

INTERNATIONAL STUDENT GUIDE



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D SALAMANCA

IME
business
school

This guide is designed to help international students at IME Business School prepare for their arrival in Spain and their first steps in Salamanca. It contains general information on documentation, visas, administrative procedures, healthcare and other practical matters that may be useful before and after your trip.

The information provided is for guidance only and may be subject to modification or change by the relevant authorities. Consequently, IME Business School accepts no responsibility for any changes to requirements, deadlines or administrative procedures, and recommends that you always consult the relevant official sources before commencing any formalities.

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1. Before coming: general documentation

Before traveling to Spain, we recommend reviewing and preparing the following documentation in advance:

IME Business School admission letter: once admitted, IME Business School will provide you with the corresponding admission letter. This document may be required for procedures such as visa application, resident registration, or proof of your study stay.

Passport or identity document: check that your passport or identity document is valid and covers the period of your stay in Spain. For some procedures, you may need to present the original and a copy.

Medical insurance: depending on your nationality and personal situation, you will need valid healthcare coverage in Spain.

If you are a citizen of the European Union, European Economic Area or Switzerland, you can use the European Health Insurance Card, provided it is valid and covers the period of your stay.

If you come from outside the European Union, you will usually need private medical insurance valid in Spain, especially if you need to apply for a student visa. From the University of Salamanca, we offer you: [ERGO Travel Insurance](#)

Financial means: for some administrative procedures, you may be asked to provide documentation proving that you have sufficient financial means for your stay in Spain.

2. Do I need a visa?

The need for a visa depends mainly on your nationality, the length of your stay in Spain, and your personal situation. Not all international students must complete the same procedures, so it is important to distinguish between students from the European Union, the European Economic Area or Switzerland, and students from other countries.

a) If you are a citizen of the European Union, the EEA, or Switzerland you do not need a visa to study in Spain.

However, if your stay will be longer than three months, you must apply for the Registration Certificate as a Citizen of the European Union. This certificate confirms your registration in the Central Register of Foreigners and includes your NIE, the Foreign Identity Number. This procedure must be carried out in person at the corresponding Foreigners' Office or, failing that, at the police station in the province where you will reside.

The usual documentation may include:

- [Form EX-18](#).
- Valid passport or national identity document.
- IME Business School admission letter (we send it to you!).
- European Health Insurance Card or valid medical insurance.
- Proof of financial means.
- [Proof of payment of the relevant fee](#).

In short: if you come from the EU, EEA, or Switzerland, you do not need a visa, but you must register if you are going to remain in Spain for more than three months.

b) If you come from outside the European Union, you may need to apply for a student visa before traveling to Spain, especially if your stay exceeds 90 days. This procedure is normally carried out at [the Spanish consulate or embassy corresponding to your country of residence](#). We recommend starting the process in advance, preferably **two to three months before the start of the program**, as timeframes may vary depending on the country, the consulate, and the time of year.

The usual documentation required to apply for a student visa may include:

- Visa application form.
- Valid passport in force.
- Recent photograph.
- IME Business School admission letter (we send it to you!).
- Proof of enrollment or reservation of place, if applicable.
- Valid private medical insurance in Spain.
- Proof of financial means.
- Proof of accommodation.
- Medical certificate, if applicable.
- Criminal record certificate, if applicable.
- [Proof of payment of the relevant fee](#).

Each consulate may request specific documentation, official translations, legalizations, or apostilles. Therefore, before starting any procedure, it is important to always check the information published by the corresponding Spanish consulate or embassy.

3. Arrival from Madrid to Salamanca

Many international students first arrive at the **Adolfo Suárez Madrid-Barajas Airport** and then travel to Salamanca from there. We recommend planning this journey in advance and always checking timetables, departure stations, baggage conditions, and possible changes before traveling.

- **Getting to Salamanca by bus:** the bus is usually a convenient option for getting to Salamanca from Madrid, especially if your flight arrives at the airport. There are connections from Madrid and from Barajas Airport to Salamanca.
- **Getting to Salamanca by train:** you can also travel to Salamanca by train from Madrid. This option can be convenient if you are in central Madrid

In both cases, we recommend allowing enough time between your flight arrival and the departure of the bus or train, especially if you need to collect luggage, go through checks, or move between terminals and stations.

4. Procedures upon arrival in Salamanca

Once you arrive in Salamanca, you may need to complete some administrative procedures depending on your nationality, length of stay, and personal situation.

The NIE is the Foreign Identity Number: a personal number that may be needed to carry out different procedures in Spain, such as opening a bank account, completing administrative procedures, or contracting certain services.

Citizens of the European Union, the EEA, or Switzerland obtain the NIE through the Registration Certificate as a Citizen of the European Union. Students from outside the European Union can obtain it linked to their visa or residence authorization.

The usual documentation for the TIE may include:

- [Form EX-17.](#)
- Valid passport.
- Student visa or residence authorization, if applicable.
- Proof of appointment booking.
- Passport-size photograph.
- [Proof of payment of the relevant fee.](#)
- Certificate or registration certificate, if requested.

Another procedure that may be necessary is the **empadronamiento**. The [empadronamiento](#) is the record as a resident in the municipality where you live. In Salamanca, it is carried out at the City Hall and may be necessary for certain administrative procedures. To register, you will normally need to present an identity document and some document proving your address in the city, such as a rental contract, authorization from the property owner, or equivalent document.

Having a **Spanish mobile line** can make many procedures easier during your stay. Having a local number will allow you to receive notifications, use mobile data, carry out online procedures, and communicate more easily in your daily life.

It may also be useful for **opening a bank account**, registering for certain digital services, or using payment apps commonly used in Spain such as [Bizum](#).

5. Accommodation in Salamanca

Before coming to Spain, it is advisable to arrange your accommodation in advance, at least for the first few weeks. This will allow you to arrive with greater peace of mind and complete some administrative procedures if necessary.

We remind you that IME classes are held at the [Faculty of Economics and Business at the University of Salamanca](#)

In Salamanca, you can find a range of accommodation options:

- [University or private halls of residence.](#)
- [Flat-shares with other students.](#)
- Single-room flats or apartments.
- Temporary accommodation for the first few days.

Some websites you might find useful: [Idealista](#); [Pisos.com](#); [Fotocasa](#); [Yaencontré](#)

Before booking or signing a contract, we recommend that you carefully check the **terms and conditions of the accommodation**: minimum length of stay, deposit, costs included, location, nearby transport links, house rules and whether you can use the address for administrative procedures such as registering with the local council.

It is also advisable not to make any significant payments without first verifying the reliability of the accommodation, the owner's identity or that the property actually exists.

If you have any queries about areas, types of accommodation or practical aspects of your arrival, you can contact the IME team for general guidance before you arrive.

We hope this guide helps you prepare for your arrival in Spain and organise the steps leading up to your enrolment at IME Business School more clearly.

Please remember that the information contained in this document is for guidance only and may vary depending on your nationality, personal circumstances and the regulations in force at any given time. We recommend that you always consult the relevant official sources before starting any procedures and prepare the necessary documentation for your stay in Salamanca in advance.

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