers selected for each of the modules combine IESE faculty, external experts and MBA Career Services Staff.

We expect everybody to have seen the lectures and completed their assignments by the time they come to Orientation Week. Some of the modules require a lot of work so the earlier you start the better for you. At the end of the program we expect you to have:
1. A better understanding of yourself so you can use this information to explore job opportunities that may fit you.
2. A framework for planning your next step
3. Kick off and get comfortable with the process of exploring what job roles may fit you.
4. Have a better idea of how to convey more effectively who you are and what you can offer in both written and verbal format.

We will be communicating purely through announcements on the welcome site - so please ensure to log in from time to time. If you wish to ask a question on any of the sessions or the assignments, please use the discussion forum - so that what we answer is for the benefit of all.

1.2.4 IMMIGRATION

Some nationalities require a visa to visit and/or live in Spain. Depending on the country where you submit your application, this may take time and unexpected situations may arise. Hence, we strongly encourage you to do this as soon as possible. Please note that you have to request a student visa so that you can legally remain in Spain during the MBA.

If you need an invitation letter from IESE for your visa application please get in touch with the Admissions Department at mbainfo@iese.edu

The NIE (Número de Identificación de Extranjeros) is an identification number necessary for all legal and tax matters in Spain, as well as for opening a bank account, obtaining a driver's license, signing a lease for an apartment or a rental contract for a vehicle, obtaining telephone and utilities contracts, as well as several other transactions. For students from outside the European Union, the NIE is also essential as proof of legal residency within Spain.
1.2. ARRIVING

1.2.1. ARRIVAL IN BARCELONA

1.2.1.a. BY AIR

International and domestic flights arrive at Barcelona’s El Prat de Llobregat Airport (T1 and T2). It is located about 14 km southwest of the city. To get to the city center, you have various options:

→ BCN Airport -> city by train: The Rodalies (Cercanías) train line 10 ends at the Airport. The trip into town costs approximately €2.50. You can get off at Estació de Sants, Passeig de Gràcia and Estació de França. Check to see which is closest to your destination. Sants is the most convenient for IESE if you are going to take a taxi directly from the station.
BCN Airport -> city by bus: The A1 Aerobús is a direct Airport-to-city shuttle service with stops at Estació de Sants and Plaça de Catalunya. It runs every 15 minutes during the week and every 30 minutes on weekends and holidays, and costs about €5.90 each way (pay on the bus). It can take from 20 to 40 minutes, depending on traffic.

BCN Airport -> city by Taxi: A taxi ride from the Airport to the center of town usually takes about 30 to 45 minutes and costs about €25 to €35, including the luggage fee.

1.2.1.b. BY TRAIN

The two main stations serving Barcelona are Estació de Sants and Estació de França (also known as Nord). All trains from within Spain arrive at Estació de Sants (Metro: Sants-Estació). Most trains from France and other parts of Europe arrive at Estació de França (Metro: Barceloneta). Some trains stop at both.

1.2.1.c. BY CAR

- From the North: The AP-7 Autopista is the main toll road from France. An alternative non-toll route is the N-II, which goes along the coast and tends to be crowded with holidaymakers in summer.

- From the South: There are two toll roads that enter Barcelona from the south: the A-2 Autopista (which joins the AP-7 from Lleida and Madrid) and the C-32, or Autopista Pau Casals, which follows the coastline. An alternative non-toll route is the N-340, which winds through some small towns and tends to be slow moving due to traffic. IESE is located in Pedralbes, a residential suburb of Barcelona. If you come by car, you can park in the adjacent streets (free parking) or at IESE’s parking facilities on the North Campus. If you use public transport, you will not have any problem finding IESE, though for your first couple of trips it may be best to take a taxi. The closest subway station is Reina Elisenda, which is on the FGC system.

1.2.2. ARRIVING AT IESE

1.2.2.a. FROM THE AIRPORT

A taxi is the simplest and most direct way to come to IESE from the Airport. The cost will be approximately €20 and will take 15 to 20 minutes. Tell the driver to use the Ronda de Dalt – Exit 10.

1.2.2.b. FROM THE CITY CENTER / HOTEL

A taxi is the simplest and most direct way to come to IESE. The cost will be approximately €10–€15 and will take 10 to 15 minutes.

1.2.2.c. CAMPUS MAPS

IESE in Barcelona is currently home to North and South campuses. The South Campus includes Building F, where MBA classes are held. The North Campus, inaugurated in 2007, features 30,000 m² of facilities, including an auditorium seating 700 people.

A. Building – Dean’s Office / Faculty Offices.
B. Building – Reception / Bookstore Garbi / Executive Programs/ MBA Admissions / Faculty Offices / Workrooms / Business Spanish Unit / South Campus Auditorium.
C. Building – Alumni / People Division.
D. Building – Level 0 – Parking, Level 1 – Cafeteria and Restaurant.
E. Building – Computer Center / Faculty Offices
F. Building – MBA Program / MBA Office / Classrooms / Workrooms / Faculty Offices / MBA Career Services / Dining Room / Student’s Lounge.
G. Building – Library / Self-service Restaurant / Classrooms / Workrooms / Cafeteria / Cashmachine.
Q. Building – Level 1 – Dining room & Cafeteria., Level 2 – Auditorium, Level 3 – Terrace, Level 4 – Classrooms / Lecture Rooms, Level 5 – Offices, Level 6 – Offices.
U, S, T Buildings – Offices / Meeting Rooms.
FINDING A PLACE TO LIVE

Barcelona is a wonderful city to live with multiple possibilities. You can choose a quiet and calm neighbor to live, a vibrant one like Gracia or a convenient one close to IESE. Take your time to understand the city, the different flavors of its districts and the time you will need to commute to IESE every day.

2.1. CHOOSING YOUR NEIGHBORHOOD

Check section 1.3.8. to know the different neighborhoods or districts in the city. Once you have an idea of the area in which you would like to live, take time to walk around. Look for signs that say "en alquiler", "se alquila" (Spanish) or "en lloguer" (Catalan) meaning "for rent". You can also inquire with door-men (porteros o conserjes) to see if any vacant flats are available for rent in their building.

2.2. RESIDENCE HALLS

For alternative housing, some may consider Residence Halls within walking distance of IESE:
= COLEGIO MAYOR UNIVERSITARIO PEDRALBES: www.cmupedralbes.es/cast.php
For male undergraduate and graduate students only.
2.3. HOUSING, RULES AND PRACTICES

Carefully read through the recommendations of the Real Estate Agencies Association (www.apibcn.com/ing/index.htm) prior to renting an apartment. Almost all the agencies you’ll deal with are members of the association and, hence, are obliged to follow the same rules and practices.

1. Fees vary according to landlord, agency, agreement and neighborhood. In most cities of Spain, and in particular Barcelona, the agency you deal with will not be the actual owners of the apartment. The owner leaves the control of the apartment to the agency. Thus, the agency, acting as a liaison between you and the owner, may have its own set of requirements for renting apartments.

2. Promptly agree on a time frame with the agency for communicating and resolving any problems the apartment may have. You normally have a month from the moment you enter the apartment to request any repairs or have the apartment repainted. Check the condition of the plumbing and kitchen appliances, as tenants are usually responsible for repairs once they have moved in.

3. Make sure there is a good heating system. Bear in mind that electric heating can be very expensive and, although Barcelona enjoys a mild climate, heating is still a necessity. A fan is also advisable for warmer summer evenings. Air conditioning is considered a luxury but may be available in a few apartments.

4. If you do not have private means of transportation, it is advisable to live near a bus stop or metro station that offers easy access to IESE. As in most large cities, traffic during rush hour is slow. The TMB Company (public-owned Barcelona Transportation Company) has a very good website, where you can enter the address where you are and where you want to go, and it calculates how you can arrive by public transportation and how long it should take. It encompasses all types of public transport (bus, metro, tram, etc.). Go to www.tmb.net/en_US/home.jsp and in the destination field enter IESE’s address. That will help you calculate the commute between your apartment and IESE.

5. Many flats for rent are furnished, so it is not necessary to ship your own furniture. Furnished flats are strongly recommended because of the difficulty finding used furniture and the expense of buying it new.

6. Requesting a landline telephone isn’t a good idea since it is expensive and takes a long time to install. If you can get by just using a mobile phone, then you really don’t need to bother with a landline.

7. It is common practice to have to sign an inventory of the contents of the flat when you take possession of the property. Make sure that the inventory listed in your lease corresponds to the contents of the flat.

8. Be extremely cautious when taking a flat without working gas, water or electricity, as you could be waiting days or even weeks to have them reconnected and this may be very expensive.

9. We recommend you to join our Facebook Group for MBA Class of 2018. There you will be able to share and compare with your future classmates and maybe find someone to share flat with.

2.4. HOUSING AGENCIES

IESE recommends the below agencies however recognizes that quality of service and accommodations may vary. The list will be re-evaluated at the end of the school year and student feedback will be taken into account. IESE assumes no responsibility for agreements between these companies and students. Please see the IESE Virtual Campus to obtain more detailed information.

- FLATZOOM flatzoom.com hosts the largest database of high quality flats for MBA students in Barcelona straight from owners and +100 agencies. At flatzoom.com you get a great apartment and save big on fees compared to regular brick & mortar agencies. Additionally, you may hire our prestigious relocation services. We senior IESE MBAs born in Barcelona will mentor you to choose the best apartment and relocate easily and safely, as we’ve done for many IESE students over the years: www.flatzoom.com

- FICASSO has developed an excellent reputation for personalized service, integrity and trust with owners and renters alike. Specializing in the demands of international clienteles, we offer high quality, attractive properties in Barcelona: www.ficasso.com.

- SHBARCELONA team offers you more than 500 fully furnished and equipped apartments in the center of Barcelona (Example, Gracia, Sarria, Les Corts, etc...) on monthly or yearly basis. Flexible contracts, only 2 month security deposits for IESE students. We speak English, French, Spanish and Italian: www.shbarcelona.com

- TU APARTAMENTO Stylish apartments for rent in Barcelona www.tuapartamento.net. More than 15 years of experience working with IESE students.- We speak English, French and Italian.- Beautiful apartments, recently
We distinguish ourselves for service, helping our clients during their stay. You will find all the information including pictures, descriptions and maps in our website. Flexible contracts and just two months of deposit. Furnished and unfurnished apartments. Contact us! Inés Phone +34 618 601 051 Victoria Phone +34 620 294 556 Email: info@tuapartamento.net

These agencies have been offering housing services for IESE students for long time now, and we have checked they can cover any need you might have. Please identify yourself as an IESE student. Do not hesitate to contact them and ask any question regarding housing offers.

2.5. OTHER EXTERNAL SOURCES

Looking through advertisements in the local newspapers is also helpful. The Sunday edition of La Vanguardia carries the largest number of ads for flat rentals. Look under the classified section for Pisos - alquiler. Many of the listings are for agencies (Agente de Propiedad Inmobiliaria, API: - Real Estate Agent), so when you see the same telephone number repeated for different addresses, bear that in mind. The weekly publication, Primeramà, is another good source of information. Note that the majority of flats advertised in newspapers are unfurnished, unless otherwise indicated.

The Col·legi d'Administradors de Finques is the official governing body of real estate agents in Barcelona. The organization provides a free service called La Bolsa de Alquileres, both on line (Spanish and Catalan only) and in person. This service allows clients to set their criteria, such as preferred residential areas, monthly rent, number of bedrooms, furnished or unfurnished, etc. The service also provides a printout of flats matching the set criteria, see link: LA BOLSA DE ALQUILERES Col·legi d'Administradors de Finques Mallorca, 214 08008 Barcelona T.: 93 451 0202 Fax: 93 451 37 35 www.coleadministradores.com.

2.6. WHAT IT WILL COST

Rents vary depending on the neighborhood, the size of the apartment, the amenities included, etc. Bear in mind that the month of August is the most difficult time to conduct your search so, if at all possible, start your search in mid-July. On average, rent prices range from €600 to €1400 per month. Depending on the landlord or the agency, you might have a few additional costs when getting started.

Additional Costs

→ Fianza (security deposit) = typically one month’s rent. If the apartment is furnished, they can ask for a deposit equivalent to two months’ rent.  
→ Honorarios (fees to agency) = can range from one month’s rent to a year’s rent divided by 10. The fee also includes VAT (Value Added Tax – IVA in Spanish).  
→ Registro de contrato (lease registration fee) = approximately €6.  
→ Contrato de vivienda (lease fee) = approximately €30.  
→ Pólizas de Estado (government fees) = approximately €130.

2.7. LEASES

After you have found the right flat for the right price, you will be required to sign a lease. You will be expected to pay the first month’s rent, one or two months’ rent as a deposit (fianza), the equivalent of one month’s rent to the API (if using a rental agency) and lease fees. These fees are payable upon signing the lease. The landlord keeps the deposit to cover possible damages and the last month’s utility bills, which usually take a few months to arrive. Ordinarily, the landlord pays for any damage that occurs to the structure of the building (e.g., the walls). It is the tenant’s responsibility to maintain the flat, heating system and plumbing fixtures. Your lease will usually be made out on a form provided by the government, although individual leases are written out in some cases.

The lease should specify:

1) The total amount of rent to be paid each month. The monthly community charges, or gastos de comunidad, should be included in the rent each month for furnished apartments.  
2) A description of all of the furniture and a complete inventory of other contents of the flat.  
3) The annual increases in rent to be paid, according to the official index.  
4) The amount of money to be paid in advance and what it will be used for.
5) Which services, repairs and maintenance fees are to be paid by you and which by the landlord. Additional expenses, such as for a concierge or door person, central heating, pool and/or garden maintenance, elevators and gastos de comunidad should be included for furnished flats.

6) The facilities and amenities that you are entitled to use (parking space, storage rooms, rooftop terraces, pool, garden, etc.).

2.8. BARCELONA NEIGHBORHOODS

The Guía Urbana is a small book with excellent detailed maps covering all areas of Barcelona. It also has a comprehensive street index, useful telephone numbers, and bus and Metro routes. This book is sold in kiosks and bookstores and may prove invaluable in your search.

The following are brief (and subjective) descriptions of the neighborhoods or barrios in Barcelona. Please bear in mind that while some of the neighborhoods are listed as being closer to IESE than others, Barcelona remains a very easy city to get around in, and you are not going to be at a disadvantage if you choose to rely on public transportation to get to IESE.

7) Barceloneta is the closest to the center of the self-contained village suburbs that used to surround the city and now form part of metropolitan Barcelona. Although conditions have improved since the 1992 Olympic Games, it can be a bit seedy at night. Rents are low in Barceloneta, but transportation to IESE is inconvenient. Expect at least 45 minutes' transport time using a combination of metro, train (FGC) and bus.

8) The Barri Gòtic is the old center of town. Full of color, low rents and interesting people, it is also noisy and many of its apartments are in poor repair. In recent years this has changed quite a bit and the area has become a fairly trendy place to live, though it should still be navigated with caution, especially at night.

9) El Born. Nowadays the Born district is one of the trendiest places to live in Barcelona. The streets are lined with restaurants, cafes and museums. It is also the center of design in the city and for this reason can be an expensive area to live in. Transportation connections to IESE and all parts of the city are easy from Plaça de Catalunya, but it can still take a long time - 30 minutes' to get to Pedralbes.

10) The Eixample is the grid-like area of the city center and is well served by bus and metro along Diagonal and Passeig de Gràcia. Residential buildings date mostly from the early 1900s. Rent prices are average but flats tend to be large (although often with strange layouts). Getting to IESE takes between 30 to 50 minutes', depending on where you live in the district.
11) **Gràcia** is an older neighborhood, which includes Plaça Lesseps and continues as far as Diagonal. There are many points of interest, including hundreds of restaurants and bars, with excellent connections to the center and IESE. The number 22 bus and the trains from Plaça Molina and Gràcia stations take you within a 15 minute’ walk of IESE. Gràcia has affordable rents. Frequent criticisms of the barrio include noise and lack of light, but it is without a doubt one of the more colorful neighborhoods of Barcelona.

12) **Les Corts** is less expensive than many of the other barrios located near IESE and is similar to Gràcia in that it used to be a town in itself, but it is a bit quieter. It has narrow streets and is well connected to IESE via bus routes 63 and 78, which take around 20 minutes, or a 30- to 40 minutes’ walk.

13) **Pedralbes** is the barrio where IESE is located, and is a quiet, lovely neighborhood; however, it is an expensive neighborhood where few students live. The district is fairly well served by buses to the city center.

14) The **Port Olímpic** is modern and eclectic, being one of the city's newer neighborhoods. It was used as the main housing area for the Olympic athletes in 1992. Although the flats are nice and new and the views of the Mediterranean are tempting, as is the nightlife and shopping, it is quite a distance from IESE, and rents tend to be on the expensive side.

15) **Sant Gervasi**, a quiet residential area in the upper part of town at the foot of Tibidabo, has a large number of apartments with average to expensive rents. The convenience of this area, which includes good services, restaurants and some popular nightspots, makes it very popular among IESE students. Most people coming to IESE take the 64, 22 or 75 buses or catch the FGC from Plaça Molina or Muntaner. It takes approximately 25 minutes by bus. It is also a pleasant walk to the school and can take up to 40 minutes, depending on where you live in the district.

16) **Sarrià** is an old neighborhood within about a 15-minute walk of IESE. It offers flats with average to expensive rents. As this was once a town considered quite separate from Barcelona, it has a real neighborhood feel to its streets.

### 2.9. TEMPOARY ACCOMMODATION

If you do not have a place to stay while looking for a permanent place to live, below is a list of hotels and hostels in which IESE students have stayed. Be sure to mention IESE, as in many cases students receive a discount.

- **Hotel Duques de Bergara (****)** C/ Bergara, 11 08002 Barcelona T.: +34 93 301 51 51
- **Hotel Sansi Pedralbes (****)** Av. Pearson 1-3, 08034 T.: +34 93 206 38 80pedralbes@sansihotels.com
- **Hotel Balmes (***)** C/ Mallorca, 216 08008 Barcelona T.: +34 93 451 19 14
- **Hotel Gaudí (***)** C/ Nou de la Rambla, 12 08001 Barcelona T.: +34 93 317 90 32
- **Hotel Gòtic (***)** C/ Jaume I, 14 08002 Barcelona T.: +34 93 315 22 11
- **Hotel Mikado (***)** Passeig de la Bonanova, 58 08017 Barcelona T.: +34 93 211 41 66 Hotel NH Condor (*** C/ Via Augusta, 127 08021 Barcelona T.: +34 93 209 45 11
- **Hotel Rallye (***)** C/ Travessera de Les Corts, 150 08029 Barcelona T.: +34 93 339 90 50 [www.agorabcn.com](http://www.agorabcn.com)
- **Hostal Ciudad Condal (**) C/ Mallorca, 225 08008 Barcelona T.: +34 93 215 1040
- **Hotel Husa Bonanova Park (**) C/ Capità Arenas, 51 08034 Barcelona T.: +34 93 204 09 00
- **Hotel Prisma (**) Av. Josep Tarradellas, 119 08029 Barcelona T.: +34 93 439 42 06
- **University Residence (Available in summer months only)** Col·legi Major Univ. Sant Jordi Passatge Ricard Zamora 4/B 08017 Barcelona T.: +34 93 201 66 00
- **Pisos Universitaris (apartments) C/ Cister, 2, 2n A 08022 Barcelona T.: +34 93 254 12 80 (Bonanova/Sant Gervasi area: close to IESE).
3. GETTING UTILITIES.

Renting an apartment without utilities is not recommended. However, as it is sometimes necessary to do so, you will find details of whom to contact below. The major utility companies sometimes outsource these services, so they may direct you to a local service center to get hooked up. Try to get started on this as soon as you sign a lease, as it can take from several days to several weeks to get everything turned on.

3.1. ELECTRICITY


You don’t need to visit them. Call the number above to find out which small company can do it in your area. To get connected, you will need the following:

1) Some form of ID (passport/other official document)
2) Complete address
3) Lease
4) Bank information
5) Boletín de Instalación Eléctrica (electricity certificate provided by a registered electrician)
6) Cédula de Habitabilidad

Note: Make sure that your landlord or rental agency provides you with the Boletín de Instalación Eléctrica.

3.2. GAS

GAS NATURAL – T.: 902 200 850 www.gasnatural.com

You don’t need to visit them in order to sign up for their service. Call the number above for information. In cases in which the service has been canceled (dado de baja) and the installation is old, the company might first want to check out the equipment in order to determine whether or not it fulfills present safety requirements. To get connected, you will need the following:

1) Some form of ID (passport/other official document)
2) Complete address
3) Lease
4) Bank information
5) Cédula de Habitabilidad
6) Boletín de Instalación (gas certificate)

3.3. WATER

AGBAR (Aigües de Barcelona) T.: 900 710 710 www.aiguesdebarcelona.es
You don't need to visit them in order to sign up for their service. Call the number above for information. To get connected, you will need the following:

1) Some form of ID (passport/other official document)
2) Complete address
3) Lease
4) Bank information
5) Cédula de Habitabilidad

### 3.4. LANDLINE TELEPHONE

To get your own landline in your apartment, you should go to the nearest Telefónica or Ono store to request service, or phone Telefónica at T.: 1004 or Ono at T.: 1400. It can take a long time to install and is quite expensive. A cheaper alternative is to ask the person who is already in the apartment you decide to rent or the landlord to simply switch the billing information to your name and bank account before the service is cut off. This will save you lots of money and hassle.

The phone bill comes monthly or every two months. Note that all local calls cost money, which can really add up if you use the Internet from home. Avoid this by signing up for a flat-rate Internet plan.

### 3.5. MOBILE PHONES

Sometimes mobile phones are the least expensive and the most convenient alternative. The biggest disadvantage is that they don’t offer Internet access at home. There are several main companies that offer mobile phone services, including Movistar, Vodafone, Orange and Yoigo. It pays to shop around for the best current offers, as these four companies are always competing to attract new customers. There are also monthly contract phones, which may end up being cheaper if you’re going to use your phone a lot (especially if you decide that you’re not going to have a landline in your apartment).

A good place to compare phones, prices and plans is FNAC, with branches located in the Triangle Shopping Center in Plaça Catalunya and at L’Illa Shopping on Diagonal, which is closer to IESE. They sell all the major brands under one roof and can explain the benefits of each. Then you can both go ahead and purchase your phone there (their prices are competitive) or you can see if you can find the one you want cheaper elsewhere.

As soon as you contact apartment agencies, they will want a local contact number for you, they won’t want to call an international number and you won’t want to pay the roaming costs either. So why not get your cell phone number before you even leave home and that way your family and friends have it also.

### 3.6. INTERNET IN SPAIN

You will probably want home access to the Internet also. Here you have a few choices, some of which we can help you with and some of which we can’t.

The regular ADSL service in Spain requires a landline connection, whether you use it or want it. Often you will see prices advertised from 20 euros a month, but this is always plus landline rental and when you add tax on top, you are looking at about 50 euros a month all in. We do not provide ADSL, but we have a good friend who can arrange all this for you direct with one of the largest providers. We will put you in touch with this person when you come down to get your cell phone contract. They also speak English and they are 5 mins walk from our office.

Another option if you don’t want to be “tied down” is to use a MIFI, that’s a mobile WIFI unit which provides internet access not just at home, but anywhere you take it with you around Spain. It’s a small unit working with a SIM card, to which you can connect just like a WIFI, up to 5 individual units, no cables, no plugging in. Speed is often faster the ADSL and certainly sufficient, but it is not aimed at those wishing to download movies each night as the limit on high-speed data per month is 10gigs. For most normal users this is more than enough. We recommend you take a 24hour trial before deciding to see how coverage is first of all.

### 3.7. INTERNET CONNECTION AT HOME

Internet connections are made through a private ISP (Internet Service Provider). Some of the Internet access technologies currently provided by ISPs are: RTB (Red Telefónica Básica), ADSL, cable, wireless, etc. The main ISPs are: Telefónica (Movistar): www.movistar.es Orange: www.orange.es Jazztel: www.jazztel.com Ono: www.ono.es.
4. BANKING AND MONEY.

Related Vocabulary

<table>
<thead>
<tr>
<th>Castellano</th>
<th>Català</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cuenta corriente</td>
<td>Compte corrent</td>
<td>Current account (for checks)</td>
</tr>
<tr>
<td>Domiciliar</td>
<td>Domiciliar</td>
<td>Direct debit</td>
</tr>
<tr>
<td>Comisión</td>
<td>Comissió</td>
<td>Fee</td>
</tr>
<tr>
<td>Transferencia</td>
<td>Transferència</td>
<td>Bank transfer</td>
</tr>
<tr>
<td>Tipo de cambio</td>
<td>Tipus de canvi</td>
<td>Exchange rate</td>
</tr>
<tr>
<td>Cajero automático</td>
<td>Caixer automàtic</td>
<td>Cash machine / ATM</td>
</tr>
</tbody>
</table>

4.1. OPENING AN ACCOUNT

It is fairly easy to open an account in Spain. You will need your passport to open your account and to make transactions. Even though you can open an account in any bank, we recommend you to open your account in Banco de Sabadell if you are thinking about applying for the Global Loan to finance your MBA.

As soon as you get to Barcelona, you can stop by the branch of Banco de Sabadell located in the street of Capitan Arenas 26 with your passport and let them know you are an IESE student the process is fairly quick and the conditions for IESE students are favorable. The account also has debit card that you can use in the ATM at IESE with no cost. In a few minutes you will have the account ready and you will save a lot of time and money because of the special conditions it has. Banking hours are approximately from 8:30 a.m. to 2 p.m., Monday through Friday.

Remember to change your account from nonresident to resident status as soon as you receive your residence card. In addition to the savings on service charges, you will also save considerable hassle when you receive a money transfer. Spanish law currently requires a cumbersome reference check for personal transfers larger than €2,700 to nonresident accounts. There are further restrictions on transfers from your summer employer, so make sure to switch your account over to resident status a.s.a.p.
4.2. FINANCIAL AID

4.2.1. FINANCIAL AID OFFICE

The Financial Aid Office provides assistance to all students in terms of what financing options exist to meet the cost of attendance of the MBA program (loans and scholarships). You can contact us at: faohelp@iese.edu.

4.2.2. SCHOLARSHIPS

Candidates can apply for IESE scholarships through filling out the Scholarship Form (included in the MBA Application). Recipients will be informed of an award as soon as the decision is taken by the Scholarship Committee. Apart from IESE scholarships, incoming students can search financial aid options through independent institutions, foundations and organizations. These scholarships are not administered by IESE, but we are prepared to provide admitted students with any supporting documentation required from us as an institution. Please visit FAO website to search through the list of internal and external scholarships.

4.2.3. LOANS

The following loans are available:

- **Global Loan** – Offered by Banco Sabadell. This loan covers up to 80% of tuition fees for international students and up to 100% for Spanish students. Please consult the online brochure for details on the conditions and requirements. The application is done online and you can apply as soon as you have been admitted into the MBA.

- **Loan Program for MBAs** – Offered by Prodigy Finance. This loan provider offers the possibility of financing living expenses and/or up to 100% of your tuition fees depending on your risk profile. The application is done online and you can apply as soon as you have been admitted into the MBA. In accordance with the procedure, you will be offered an interest rate and a loan amount within two business days of applying.

- **U.S. Loans** – There are several options available for U.S. citizens, including US Federal loans, Sallie Mae loans, and GI Bill benefit in the case of U.S. veterans. Please contact faohelp@iese.edu for more information.

- **Quotanda** – Created by an IESE alumnus, Quotanda provides small loans to cover part of tuition fees and/or living expenses. The maximum amount is approximately €15,000.

- **Other Financial Aid Options** – For more information on external financial aid options, please consult our Financial Aid Office search engine.

4.3. EXCHANGING CURRENCY

Once you’re established in Barcelona, you’ll want to open a bank account and draw your money directly from it (see next page). But until then, how are you going to get money? The easiest way is through cash machines (cajeros automáticos). You can find them everywhere; you also have one in IESE (G Building). Be sure to check with your bank at home before you leave, however, to make sure that your card is compatible with a Spanish system. Some machines don’t accept PIN numbers of more than 4 digits and the keypads don’t have letters on them, so be sure you have the right numeric code before coming.

If you are a visiting exchange student, it may be easier to maintain your account in your home country and withdraw money from the automatic cash machines that are connected to networks such as CIRRUS and STAR. Check with the bank in your home country as to whether the same network exists in Spain.
Traveler’s checks are a safer option than cash. They can be replaced if lost or stolen and, unfortunately, pickpocketing is common in the major tourist districts. They can be cashed at most banks and exchange offices. You’ll need to show your passport when you cash checks. If you bring American Express traveler’s checks, cash them at the American Express office to save on commissions (either at Passeig de Gràcia, 101, with entrance on C/ Rosselló or at La Rambla dels Caputxins, 74).

Use your credit/debit card to get the best exchange rates for purchases, including your hotel stays and meals. Please note that foreign currency exchange booths in the center of Barcelona may charge high commissions and give a poor exchange rate.

4.4. TRANSFERRING FUNDS FROM OVERSEAS

There is no problem transferring funds to Spain from another country. It is important to have the bank code information for both banks in order to facilitate the transaction. Always 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 currencies.

Students have sometimes been surprised that even though they paid the transaction fees in their home country, they had to pay additional fees for the Spanish bank to receive the transfer. The same applies when transferring funds to IESE for tuition fees.

4.5. CREDIT CARDS

All the major credit cards are issued in Spain and accepted in most stores and restaurants. In order to obtain one, you must have a residence permit. You can, of course, use your existing foreign credit cards such as Visa, MasterCard and American Express.

4.6. PAYMENT OF BILLS

A simple way to pay recurring bills such as rent, electricity and telephone bills is to authorize these payments to be debited directly from your bank account.

*Domiciliaciones*, as they are known, are easy. You must fill out the forms at your bank instructing them to pay certain creditors. Inform your creditors of your bank details. The bank will advise you of the amount they have paid on your behalf and to whom.

Service charges are very common in Spanish banks for almost every transaction. These charges vary from bank to bank, so you should inquire as to the charges at your bank and check your statements carefully.

4.7. BANK CERTIFICATE FOR RESIDENCE PERMIT

In the application for a Spanish residence permit, students need to include a certificate from their bank.

4.8. COST OF LIVING

The following estimated cost-of-living expenses were created with student input and are updated yearly based on students’ current living expenses. While many students are able to spend considerably less, some are obviously capable of spending more.

Your personal budget will vary greatly, depending on your own habits, priorities and capabilities. The estimates are divided into two sections: students living alone and students with spouses and families. If you plan to have roommates and share expenses, use the framework provided for students living alone, but consider deductions based on sharing some expenses.
<table>
<thead>
<tr>
<th>ESTIMATED MONTHLY BUDGET</th>
<th>Students Living Alone</th>
<th>Married Students and Students Sharing</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>€ 750</td>
<td>€ 900</td>
</tr>
<tr>
<td>Housing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td>€ 70</td>
<td>€ 100</td>
</tr>
<tr>
<td>Telephone &amp; Internet</td>
<td>€ 70</td>
<td>€ 130</td>
</tr>
<tr>
<td>Lunch at IESE</td>
<td>€ 160</td>
<td>€ 160</td>
</tr>
<tr>
<td>Groceries</td>
<td>€ 180</td>
<td>€ 300</td>
</tr>
<tr>
<td>Insurance</td>
<td>€ 80</td>
<td>€ 120</td>
</tr>
<tr>
<td>Transportation</td>
<td>€ 80</td>
<td>€ 130</td>
</tr>
<tr>
<td>Sports</td>
<td>€ 50</td>
<td>€ 100</td>
</tr>
<tr>
<td>Entertainment</td>
<td>€ 250</td>
<td>€ 350</td>
</tr>
<tr>
<td>Total per month</td>
<td>€ 1,690</td>
<td>€ 2,290</td>
</tr>
</tbody>
</table>
5. SPANISH RESIDENCE PERMIT (NIE)

Anyone planning to live indefinitely, work, or study in Spain must apply for a Spanish residence permit (NIE – Numero de Indentificacion Extranjero, the Foreigner Identification Number) within 30 days of arriving in Spain.

Related Vocabulary

<table>
<thead>
<tr>
<th>Castellano</th>
<th>Català</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seguro médico</td>
<td>Assegurança mèdica</td>
<td>Health insurance</td>
</tr>
<tr>
<td>Emergencia</td>
<td>Emergència</td>
<td>Emergency</td>
</tr>
<tr>
<td>Urgencias</td>
<td>Urgències</td>
<td>Emergency Room</td>
</tr>
<tr>
<td>Salud</td>
<td>Salut</td>
<td>Health</td>
</tr>
<tr>
<td>Embarazo</td>
<td>Embaràs</td>
<td>Pregnancy</td>
</tr>
</tbody>
</table>

5.1. CITIZENS OF EUROPEAN UNION COUNTRIES

All E.U. citizens have the same obligations as Spanish citizens for working, paying taxes, social security, etc. and it is highly recommended that they obtain a residence certificate (NIE) to help them with administrative procedures in Spain. The Spanish authorities issue a residence certificate to all European citizens who request one on a Card.

To get all the documents required for the NIE you must:

1) Ask the Admissions Department for:
   a. the official acceptance letter and
   b. the health insurance contract

2) Go to the city district council office and state where you will live here in Spain (*) to get the census form (empadronamiento). Documents required are:
   a. the Spanish bank account number/certificate
   b. the original passport or ID card
   c. a copy of your lease or, if you do not have a lease, you can present a utilities bill (water, gas, electricity, telephone, etc.) showing the address where you live.
   d. Since July 2012 you also have to present a document certifying that you have a medical health insurance (public or private) in Spain or via the European sanitary card.


2) Obtain the residence certificate (NIE). All E.U. members have to apply personally in order to obtain this certificate, so please download the instructions from IESE’s Virtual Campus. This information is available for students and their direct family members.

5.2. SPOUSES OF CITIZENS OF EUROPEAN UNION COUNTRIES

Spouses will have to do all of the above. The required documents are the same, except for the certificate of admission to IESE, plus:

1) A notarized marriage certificate or document proving marital status issued by the relevant authority, i.e., the Spanish consulate in the place of origin or residence, or the embassy or consulate in your country of origin. It is recommended that you obtain this document in your country of origin or the country in which you were married.

2) Financial resources required for a family should be taken into account. Dependents must show the residence permit of the person they are dependent upon.

5.3. CITIZENS OF NON-EUROPEAN UNION COUNTRIES

To get the residence permit (NIE) all non-E.U. citizens must:
1) Complete the official application form: EXTRANJEROS: Tarjeta de estudiante. Forms and a guide with details about the process can be downloaded from IESE Virtual Campus.

2) Provide a passport or other valid document of entry into Spain. Include a photocopy of your passport, as well as your current student visa (it should be a series D visa with one of the following codes: NE0, NE1, NE2, NE6).

3) Include three original ID photographs (passport size, white background).

4) Submit the certificate of admission from IESE in Spanish (stating that you have health insurance).

5) Provide a certificate from a bank in Spain confirming an account balance or, if a person or institution is assuming the expenses, a legalized letter.

6) Register at the city district council office* to get the census form (empadronamiento), where you must confirm where you are living here in Spain. Documents required are: original passport or ID card and a copy of your lease or, if you do not have a lease, you can present a utilities bill (water, gas, electricity, telephone, etc.) showing the address where you live.


5.4. SPOUSES AND CHILDREN OF NON-EUROPEAN UNION COUNTRIES

Spouses and children of citizens of non-European Union countries will require all of the above plus:

1) Photocopies of the IESE Students passport
2) The immigration form
3) A certification of a health insurance valid in Spain
4) A notarized marriage certificate or document proving marital status issued by the corresponding authority, i.e., the Spanish consulate from the place of origin or residence, or the embassy or consulate of your own country of origin. It is recommended that you obtain this document in your country of origin or the country in which you were married.
5) Translated and notarized birth certificate of the children.
6) Financial resources required for a family should be taken into account.
7) Dependents must show the residence permit of the person they are dependent upon.

Get the most updated information at the Virtual Campus.
In case of any doubts or additional queries please do not hesitate to contact mbaoffice@iese.edu.
6. HEALTH AND INSURANCE

Get the most updated information at the Virtual Campus. In case of any doubts or additional queries please do not hesitate to contact mbaoffice@iese.edu.

A comprehensive health insurance policy with service provider AXA (www.axa.com) is included in the tuition fee. It comes into effect at the end of August and will be valid until your graduation. The policy covers a wide range of services including medical consultation, hospital stays, surgery, pregnancy and birth, pediatrics and gynecology.

Health care in Spain shall be provided at the clinics and doctors included in the AXA Medical Network.

When health care is received outside Spain, AXA will reimburse the insured 95% of the related expenses incurred (within the sublimits established in the particular conditions). Coverage includes reimbursement in Spain as well. To apply for the reimbursement you will have to fill in this Refund of Expenses form.

The insurance cover comes into effect at the same day the intensive business Spanish course starts, and ends after your graduation. Spouses and children are entitled to be included in the previous mentioned policy, from the moment of their arrival to Barcelona, subject to a monthly premium to be paid by the insured parties. This insurance has worldwide coverage on a reimbursement basis outside Spain.
7. DRIVING REQUIREMENTS

7.1. DRIVER'S LICENSE

You are required to obtain a Spanish driver's license (carnet de conducir) if you become a Spanish resident and own your own vehicle. The driver's license from your home country may be valid if you want to rent a car or if you maintain the foreign plates on your car. It is a good idea to ask current second-year students at IESE for advice on obtaining a license, as they typically have the most current information.

For additional information, contact: Jefatura Provincial de Tráfico Gran Vía de les Corts Catalanes, 180-184. 08071 Barcelona T.: 93 298 65 39 www.dgt.es

7.2. REGISTERING A CAR

If you buy a car in Spain, it must also be registered, either by yourself or your car dealer. To do this, several documents are needed, including an application form, road tax receipt, ITV test certificate (similar to the MOT), receipt for the registration fee (€70.80, payable at a post office) and your residence card.

If you are bringing a car from another E.U. country, you are required to register the car in Spain if you remain for six months without leaving the country. If you decide to register your car, you must have the Student Identification Card (Tarjeta de estudiante) or your residence permit (Certificado de Residencia Comunitaria), as well as a number of other documents, including import papers, the car's documents and your passport. Complete information can be found on the Dirección General de Tráfico's website with pages in English (see website address above).

When you import a car to Spain, it must undergo a customs check and get clearance before it can enter Spain. It will then need to be registered at the local traffic department. Please contact Customs (Aduanas) directly to find out how much duty you will have to pay. The amounts are calculated based on the value of the car.

Administración de Aduana Passeig de Josep Carner, 27 T.: 93 443 30 08

Registering your car can be done most easily by using the services of RACC, the Royal Automobile Club of Catalonia (see separate section about RACC). They do this as a service for their members.

They will then do all the paperwork for you in order to transfer your driver's license to a Spanish one, which is required by law if you are a resident and driving a Spanish-registered car. The law also stipulates that if you are keeping your car here for more than 6 months, it must be registered (although there is no real way of checking this). As part of the registration process, you may have to pay taxes on the car (even if you are from another E.U. country).

7.3. PARKING

Parking can be a problem in Barcelona. If you are bringing your car with you to IESE or plan to buy one here, make sure you take the scarcity of parking places into account. In some neighborhoods it is possible to park on the street, but in many cases this is not allowed. You may need to rent a monthly parking place from a nearby garage. Not many flats come with parking facilities included.

Many streets around the city are designated blue/green zones which are easily recognized by the blue or green markings on the pavement and along the sidewalk. These are paid parking zones, payable by purchasing a ticket from the machine located nearby on the sidewalk. You purchase the amount of time you think you will need and the maximum stay is usually two hours. Generally, from 2 - 4 P.m. and overnight from 8 p.m. to 9 a.m., these parking spaces are free of charge. It is possible to park on side streets overnight from 10 p.p. – 7 a.m.

Make sure you don’t park the car illegally as it can cost about 150-200 €to get it back if it is towed away. The grua (car towing or car removal) is probably the most effective and efficient of all Spanish public services, so watch out for signs telling you not to park or you will likely be towed away. If you go over the time limit or leave your car illegally parked, you will have to go to recover it from one of the grua parking lots. If your car is towed away, a pink or yellow triangle on the sidewalk will tell you where it has been taken, or you can call T.: 901 513 151.
7.4. ROBBERY

As in any major metropolitan area, it is wise to keep valuables out of sight while your car is parked. Put packages and luggage in the trunk and keep any CDs, etc. under the seat or in the glove compartment. Always lock up your helmet or take it with you if you drive a scooter.

7.9. ACCIDENTS

If you are unlucky enough to be involved in an accident in Spain, here is what to do:

- Stop immediately and turn on the hazard warning lights or set up warning triangles. Remember to wear the high visibility vest outside the car. It is mandatory in Spain.
- If there are injuries, call an ambulance and the police. (T.: 112, free call from a mobile phone).
- If there are no injuries and damage is very minor, you do not have to call the police.
- If you do call the police, note that someone may be fined for a traffic violation.
- If the other driver is drunk or otherwise seems incapable of driving, then call the police. It is against the law to leave the scene of a serious accident in Spain.
- If you decide to involve the police, do not move the vehicles. If it is necessary to move the vehicles because they are blocking traffic, mark their positions on the ground or take photos first.
- Find witnesses and get their names and contact information. Get the details of the person driving the other car, especially his/her license-plate number and insurance details.
- If you cause damage to another car or other property, you are required to inform the owner of the damaged property. If you cannot contact him/her, contact the nearest police station.
- Don’t sign anything written in Spanish unless you are absolutely sure that you understand it completely!
- Your insurance company may provide you with a declaración de siniestro de automóvil (accident report form) that should be completed in the case of an accident involving two or more vehicles. The police will make their own separate report. You should notify your insurance company within 24 to 48 hours after an accident.

7.10. RACC

The Reial Automòbil Club de Catalunya is a drivers’ organization that provides car owners with services such as towing, practical advice, etc. They can also help car owners through the maze of Spanish bureaucracy to register cars and provide information on importing a vehicle. This service can save you a lot of time if you plan to bring your own car from abroad. Santaló, 8 Av. Diagonal, 687 T.: 93 200 33 11 T.: 93 495 50 00 Fax: 93 414 31 63 Fax: 93 449 55 99 www.racc.es

7.11. MOTORBIKES & BIKES

As you will soon understand when arriving on campus at IESE, many students find it convenient to purchase a scooter or motorbike (referred to as a moto) to get around. Motos are easy to park, don’t take much fuel and make climbing the big hill up to IESE less of a chore.
Although riding a scooter is the most convenient way of getting around the city, Spanish police are very strict regarding the rules of the road. Make sure that you have the appropriate documents with you and that you and any passenger wears a helmet while riding the moto. **Full-faced helmets** are strongly recommended since they are the safest.

- **Cooltra Motos S.L.** is a startup founded by IESE students. Not only do they rent out scooters on a short- and long-term basis, but they also offer new and innovative products such as two-wheel tours of Barcelona and new electric scooters who save you the cost of petrol and the options to lease a scooter if you are not sure yet if you want to buy or rent one. If you want to get around on your own scooter while you are still waiting for your NIE, Cooltra gives you the opportunity to rent a scooter first and buy a brand-new Cooltra scooter later. Cooltra offers a 10% discount for IESE students and also includes a free full-faced helmet for no additional costs. In case of interest please find the contact details below: COOLTRA Lepant, 200 08013 Barcelona T.: +34 93 231 1501 info@cooltra.com www.cooltra.com

- **UUALK Rent an eBike and be Free in BCN!**
  
  http://www.uualk.com/rent-ebike-free-bcn/

  Uualk offers the chance to rent or purchase temporarily an eBike! Forget about walking up hills, waiting and paying for public transport, move on Uualk and be ecofriendly to enjoy your stay in BCN. Contact with us for more information! Anna Comas · info@uualk.com · +34 663906034

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**IESE STUDENT-TO-STUDENT ADVICE ON MOTOS**

| Most students opt to buy a second-hand moto, which can range in price from €600 to €900. |
| Model |
| The most popular brands are Honda, Peugeot, Vespa and Yamaha. |
| Driver's license |
| A regular driver's license from your own country is sufficient for driving a 125cc moto in Spain. Section 1 covers the law for E.U. licenses: the driver's licenses that are issued according to E.U. legislation will be valid in Spain and Section 2 covers the law for non-E.U. licenses. This document states that if you use your home country license, you must have it translated into Spanish by either (1) a translator recognized by the Spanish government; (2) your country's consulate in Barcelona; (3) the Spanish consulate in your home country; or (4) the RACC automobile club. |
| You can obtain a list of certified translators at your home country's consulate. Bear in mind that to have a complete translation of your license, you need to have an explanation of what class of vehicles you are authorized to drive. If it is not on your license, this should be on the web page of the place that issued your license. |
| We recommend that you get a Spanish driver's license if you will be living in Spain for more than 6 months. Strictly speaking, you are not required to get one, but police officers have been known to pull over students and insist that they cannot drive the vehicle without a Spanish license (even though the law states otherwise; police officers do not always know the law and certainly do not react well to a foreigner explaining it to them). For a moto above 50cc, you will need a special driver's license. You can trade in your driver's license at the Department of Motor Vehicles on Gran Via de les Corts Catalanes, 182-184. |
| A new law became effective on May 1, 2008 that has made driving a moto without a Spanish driver's license after living here for 6 months a criminal offence. The punishment ranges from a €900 fine to imprisonment in extreme cases. |
| Insurance |
| You can only get third-party insurance. The cost per year ranges from €300 to €600. The moto dealer usually arranges this in order to push through the sale. It is important to register the moto in your name if you're buying a second-hand moto. The moto dealer can arrange this and it will cost approx. €60. |
8. INTERNATIONAL STUDENT CARD

The International Student Identity Card (ISIC) is an internationally recognized card identifying you as a student. ISIC is the world's most widely accepted student identity card. It is issued in over 90 countries to over 4 million students annually. With the ISIC, you'll have access to special discounts on airfares, accommodation, travel, basic traveler's insurance and much more.

You can get one of these cards in Barcelona at USIT Unlimited Travel (Ronda Universitat, 16, T.: 902 252 575) or in your home country by showing the letter you will receive from IESE for your visa application as proof of your student status. You'll need a passport-size photo and will have to pay a small fee. For more information, visit your local student travel agency or try the Council Travel website at www.counciltravel.com.

Cards are also issued by the Secretaría General de Juventud (c/ Calàbria, 147, Generalitat de Catalunya, T.: 93 483 8383). Opening hours: 9 a.m. to 2 p.m. and 3 p.m. to 5:30 p.m.
Families who come to IESE find a supportive atmosphere where faculty and staff members value and encourage family involvement. In order to give partners an understanding of the MBA experience, IESE organizes academic sessions delivered by the faculty that are tailored directly to partners.

The IESE families club organizes events on an ongoing basis for spouses and families to help them feel welcome into the IESE community. Partners are very important to life on and off campus. The club facilitates integration and promotes the creation of a support system among them, as well as providing information on living, working and studying in Barcelona.

For partners of MBA students who also relocate to Barcelona, there is an organization called the Families and Partners Club, which is committed to organizing activities, providing general support and sharing resources and information with all non-student members of the IESE community. An introductory meeting will be arranged early in the academic year.

For further information, go to the web page [http://www.iese.edu/en/mba/partners-families/](http://www.iese.edu/en/mba/partners-families/) or the club’s page in Virtual Campus. You can also send an e-mail to iesepartners@iese.net.

9.2.2. HEALTH INSURANCE FOR FAMILIES

The health insurance policy for students’ relatives offers the same coverage as the one contracted for MBA students, the exception being that partners will have to pay a monthly premium. For more information regarding fees and procedures, please go to the Health Insurance section in Virtual Campus. For additional information and assistance, partners should speak to a member of the MBA Office at IESE. Look at Axa’s website ([www.axa.com](http://www.axa.com)) for more information.

9.2. STUDENT COUNCIL

The objectives of the Student Council are:

- To improve communication between the MBA student body, the MBA Committee and the faculty on academic issues.
- To work with IESE departments (Career Services, Library, IT, etc.) to help develop services for MBA students.
To ensure that annual events (e.g., the MBA Paris Olympics) are coordinated within the student body and that experience and information are passed on from one year to the next.

To help represent the MBA student body within the IESE community.

Two student representatives are elected by each section in the first year to help coordinate student activities and represent the MBA student body. Elections take place in the fall term of the first year and these positions are held until the end of the second year.

Representatives’ responsibilities are:

- To act as the class spokesperson regarding concerns and problems with professors.
- To attend feedback meetings run by section heads and distribute minutes to the whole class.
- To take an active role in coordinating student matters (e.g., IT, events).

There is a three-stage election process:

- Individuals are proposed by a fellow student.
- Voting takes place in class via a single transferable vote system.
- Results are announced immediately after class.

9.3. CLUBS

There are many ways for students to get involved at IESE. There are business-related and social clubs, event-planning clubs and sports clubs. A Club Event will be held at the beginning of the academic year with more information about what clubs are available and how to join. And if you don’t see anything you are interested in
or are looking for, consider starting a club yourself! Participation is always welcome and encouraged. You will find further information on the clubs and contacts on each club’s website on Virtual Campus.

10. IT SERVICES AT IESE

10.1 VIRTUAL CAMPUS

The Virtual Campus is our online portal that allows us to manage and deliver courses and content to participants. This is the central location where you will find all course-related and program-related information.

The Virtual Campus has your course calendar, all courses materials, and links to the various resources you will use at IESE. Professors use this portal to deliver all course contents, session details, announcements and all materials to participants through the course pages. The Virtual Campus is structured as outlined below:

The home or student Dashboard is the main access to your program and courses within the Virtual Campus. All information can be accessed from here: calendar, MBA services, MBA contacts, Career Services, Clubs and IT support. In the Welcome Site you will find all the updated information on housing, immigration, pre-courses...

Here is something to get you started: go to the url: https://campus.iese.edu, login with your IESE email ID and password. You will receive a user name and password by email a few days after you are admitted. These credentials will be valid for you during the entire program.

10.2. COLLABORATION

A main focus at IESE is teamwork. To facilitate this, we provide you with several tools to collaborate not only within your team, but also with your class and the rest of the school.

IESE provides you with an IESE email ID for life. Most communications from IESE will be through email account and through the Virtual Campus. You will use this email ID to access most applications and web pages at IESE.

Although email is a regular form of communication, we also offer you other means of interacting in class and getting your work done as Campus Groups and Google Docs.

10.2.1. CAMPUS GROUPS – IESE’S CLUBS LIFE

Campus Groups is the online campus community that enables clubs to organize their activities, manage communications, events, share a calendar and discuss specific topics. You can share ideas, questions, photos, links, files and simple status updates with your Club. You will be able to communicate with the rest of the MBA using this platform, and keep track of discussions & ideas. https://groups.iese.edu/

Here is something to get you started in July 2015: go to the url: https://groups.iese.edu/login, login using your IESE email ID and password - enroll in any club you would like to be a member of ... Be active!
10.2. GOOGLE SITES

Working in teams involves collaborative content creation. You will be working in teams to deliver projects and assignments. One of the tools that you will be encouraged to use is Google sites.

Google sites is a ready-to-use, easy website creator which will also help you organize and create content with several participants. You can create your submission with links, videos, audio and documents embedded within your page. Sites can also be used to upload and share completed work so as to upload or send to files within your team.

Google sites is available to our participants with IESE branding and logo through Google apps. We own the contents of these sites and hence only the participants and faculty using them can view them.

10.2.3. GOOGLE DOCS

During your time at IESE you will be required to work in teams and produce a final output which is your combined effort. Usually this involves individuals working alone and then forwarding all the feedback to a single person who then compiles the work of everyone into one document (and then there are also comments from each person which need to be factored in). This process is tedious as this involves sending a few documents back and forth, keeping versions, tracking changes etc.

We provide you with a solution that will simplify this process for you by letting you work collaboratively on a single document online. The tool takes care of revision histories, reverting to older versions and gives complete transparency over the work done by each team mate. Google docs let you work on documents, presentations, spreadsheets, videos and other tools. You can also download the completed work so as to upload or send to the Professor as assignments or submissions.

10.3. DIGITAL CONTENT

At IESE you will work with a lot of cases, technical notes, and reading materials. We give you printed copies of all your academic materials. The Virtual Campus gives you access to all materials delivered in each course. You can find, use and download Preparation Materials, Sessions Materials and Post-Class Reading Materials.

Please note, that these are copyrighted materials, and you will have to agree to the terms of usage on the Virtual Campus to access this content.

10.4. OTHER IT SERVICES

Regular stock refers to all the other technology tools that we provide to our participants. At IESE we are proud to offer top-class infrastructure in Wi-Fi, printers, computer rooms and other software you will need on a day-to-day basis in campus.

10.4.1. e-MAIL

**IESE provides you with an IESE email ID for life.** IESE use the Microsoft Office 365 platform and the accounts have a 25Gb capacity. You can access your account from any internet browser (http://outlook.com/iese.net) as well as virtually all email clients on both computers and mobile devices. You will find instructions on how to configure your IESE e-mail account for the most commonly used email clients in the “IT Support” area of your Virtual Campus.

10.4.2. Wi-Fi

Wireless Internet is available for all participants using the IESE Wi-Fi network on both the South and North campuses. At IESE, we strive to maintain secure, robust wireless Internet access. The Internet filter may cause some websites and applications to be blocked from within IESE. Please let us know at Student IT Support if any of the applications or websites you are trying to access is blocked or if you face any issue connecting to the IESE Wi-Fi.

10.4.3. PRINTERS

Multi-function printers with the capability to print, photocopy, and scan are made available at locations close to you. You will usually find them near your classroom or team room. The multi-function printers also have an option called “follow you”, which enables you to collect the printout from any printer on the campus by swiping
it with your IESE Identity card. You will find instructions on how to configure the printers in the "IT Support" region of the Virtual Campus.

10.4.4. COMPUTER ROOMS & WORKROOMS

Along with the work rooms, we also have computer rooms where all the standard software that is needed for your class is preinstalled and made available to you. Participants have access to a total of 77 PCs, 5 printers and 11 multi-function printers distributed in different parts of the campus. There are two computer rooms located in the South campus of IESE that are open 8 a.m. to 10 p.m., Monday to Friday and 10 a.m. to 10 p.m. on weekends and public holidays. There are 50 workrooms available all over the IESE campuses that are equipped with PCs. You can reserve a room using the Virtual Campus.

10.4.5. ACCESS TO WORKROOM PCS

Please use your IESE username and password when using the PCs at the workrooms.

10.4.6. COMPATIBILITY KIT FOR MAC USERS

At IESE we strive to make sure that all our applications support Mac, PCs, tablets and mobile devices. Yet there are instances where some applications needed for class might not be supported on a Mac. In such cases we provide a virtual machine that you can install within your Mac. With this we ensure that all applications that are needed to fulfill an IESE MBA are always at your disposal. This is however just a temporary solution as we are currently working to resolve the issue. If you have a Mac, please pick up your compatibility kit from the MBA office.

10.5. EDUCATION SUPPORT

We are available in case you need any help or assistance with any of the above. For any issues use the below support lines: EducationSupport@iese.edu - Monday to Friday 8 a.m. to 8 p.m. / phone: 93 602 40 42 - Monday to Friday 8 a.m. to 8 p.m.
WELCOME TO IESE!

For more information please check www.iese.edu

or email:

MBAinfo@iese.edu
MBAOffice@iese.edu