



# hello

WELCOME GUIDE FOR  
INTERNATIONAL STUDENTS



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# 1.

HELLO! WE ARE LOOKING  
FORWARD TO MEETING YOU



At UIC Barcelona we have put together this guide to help you have the best experience possible at the university and in the city of Barcelona. In this document you will find all the practical information you may need to help plan your trip before arriving in the city.

## 1.1 ABOUT UIC BARCELONA

We are a private university with about 9,000 students. We want each student to become the best version of themselves. For this reason, you will see that **at UIC Barcelona the attention you receive from teachers and administration and services staff is personalised and supportive, to help and accompany you through your academic journey.**

During your time with us, you will gain the best knowledge and skills sought in the job market, as well as having the chance to maximise your talent. But you will also acquire a solid education in values based on Christian humanism.

## 1.2 BE INTERNATIONAL

Will there be any other international students like you? Of course! Approximately 30 % of our students are international.

At UIC Barcelona, there are **three types of international students**. Those we call **regular**, who study their entire bachelor's, master's or postgraduate degree at our university, **exchange** students, who are students from another university who have come to study just one semester or academic year with us and **international double degree** students, who study a part of their degree at UIC Barcelona to receive a double degree. Bear in mind which type of student you are, because some procedures vary depending on how long you are with us, as you will see in this guide.

When you arrive, you will see that Barcelona is a cosmopolitan city, which in addition to its enormous historical, cultural and artistic appeal, has one of the largest university communities in Europe. You will encounter a very enriching environment, in addition to which, UIC Barcelona will provide you with an international perspective of its own.

We believe that university students should have a global mind-set, open to the world, and if you have come this far, it already says a lot about you. Those who come from abroad make life at our university a more complete international experience. Intercultural coexistence enriches us and will better prepare you for tackling our globalised world.

Barcelona is an emblematic Mediterranean city and you will have the opportunity to learn about the culture, customs, gastronomy, traditions, landscapes and languages. We are very excited to share all this with you.



## 1.3 OUR CAMPUSES

UIC Barcelona has two campuses:  
Barcelona and Sant Cugat.



### 1.3.1 BARCELONA CAMPUS

The Barcelona campus is located in the Sarrià-Sant Gervasi neighbourhood, a quiet and residential area of the city of Barcelona.

Getting to the Barcelona campus is easy thanks to the public bus service (buses V9, H2, 123 and V13) and the train network (Ferrocarrils de la Generalitat de Catalunya, lines S1, S2 and L6, Sarrià station). The train journey from the city centre (Plaça Catalunya) to Sarrià, only takes about 15 minutes.

The Barcelona campus has four buildings: Alpha and Beta (c/Immaculada, 22) and Delta and Gamma (c/Terré, 11-19). The Faculties located here are:

- Faculty of Communication Sciences
- Faculty of Law
- Faculty of Economics and Social Sciences
- Faculty of Humanities
- UIC Barcelona School of Architecture

If you want to know more about the Barcelona campus, visit our [website](#).



### 1.3.2 SANT CUGAT CAMPUS

The Faculty of Medicine and Health Sciences, the Faculty of Dentistry and the Faculty of Education Sciences are located in the facilities of the Hospital Universitari General de Catalunya (south entrance), in Sant Cugat del Vallès. Sant Cugat is a quiet, residential town with good transport links.

The Sant Cugat campus is easily accessible from Barcelona and the Vallès region and has its own train station (Hospital General-Ferrocarrils de la Generalitat). The train journey from Barcelona to Sant Cugat takes no more than 30 minutes.

**Dentistry, Medicine, Physiotherapy, Nursing, Biomedical Sciences, Bioengineering, Psychology and Education** are taught on this campus.

On this campus, you will share the facilities with other degree programmes, an enriching experience and an opportunity to learn about cross-disciplinary teaching.

If you want to know more the Sant Cugat campus, visit our [website](#).



## 1.4 UNIVERSITY SERVICES

### 1.4.1 INTERNATIONAL RELATIONS SERVICE

The International Relations Service coordinates the international exchange of students, teachers and staff recruited through the exchange programmes.

If you are an exchange student, the International Relations Service is your main point of contact, and you are probably already in contact with someone on the team.

The team is located on the 4th floor of the Beta building on the Barcelona campus, in front of the bar, and in Sant Cugat, their office is on the ground floor by the main entrance.

Their opening hours are Monday from 3 p.m. to 6 p.m.  
Tuesday to Thursday from 10 a.m. to 6 p.m.  
Friday from 10 a.m. to 3 p.m.

Click on [this link](#) to meet the International Relations team and contact them:

**Barcelona campus:** [exchange.bcn@uic.es](mailto:exchange.bcn@uic.es)

**Sant Cugat campus:** [exchange.scu@uic.es](mailto:exchange.scu@uic.es)

### 1.4.2 STUDENTS SERVICES

Living the UIC Barcelona experience involves more than going to class. We encourage you to participate in as many extra-curricular activities as possible. All of them will help you meet other students as well as develop your hobbies and skills.

At university, involvement in culture, sports and solidarity activities is essential for helping you to grow as a professional and remembering your time at university as a very special one.

You can ask Student Services about your student card, accommodation, scholarships and other extra-curricular procedures.

You can find more information on our [website](#).

Contact this service by sending an email to [estudiants@uic.es](mailto:estudiants@uic.es).



## 1.4.3 LANGUAGE SERVICES

If you're looking to improve your languages, **the UIC Barcelona Department for Applied Linguistics offers beginners and intermediate Catalan, Spanish, English and French lessons** through on-site, blended or online courses. And, if you're an Erasmus student, you have access to reduced rates.

That's not all. You'll also be able to gain ECTS credits and have them validated and recognised as part of your programme at UIC Barcelona (if you're a regular student) or at your home university (if you're an exchange or international double degree student), and include the language courses in your learning agreement. These courses have a fee, also for exchange students. However, students in the Erasmus+ programme have a discount.

You'll also have the chance to take part in multilingual conversation groups and cultural activities organised throughout the year and obtain official language certificates for English and Catalan.

But if you don't have time to take an on-site or blended course, you can always sign up to the Rosetta Stone platform that offers up to 24 online language courses and ECTS credit recognition.

**For more information, visit [uic.es/linguistica-aplicada](http://uic.es/linguistica-aplicada).**

**Or write to [multiling@uic.cat](mailto:multiling@uic.cat).**

## 1.4.4 CHAPLAINCY

The Chaplaincy service offers spiritual support, Christian educational activities and pastoral care to the university community. On each campus you will find a chapel and priests ready to assist you. The service is open to everybody, regardless of religious denomination, whether agnostic

or atheist. Whether you are a Christian or not, they can accompany you on your spiritual journey to find answers. This service is provided by priests of Opus Dei, an institution of the Catholic Church.

At UIC Barcelona, we believe that our university's Christian outlook can help to further the search for truth, which is at the core of academic endeavour. We foster a climate of mutual respect, mutual understanding, trust and friendship, and we encourage critical capacity and the free formation of personal convictions.

**Find more information on our [website](#).**

## 1.4.5. LIBRARY

The Library Service provides the resources, information tools and documentation you need for your studies. Each campus has a library, study rooms and seminar rooms for group work. You can also access the Library online.

**Find more information on our [website](#).**

## 1.4.6 CAFETERIA

**Each campus has a cafeteria with a lunch service.**

In the early morning, the cafeteria offers breakfast. At noon, it offers a lunch service with a varied menu: you can choose between a full set menu and a half menu (first or second course, drink and dessert). The campuses are also equipped with vending machines, hot and cold drinks and microwaves for those who bring food from home, as well as water fountains to mitigate the use of plastic bottles.

**You can check the menu of the day and the schedule on our [website](#).**

## 1.4.7 SUPPORT CLINIC

In order to help you adapt to your new university life in Barcelona, the university provides all students with an advisor from whom they can request guidance and support. You can also request help from Support, our University Psychology and Psychiatry Clinic. They can offer advice and explain all the options available to help you. The first session is free of charge. From the second session onwards, each visit costs just €20 for consultations with a psychologist, and consultations with a psychiatrist cost €25. These visits can be in either English or Spanish. You'll find the Clinic on the ground floor of the Sant Cugat campus as well as on the Barcelona Campus, every Friday.

**Click [here](#) for more information.**





# 2.

LIVING IN BARCELONA



## 2.1 PREPARING FOR YOUR ARRIVAL

Whilst preparing your trip, you will be thinking about what to pack. What's the weather like in Barcelona? What expenses will I have? What are the accommodation options? How will I get around? What if I need to go to the doctor? These and many other questions will arise, so we'd like to help clarify them before you set off.

### 2.1.1 GENERAL INFORMATION

#### What to pack?

When preparing your luggage, think about what the weather will be like in Barcelona.

The temperature is very pleasant most of the year, especially from May to mid-July. The end of July and August are the hottest months, sometimes reaching 34°C. In September, October and November it is still very pleasant but starts to get cooler, dropping from the low twenties to around 15°C. In winter the temperatures are colder, around 12°C, but it doesn't rain much during the winter, so even when it's chilly, you will still have some sunny days.

The way we present ourselves says a lot about who we are, and each occasion requires a suitable wardrobe. We don't dress the same way for a trip to the beach, the movies or a formal event. At UIC Barcelona, we encourage you to take care of your personal appearance on campus as part of your personal brand and as a show of respect towards the institution and teachers. Therefore, we suggest that you present a professional image whilst on campus.

#### How much money will I need?

The cost of living in Barcelona can vary greatly depending on the lifestyle you choose. Your monthly outgoings will depend mainly on accommodation costs. A room in a halls of residence usually costs between €700 and €1,500 a month, full board. A room in a shared flat is usually around €600 a month.

#### What are the usual opening hours?

The working day in Barcelona usually starts at 8 a.m. or 9 a.m. in the morning and ends around 6 p.m. or 7 p.m. in the afternoon, with a break of one or two hours to eat. Lunch and dinner are a little later than in the rest of Europe; restaurants will open from approximately 1 p.m. to 4 p.m. for lunch and from 8 p.m. to 11 p.m. for dinner.

In the centre of Barcelona, most shops do not close at lunchtime on weekdays and Saturdays, but they close on Sundays, as do supermarkets. In summer, large shopping centres are open until 9 p.m.



### 2.1.2 BARCELONA INTERNATIONAL WELCOME DESK

The Barcelona International Welcome Desk is a public support service for international talent who want to come and live in the city or who have recently settled here.

The aim is to ease people's arrival and establishment in Barcelona, so that they can realise their full professional and personal potential. You can find more information [here](#).

### 2.1.3 VISA AND IMMIGRATION PROCEDURES

[Here](#) you will find all the information about which documents are required and the administrative immigration procedures you will need to complete.

In addition, **you can use the free advice from Ida Quitian, a lawyer specialised in immigration**, who will provide you with all the information you need to get your documentation, as well as hire her services if necessary.

Contact her at [iquintian.extern@uic.es](mailto:iquintian.extern@uic.es).



### 2.1.3 ACCOMMODATION

It's important to note that in Spain universities do not offer accommodation contracts to students. However, they do offer advice to help you in your search.

To find accommodation in Barcelona, whether you are looking for halls of residence or a flat or room on your own, please take a look at these recommendations:

- Do not leave it until the last minute, start looking early. The search for accommodation and the admission process must be done in parallel.
- Take into account the location, and check if the neighbourhood has good public transport links that allow you to get to university. (Check the location and options using Google Maps, for example.)
- Make sure the room or flat are in good condition and the details or photos that are shown to you are real.
- Prioritise places where you will be able to study and that have a good atmosphere.
- When signing a contract (either for a flat or in a college or halls of residence), read the contract carefully and clarify any doubts you have before signing it.
- Do not make any advance payments before signing the contract.

When looking for accommodation, think about which campus you will be studying on: Barcelona or Sant Cugat.

### Student residences and university halls of residences

We recommend that, as a first option, you consider living in a student residence (Col·legi Major in Catalan) whilst at UIC Barcelona, especially if you plan to spend more than one semester here. A student residence is a place where, in addition to living, you can have the complete university experience, developing personalised plans to help you achieve your goals. Residents receive academic guidance in addition to a range of cultural, social, sports and volunteering activities:

- Pedralbes University College (male):  
[www.cmupedralbes.es](http://www.cmupedralbes.es)
- Monterols University College (male):  
[www.monterols.es](http://www.monterols.es)
- Bonaigua University College (female):  
[www.bonaigua.es](http://www.bonaigua.es)

You can find other student residences on the UIC Barcelona accommodation website [uic.es/es/alojamiento](http://uic.es/es/alojamiento), as well as university halls of residence. Many new residences with very good facilities have opened in recent years. In this case, be sure to check that the price includes all the services you will need.

If you have further questions about university accommodation, you can contact Student Services at [estudiants@uic.es](mailto:estudiants@uic.es)

### Student flat

If you are looking for a student flat, we recommend you contact Barcelona University Centre ([bcu.cat](http://bcu.cat)), an official Barcelona universities' service that can help you in multiple languages and provide advice on legal matters regarding university accommodation.

The BCU offers accommodation to students and also to people on a temporary stay booked through a reservation centre, where you can choose between different types of accommodation: rental flats or rooms in shared flats. They guarantee that the flats are in good condition and that the owner meets all regulations.

If BCU asks you for information regarding your admission as a UIC Barcelona student, we can provide this for you. However, you must register yourself.

### “Vivir y convivir” programme

This is a non-profit social programme that promotes and facilitates intergenerational solidarity and support relationships. It proposes alternatives to the problem of loneliness in older people and provides a housing alternative for young students. The programme is based on you living with an older person, keeping him or her company, and in exchange, they do not charge for the accommodation.

The agreement would last at least one academic year, but it can be extended to the remaining years of your degree. You have to make some commitments so that this person feels accompanied (spend six nights at home, not arrive later from 10.30 p.m., etc.).

Find more information on their [website](http://bcu.cat).

## 2.2 GETTING TO KNOW BARCELONA

### 2.2.1 TOURISM

From the Pyrenees to the Mediterranean coast, the variety of the landscapes in Catalonia offer you many possibilities for adventure and exploration.

Click [here](#) to discover the places you could visit throughout Catalonia.

There are also many activities that might interest you in Barcelona and in neighbouring towns and villages. Click [here](#) you will read about some proposals.



### 2.2.2 TRANSPORT

Public transport in Barcelona is quick and easy.

On the [TMB website](#) (Barcelona's bus and metro network), you can find the information you need regarding intercity public transport. You can also download the **TMB app** to find the fastest route to your destination.

**If you are under 30, you have discounts on travel tickets.**

Barcelona also has a public bicycle system called Bicing. To use it you must register on the [website](#): you will need a credit/debit card, your NIE number and an address.

You will also find plenty of motorcycle sharing services and companies in Barcelona. This service offers you the option of renting a motorcycle and only paying for the minutes you are on the move. The system is very straightforward and is managed through apps.



### 2.2.3 BANKS

This is a list of different banks that offer services to students.

- **Banco Santander:** has an agreement with UIC Barcelona. To open an account, you must go to their office at Carrer dels Quatre Camins, 30, 08022 Barcelona. **For more information, click [here](#).**

- [Sabadell Bank](#)

- [La Caixa](#)

- [BBVA](#)

- [Money Jar](#)

To open a bank account, you usually need a NIE number and it is not necessary to contract any kind of financial service. It is advisable to request an appointment.

Banks are usually open Monday to Friday from 8.30 a.m. to 2 p.m.



### 2.2.4 HEALTHCARE, INSURANCE AND SAFETY

#### A) HEALTHCARE AND INSURANCE

If you are from the European Union, you must have a European Health Insurance Card (EHIC). The EHIC card is free and gives you access to State medical care during a temporary stay in any of the 28 EU countries, Iceland, Lichtenstein, Norway and Switzerland, under the same conditions and at the same cost (free in some countries) as citizens in that country. The cards are issued by your National Health Insurance provider. Also note the special requirements of your exchange programme/field of study.

#### **If you have the EHIC card and need to visit a doctor but it is not an emergency, you can:**

- Go to the CAP (Primary Healthcare Centre) closest to your accommodation. This is the first place you should go when you have a health problem. To see the doctor for free, you must hold an EHIC card. Barcelona has a wide network of CAPs, [click here](#) to find the one closest to your place of residence.

- Go to a public hospital, only in case of an emergency. If it is a non-serious health problem, first go to your local CAP. The healthcare staff will refer you to a hospital if necessary.

**If you are not from the European Union, you must obtain your own insurance** before classes start. Several companies offer this service, such as MAPFRE, ADESLAS, DKV, etc. Also note the special requirements of your exchange programme/field of study.

If you are an exchange student, we recommend that you take out the [OnCampus](#) insurance, which covers medical assistance, travel, civil liability and accidents. If you need more information, please contact [International Relations](#).

If you are a UIC Barcelona student (studying the entire degree at our university), or international double degree student, we recommend Sanitas insurance. You can contact **Ida Quintian ([iquintian.extern@uic.es](mailto:iquintian.extern@uic.es))** for information on how to complete the process.

If you already have an insurance policy that includes private healthcare, contact your insurance provider to find out which hospitals or clinics have been assigned to you.

In an emergency, you can call:  
**All emergencies: 112**  
**Medical emergencies: 061**

#### B) SAFETY

Barcelona is a safe city. However, it is important to remember that like most cities that are popular with tourists, there are also pickpockets. Be careful when traveling by public transport and in busy or touristy areas. Always keep an eye on your belongings.

Find more information [here](#).

At UIC Barcelona we strongly recommend that all students obtain **private health insurance**, whatever their nationality.

### 2.2.5 TELEPHONES AND ELECTRICITY

Spain's country code is +34 and the main telephone companies are: Movistar, Vodafone, Orange, Yoigo, Simyo and Jazztel.

The power supply is 220 volts.

Plugs in Spain look like this:



### 2.2.6 ERASMUS STUDENT NETWORK

The Erasmus Student Network (ESN) is a network that helps international students integrate into their new surroundings by organising a series of activities throughout the year. At our university, they do not have an office of their own but you can talk to members of their team in Building 690 at the Faculty of Economics and Business at the University of Barcelona.

Find more information [here](#).



# 3.

YOUR ACADEMIC  
JOURNEY AT  
UIC BARCELONA



### 3.1 STRUCTURE OF THE SEMESTER

For bachelor degree students the first semester runs from the beginning of September until January. Exams are taken in December or January (first semester) and results are available in February.

The second semester starts at the end of January and runs until June or July. The exam period starts in May and results are available around June (or in July in the case of retakes).

Retakes for both semesters take place mid-June.

**At the beginning of the academic year you will receive your Faculty's academic calendar. If you have doubts, you can speak to your Faculty's secretary.**

If you are an exchange student, please note that the semester may vary from your home university, so make sure to think about the studies and exams that you will have here and in your country.

If you are a master or postgraduate degree student, please contact the dates with your **programme advisor**.

### 3.2 WELCOME ACTIVITIES

Before the semester begins you will receive an email detailing the dates of the welcome activities. This is a small preview:

#### **If you are an exchange student:**

The Department of International Relations will invite you to a welcome session, where you'll have the chance to meet fellow students, the International Relations team, and other University staff who will be there to assist you.

Additionally, they organise a range of cultural activities each semester.

You can also sign up for the Buddy Programme, where you'll be paired with a local student. You'll be able to contact them before and during your stay to help you get to know both Barcelona and the University better.

#### **If you are a degree-seeking student at UIC Barcelona:**

On your first day you will attend a Welcome Session. The Rector will welcome you and you will learn about the university's main values and the extracurricular activities on offer. Several departments at the university take part in this session to introduce you to the different areas of your university life. During the days following, you will have another Welcome Session given by your Faculty, focusing on aspects related to your studies and Faculty in particular.

#### **If you are an international double degree student:**

You will receive information through your faculty contact.



### 3.3 EMAIL ACCOUNT AND CREDENTIALS

The university provides you with an email account where you will receive all the information related to your studies: emails from teaching staff, news from the Faculty or about university activities, etc.

**You will receive your login details** (username and password) by email when you are fully enrolled, i.e. all the necessary admission documents have been submitted. The username is generated automatically but you must create your own password. They are sent to the personal email account you provided to the University Admissions or International Relations Department, depending on whether you are a regular, exchange student or double degree.

If you don't remember your login details, you can retrieve them here [uic.es/es/cuenta](https://uic.es/es/cuenta).

If you still cannot retrieve your login details, check that the email you provided is the right one and the credentials have not been sent to another email that you have provided, for example, your parents' account.

If you still cannot retrieve them or you have any issues, contact [suport@uic.es](mailto:suport@uic.es).

### Intranet

Your login details also allow you to access the university's intranet. You can find the access link at the top of the homepage of the university's website ([uic.es](https://uic.es)).

Once inside, you will be able to read the news, check your emails, read institutional documents and access Moodle, where you should check that the subjects you have signed up for are listed correctly.

We recommend that once you have your username and password, you log in to your personal portal (intranet) to become familiar with the format.

Recommendations:

- In your intranet, change your username to one that you can easily remember.

-With that change, your UIC Barcelona email will automatically change as well.

### Institutional emails

Once you are enrolled, university emails will no longer be sent to your personal account, but to your university account. Remember to check this inbox frequently.

### 3.4 STUDENT CARD

All enrolled students are entitled to a university student card that accredits them as members of UIC Barcelona.

#### What is the student card for?

1. It identifies you as a member of UIC Barcelona.
2. You can use it to take books out from the Library.
3. It gives you access to certain university facilities: classrooms, laboratories, etc.
4. As a university student, you also have access to offers and discounts at some shops and services in the city (cinemas, museums, etc.).

#### How can I get it?

You must complete the process through the [intranet](#).

Access the intranet and go to the top right-hand corner and enter with your full name. Choose the option Profile > Student card > Request. Then, follow the instructions. You may need to add a new ID photo. Remember to upload one according to the requirements (white background, ID size, etc.).

If your card: gets lost, needs renewing, is stolen, doesn't work or any other incident, you can request a new one.

**If you have questions, contact Student Services at [estudiants@uic.es](mailto:estudiants@uic.es).**

#### 3.5 PERSONAL ADVISOR

If you are a **regular student**, you have a personal advisor at your disposal – you'll be informed of who they are via the intranet during the first few weeks of the academic year.

Your advisor will help you settle into university, especially in terms of time management, stress management and planning your studies. They can also help you to design a personal development plan.

Personal guidance is understood as a process of supporting you through a one-on-one student-adviser relationship. They provide information and training to you develop personal and social skills, abilities, attitudes and values in both your academic and personal life.

Your advisor will get in touch with you at the beginning of the academic year. However, you can also get in touch with them first by sending an email.

If you have any difficulties contacting your advisor, please email [culturainstitucional@uic.es](mailto:culturainstitucional@uic.es).

In the final year of your degree programme, you can also choose to participate in a training process with a certified trainer that helps you set new goals and prepare for the move into the working world.

On the other hand, if you are an **exchange student**, your mobility coordinator can answer all your academic questions about subjects, exams and academic procedures. You may already be in contact with them, as they are the first point of contact when drawing up your Learning Agreement.

If you are an international **double degree student**, you have a contact person in the faculty that can answer all your academic questions about subjects, exams and academic procedures.



