

ESADE Law School – Universitat Ramon Llull

E BARCELONA

Av. de Pedralbes, 60-62  
E-08034 Barcelona (Spain)  
Tel.: +34 932 806 162  
Fax: +34 932 048 105

<http://www.esade.edu>

Students have access to ESADE exchange Moodle by entering into the website with the codes provided by ESADE.

Office 147, Building 1 (first floor)  
Tel. +34 934 953 848 (direct)  
[patricia.saiz@esade.edu](mailto:patricia.saiz@esade.edu)

*(Bilateral agreements, international partners contact)*

International Academic Relations Unit  
Office 001, Corridor A Building 1 (main floor)  
Tel.: +34 932 803 900 (direct)  
[araceli.domenech@esade.edu](mailto:araceli.domenech@esade.edu)

International Academic Relations Unit  
Office 001, Corridor A Building 1 (main floor)  
Tel. +34 932 806 162 (ext. 2423)  
[julia.angles@esade.edu](mailto:julia.angles@esade.edu)

*(Incoming students helpdesk for academic issues:  
application documents, course offer, registration, transcripts...)*

Law School Office  
Tel. +34 932 806 162 (ext. 2728)  
[eva.mestres@esade.edu](mailto:eva.mestres@esade.edu)

*(Learning Agreements, courses descriptions...)*

Tel. +34 932 806 162 (ext. 3940)  
[sara.pons@esade.edu](mailto:sara.pons@esade.edu)

*(Students' advisor for non-academic issues: housing, visa, insurance...)*

Tel. +34 932 806 162 (ext. 2366)  
[caroline.beckershaus@esade.edu](mailto:caroline.beckershaus@esade.edu)  
[isa@esade.edu](mailto:isa@esade.edu)

- Students must be in good standing and must be nominated by the partner school. Students should have at least completed two years of law studies at university level.

- Students' nominations should be done by home university exchange coordinators. Deadlines:

- Fall Term & Annual      Online nomination only:
- Spring Term              Online nomination:

You will be kindly asked to send your student nominations using an online form provided by ESADE starting in March 16<sup>th</sup>.

Once the nominations online form submitted, we will provide credentials to your nominated students to access our intranet and upload the required application documents. Please know that the issuance of student's credentials may take few days.

- Copy of Passport (showing full name)
- Proof of Health Insurance with International Coverage
- 1 passport-sized photograph
- CV / Resumé
- Official Transcript (*Only ORIGINAL scanned transcripts or e-transcripts will be accepted. Students will be required to show their original transcript during the ESADE mandatory check in once in Barcelona, in order to validate the uploaded document.*)
- Language certificates:
 

|        |  |
|--------|--|
| Fall   | Courses mainly taught in _____ (some courses offered in Spanish) _____ for applicants who are not native English speakers or who are from an institution where the language of instruction is not English. |
| Spring | Courses mainly taught in _____ (some courses offered in English) _____ for non-native Spanish speakers.  |

Exchange students are

Students should arrive not later than the day before the first day of the term.

|   |             |  |
|---|-------------|--|
| ■ |             | July (Date TBC)  |
| ■ | (optional)  | From August 30th to September 3th (TBC)  |
| ■ |             | From August 30th to September 3th  |
| ■ | (mandatory) | September 6th  |
| ■ |             | September 6th 2021 to end January 2022<br>(for students from European partner universities)                  |
|   |             | September 6 <sup>th</sup> to December 23 <sup>rd</sup> 2021<br>(for students from non-European partners) (*) |
|   |             | (*) Exams dates will be set by the Program Direction and could be any date in December.                      |
| ■ | (optional)  | January (Dates TBC)  |
| ■ | (mandatory) | Mid-January & February 7 <sup>th</sup> 2022  |
| ■ |             | February 7 <sup>th</sup> to end May 2022   |

■ Courses list 21/22 and syllabus will be available on ESADE exchange Moodle website by June/July. Meanwhile students will see the information for 2020/21.

■ Registration must be done by students online. Students will be informed in due time how to proceed.

- Fall Term Open Registration Dates July (tbc)
- Spring Term Open Registration Dates November (tbc)

Once the registration is confirmed and during the first month of the term, students must deliver to ESADE Registrar's Office the document of the home university properly signed and stamped by the



ESADE grades are on a scale of 0 to 10, as follows:

|             |                  |
|-------------|------------------|
| 9.0 - 10    | Excellent        |
| 7.0 - 8.9   | Distinction      |
| 5.0 - 6.9   | Pass             |
| 0 - 4.9     | Fail             |
| AP          | Pass             |
| NAP         | Fail             |
| NP          | Not Attended     |
| PENDIENTE   | Not released yet |
| MATRICULADO | Registered       |

At the beginning of each semester, ESADE Law School organises an orientation program for all new exchange students. Exchange students are strongly encouraged to participate in it.

The ESADE orientation program includes:

- The language online registration will be at the same time as the course online registration. More information about the language course application and registration procedures will be available around May.
- with the International Relations team (Fall term)
- : welcome by the Law Faculty directors and International Relations Office. We provide students with detailed information about registration procedures and courses. This session will also include an introduction to Barcelona and Spain, housing advice, Alumni Association and Library resources.

offers a for exchange students. Their main aim is to help exchange students get used to their new academic, urban and social surroundings. CIEE organises welcome parties, cultural trips and others. Please advise your students to contact them at \_\_\_\_\_

This is the Office for all academic matters before and during your students' stay at ESADE.

Main contact person: [eva.mestres@esade.edu](mailto:eva.mestres@esade.edu)

Information students will be given by the Law Office on arrival:

- with a list of the courses' students will be taking at ESADE.
- , which not only proves they are enrolled at ESADE, but also gives them access to the school library as well as other services.



ESADE is located in a residential neighbourhood called Pedralbes in the upper part of Barcelona. The main building is located at the top of Avinguda Pedralbes on the right-hand side of the street if you are coming up from the centre of town.

It can be easily reached by:

- Metro: Line 3 - Green Maria Cristina stop, 15 minute walk
- Ferrocarrils Catalans: local commuter railway Reina Elisenda stop, 10 minute walk
- Buses: 78, 63, 75, 22, 64 and V5 for a 5 minute walk
- Taxi: Taxis provide fast service in Barcelona. The fare from the city centre, Plaça Catalunya to ESADE is about €18.

Taxis provide the fastest transportation from the airport approximately €25-€30. However, there is also bus and train service directly to the city centre, where you can transfer to the public transportation network.

- Avinguda de Pedralbes, 60-62  
Classrooms for Law courses  
Law School Office  
Law School Dean's Office  
Law RRII Office  
EsadeForum  
Cafeteria
- Carrer Marqués de Mulhacén, 40-42  
Classrooms for Law courses  
Library and Corporate Documentation Centre  
Cafeteria
- Avinguda d'Esplugues, 92-96  
Cafeteria

Estimated monthly budget for a single student sharing an apartment:

|                       |                      |
|-----------------------|----------------------|
| Housing (shared)      | €500 – €700          |
| Utilities             | €85 – €165           |
| Groceries             | €160 – €210          |
| ESADE lunch           | €185                 |
| Public Transportation | €40                  |
| Sports                | €45 - €80            |
| Misc Expenses         | €190 – €500          |
| <i>Monthly Budget</i> | <b>€1205 - €1880</b> |

NOTE: This is a rough estimate and depends on your lifestyle while here.

For non-academic issues such as housing, visas, medical contacts, health insurance or any other matters, students should:

- contact the ESADE International Student Advisor:  
[caroline.beckershaus@esade.edu](mailto:caroline.beckershaus@esade.edu) or [isa@esade.edu](mailto:isa@esade.edu)
- or/and check ESADE intranet in ESADE Student Guide (Housing / Spanish Paperwork)

and citizens of Norway, Iceland, Liechtenstein and Switzerland do not require a visa to enter Spain. All you need is a national identification card or passport.

All applicants from Non-EU nations need a visa to study in Spain. In order to get a visa, all students must apply at the embassy or consulate of Spain in their home country 2 months before their planned date of departure.

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

- Passport
- Passport-size photos
- Proof of financial means
- Admission Letter from ESADE (invitation to housing as proof of accommodation included)
- Proof of medical insurance including repatriation
- Proof of Accommodation\*
- Other documentation specific to your situation

NOTE:

- If you plan to travel outside of Spain during the period shown on your Student Visa, be sure to ask for a multiple-entry visa. Even then, there is no guarantee that you will get it.

- If you have a non-EU passport and it is not stamped on entering Spain or the Schengen Area, you will need to take your passport and boarding pass to the Immigration Office within 72 hours of arrival to request a document, which will substitute for the stamp.
- If you are living outside your home country when you apply for a Student Visa, the Spanish Embassy or Consulate in the country where you are currently residing may require you to return to your home country to apply for the Student Visa. Do not assume that you will be able to obtain a Student Visa from a Spanish Embassy or Consulate outside your home country.

All international students are \_\_\_\_\_ for the entire time they are in Spain. *Proof of health insurance with international coverage will be required to complete registration.*

Students from EU/EEA countries need to bring the European Health Insurance Card for free medical assistance from the Spanish public health system.

Students from Non-EU countries are required to arrange private insurance to cover medical care in Spain and check with the insurance company about the specific details and exact procedure to follow should they need medical attention while in Spain.

ESADE does not have housing facilities for students in Barcelona – Pedralbes but students are welcome to stay at the Residencia Sarrià, which is a 15-minute walk down to the Pedralbes campus and about 25 minutes to the Sarrià FGC station.

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[www.bcn-nest.com](http://www.bcn-nest.com)

[www.livefurther.com](http://www.livefurther.com)

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[www.housinganywhere.com](http://www.housinganywhere.com)

The following agencies specialize in arranging short-term and long-term accommodation in furnished apartments.