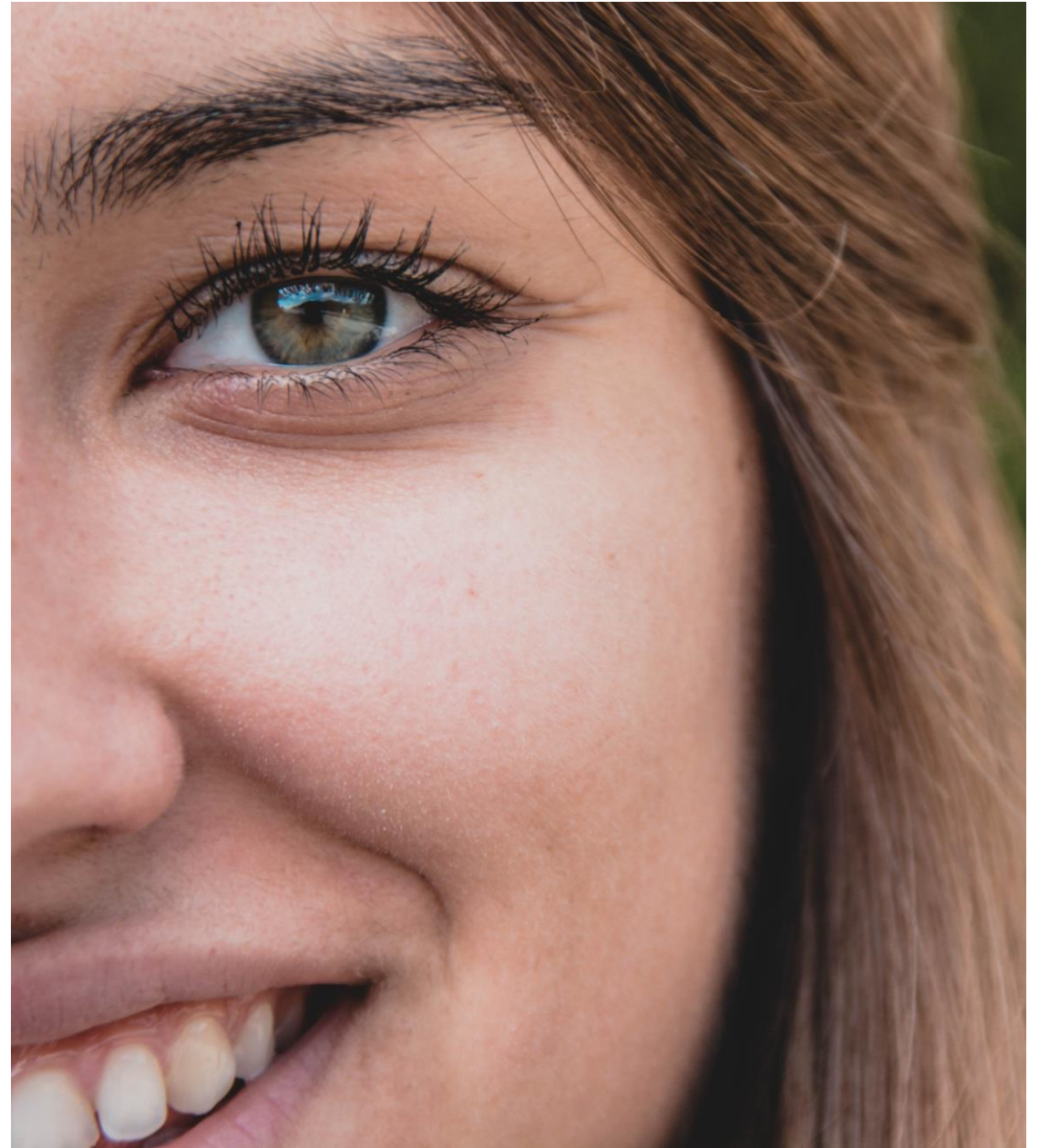


International Student Guide

Welcome to ENAE Business School
#WeareENAE

ENAE
International Business School



Welcome to ENAE International Business School

ENAE Business School would like to formally welcome you to our institution, but above all, we would like to thank you for the trust you placed in us to give a boost to your professional development.





Settling down in Murcia

Steps to settle in Murcia

1. Find accommodation

2. To register in the local census

3. Apply for your NIE

4. Open a Bank Account

5. Enjoy your stay!



Ayuntamiento
de Murcia



In murcia.es



Accessibility

► murcia.es ► STATISTICS SERVICE ► Census

Census

Registration and Change of address

Registration: People who live in Murcia, coming from another municipality or country and people who were not previously registered.

Change of address: Registered people who want to update their data due to a change of address within the same municipality.

Requirements:

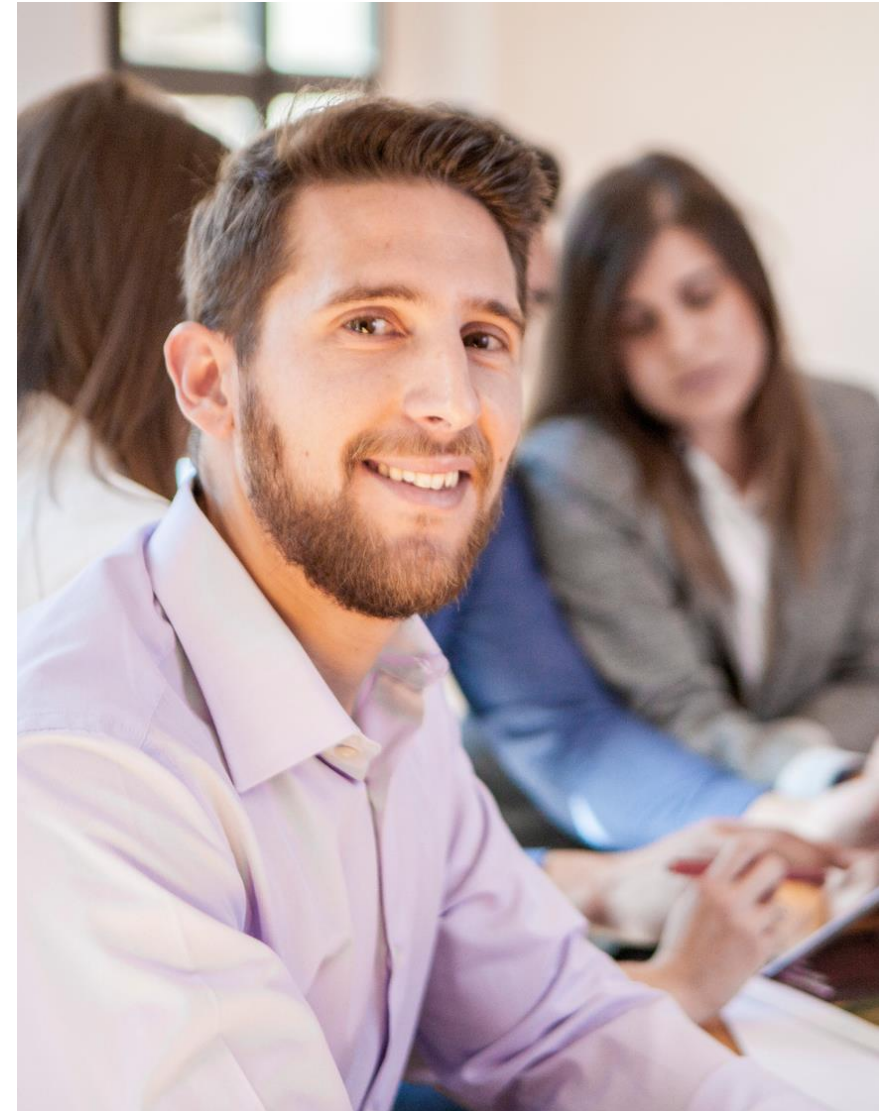
- ▼ [Spanish citizens.](#)
- ▼ [Foreign community citizens.](#)
- ▼ [Non-EU foreign citizens.](#)
- ▼ [Minors.](#)

Registration - Murcia
City Council Portal
([www-murcia-](http://www-murcia-es.translate.google.com)
[es.translate.google.com](http://www-murcia-es.translate.google.com))

If you are not the owner or tenant of the property in which you are going to register

DOCUMENTS TO BE SUBMITTED

- 1. Registration form.**
- 2. Photocopy of the DNI, passport or NIE of the person who has signed in this section of the "registration form".**
- 3. If the authorising party is the owner, the original of one of the documents detailed in section 1 must be provided, certifying that this person is the owner.**
- 4. If the authorising party is the tenant, the originals of the documents required in section 2 and a photocopy of the landlord's DNI must be provided; or any bill from Water of Murcia, landline telephone, Gas or Electricity.**



Facts to consider

- If you request the registration form "Via Telematic", or by telephone (900 222 900), the issuing time may be delayed..
- For matters related to the census, they must be carried out at the headquarters of the Statistics and Notifications Service. **THEY ARE ONLY AVAILABLE UPON APPOINTMENT**



Book your appointment [here](#)

● Timetable:

- Mornings from 9:00 to 14:30.
- Afternoons every Wednesday from 9:00 to 14:00 and from 16:00 to 18:30, except the afternoons of Christmas, New Year, Epiphany, Easter, Local festivities Week, and the afternoons of July and August due to the high temperatures.

Apply for your NIE

Documents to be provided

- **Application form in official model (EX-15)** duly completed and signed in duplicate by the foreigner. This form can be obtained [HERE](#)



- Copy of the full passport, travel document or registration card, or identity card if the applicant is a citizen of the Union.
- Communication of the economic, professional or social reasons that justify the application.

Note: *as a general practice, copies of documents must be provided and originals must be presented at the time of application*



Work allowance during your studies

Student Visa: Highlights



1. Work up to 30 hours per week. The Spanish student visa allows you to work part-time during your stay



3. Work permit after completing your studies. If you receive a job offer, you can apply for a long-term work visa.

2. Residence permit for jobseeker's students. You can apply to extend your stay for an additional year for the purpose of looking for a job or setting up a business



Your student visa is linked to the duration of your studies. Once your first year of classes is finished, you will have to renew, move to a work permit or get back to your origin country.

Once you have finished your studies you will have access to change your student visa for a new status visa. To do so, you will need:

- Demonstrate the possession of 6.500€ in case of jobseeker's student permit
- Show proof of having passed successfully your masters.

ENAE offers 1 free consultation with our visa partners once you are admitted.

Students are allowed to work on a part time basis whilst pursuing their degrees, as long as the job is compatible with the live lessons. Students do not need any kind of authorization apart from its visa in the following cases:

- Higher Education
- Official training for employment or aimed at obtaining a certificate of vocational qualification.
- Training aimed at obtaining the technical aptitude certificate or vocational qualification required for the exercise of a specific occupation.



Planning your stay

Living in Murcia

HOW TO ARRIVE IN MURCIA



By plane: Wherever you live abroad, you will most likely have to come by plane. You may fly directly to Murcia airport, or you may arrive at Alicante international airport (only 50 minutes from the city) or Madrid International (3 hours by car).

From here, you will be able to get to Murcia by public transport: Train (Renfe) or by Bus (Alsa)



Train: You can check in the website how to arrive to Murcia by Train. Renfe is the public railway provider in Spain



Bus: You can get to Murcia by bus from any of the main airports in Spain. Please check their website for more information.



Blablacar: User community that connects drivers with empty seats with passengers looking for a lift. Operates online www.blablacar.es, where trips are published two or three days in advance to any destination in Spain and Europe. The driver is contacted and the trip is organised



Taxi Transfer: You can request ENAE to organize for you a taxi transfer from any airport in Spain. Please contact your agent for further info.

Holiday Breaks

Our Business School is located at the main Campus of Murcia´s university, so we follow their School calendar and there are certain dates where ENAE will be closed as per the Spanish academic calendar.

- **December:** 2 weeks (Christmas week and New Year Eve week)
- **Easter:** 2 weeks (Easter week and Local Year Festivities)
- **August:** 3 weeks summer holidays



Accommodation

Students are responsible for this, but we work with some accommodation providers to make it easier for them.

ONCAMPUS HALLS OF RESIDENCE

The closest to ENAE: preferential access for all ENAE students.

The flats include: bed, bed linen, pillow, table and study lamp, private bathroom, electric cooker, sink, microwave, refrigerator, cutlery (including a plate and a glass), wardrobe, heating and air conditioning. They do not have television or kitchen utensils such as pots and pans.

CONTACT:

T:(34) 968 36 41 26

E mail: murcia@residencias-estudiantes.com

Bookngs: www.residencias-estudiantes.com/residencias-de-estudiantes-murcia

Customer Service timetable: from 9.00h to 14.00h Spanish time



APARTMENTS “EL RECREO”:

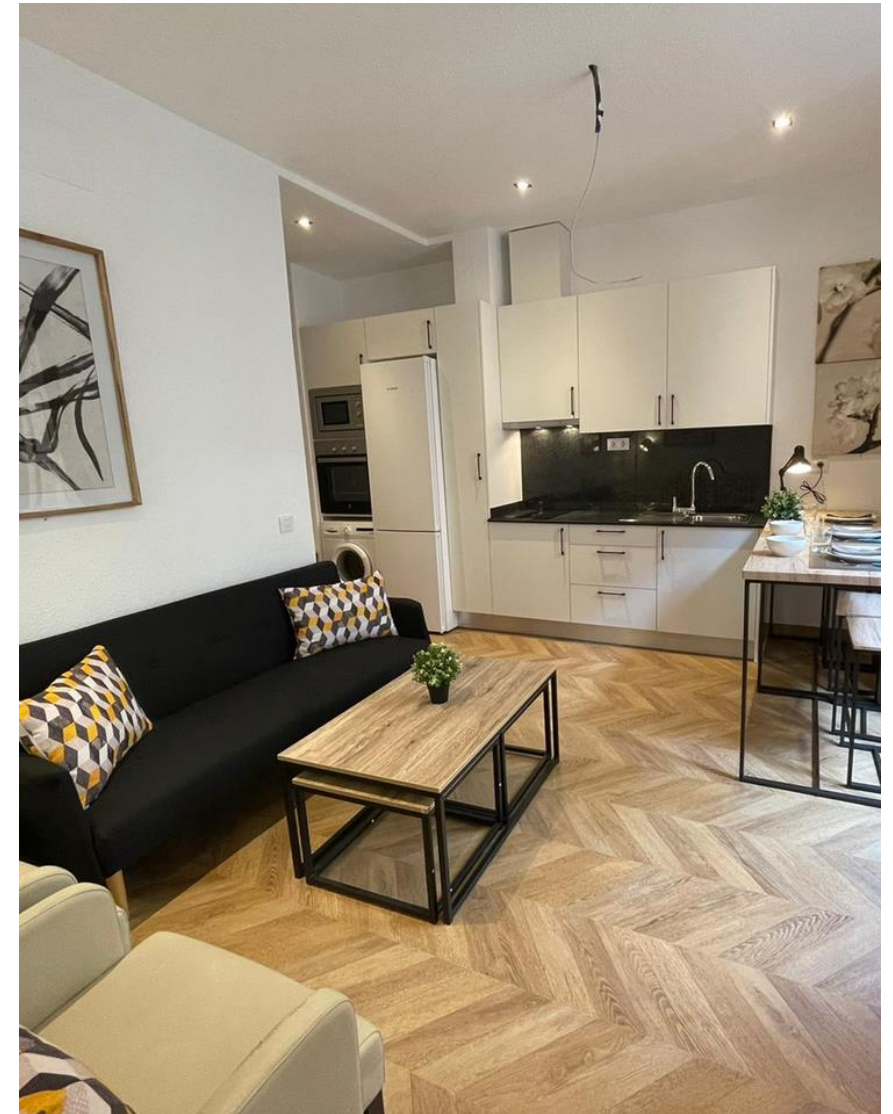
Located in the centre of Murcia. The flats have a full kitchen with utensils, washing machine, oven, microwave, iron, ironing board, induction hob, fridge, nespresso coffee machine.

All rooms have air-conditioning hot/cold and are fully equipped (bed, bedside table, clothes rack, desk, chair, table lamps, wardrobe, safe, cork rack).The opening system for all the doors in the building is VINGCARD, with card, mobile phone or smartwatch.

Contact: Ginés López Montesinos

Web: www.el-recreo.negocio.site

T : +34 616 94 54 26



ENAE and the accommodation rental platform **Spotahome** collaborate in the process of finding flats for students who want to settle in **Murcia**..

In addition, they **adapt to the budgets** of our future students giving them **the best solution**.

Thanks to **ENAE's promo discount**, students can start enjoying a 25% discount off the service fee immediately.

ENAE × **spotahome**
International Business School

¿Buscas vivienda en Murcia
mientras estudias en ENAE?

Consigue un

25%

en el alquiler de un apartamento
para estudiantes en
www.spotahome.com

ENAE25



INSTITUTO HISPÁNICO DE MURCIA:

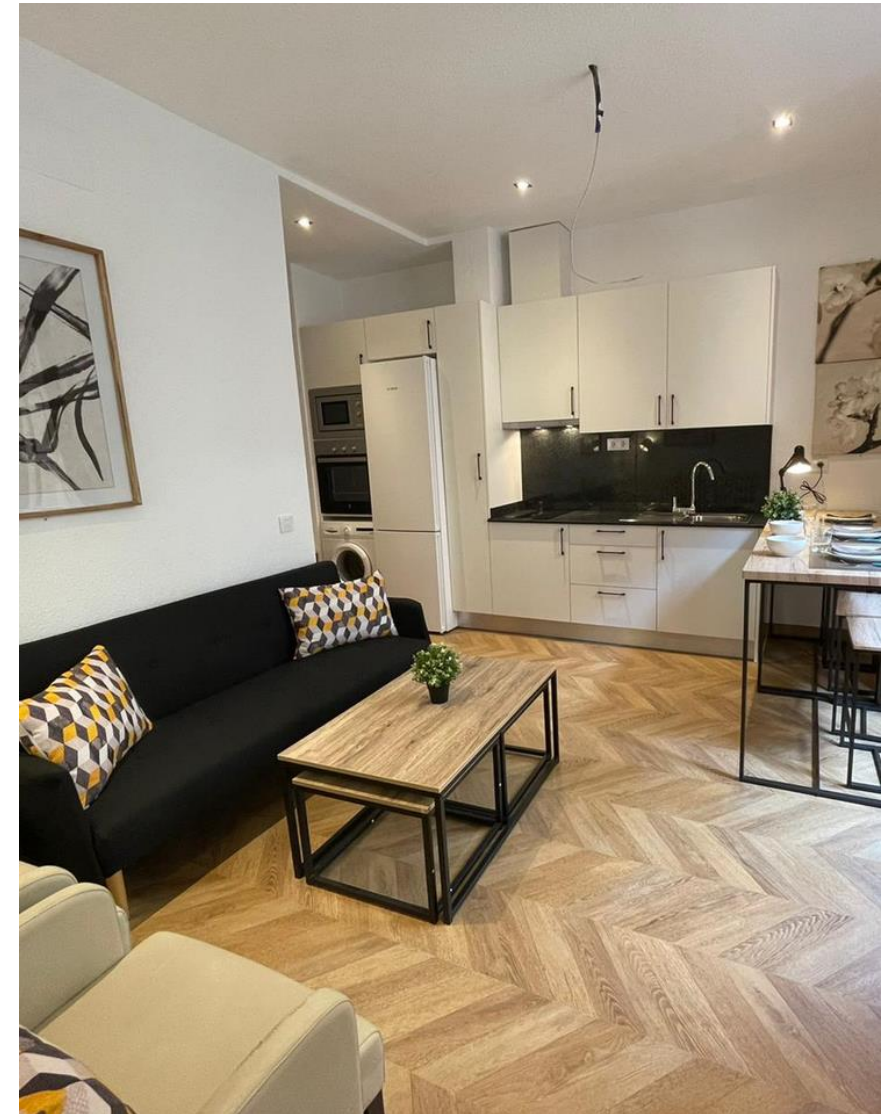
Web: www.ihdemu.com/es/alojamiento

Contact: Felipe Espadas

Email: felipe@ihdemu.com

Tel. (+34) 968 900 325

Instituto Hispánico offers rooms at shared students flat and host Family accommodation, which can be a good option for short stays and to ensure you have a place to stay if you struggle to find accommodation from the exact date you arrive



ACCOMMODATION FINDERS WEB

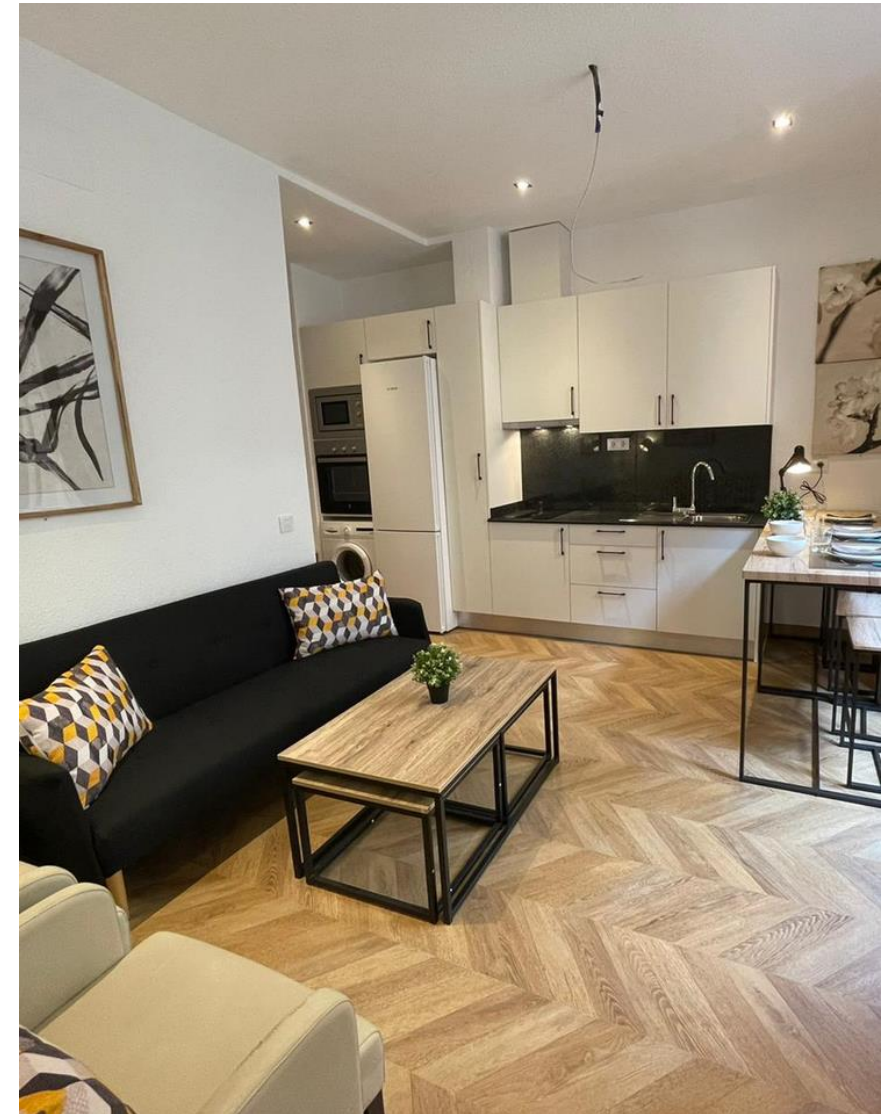
www.idealista.com/



www.fotocasa.es/es/



It is important to consider the areas or neighbourhoods that are most convenient in terms of proximity. We recommend flats near Gran Vía Escultor Salzillo, Plaza Santo Domingo, Juan Carlos I, Plaza Circular, among others. Also take into account the distance to the tram stops.



Some more tips!

The currency is the Euro.

Spanish timetable:

Breakfast: 8.00 - 9.30 AM

Lunch: 1.30 - 3.00 PM

Dinner: 8.30 - 10.00 PM

Other schedules

Offices and shops:

9.00AM to 2.00PM & 4.30 to 8.30 PM.

Banks: 9:00AM to 2:00PM,
Closed in weekends

THADER
CENTRO COMERCIAL

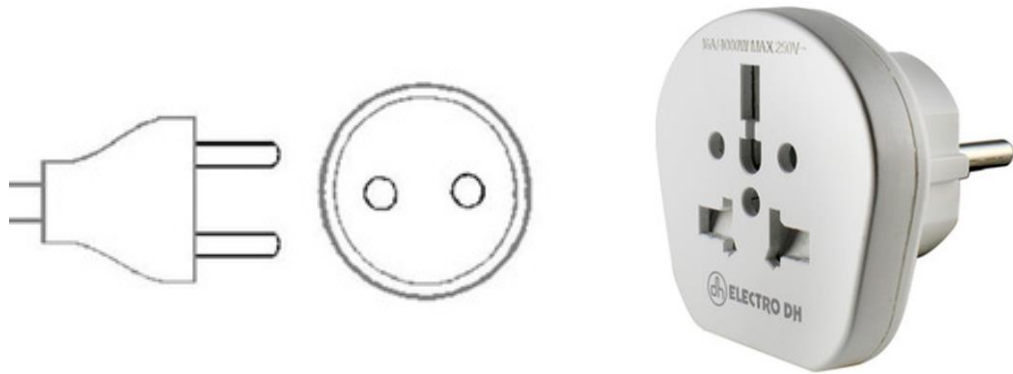
NC
Nueva
Condovina
Centro Comercial

myrtea 

TIPS!



In Spain the voltage is 220 volts and the plug is of the plug type. Ideally you should buy a converter before you travel, but you can also buy one in Spanish shops for just 1.50 €



How to move around

The most popular option is the TRAM, which is fast and cheap and leaves you at ENAE 's doorstep. Buses also works well to go to the University. Taxis are also available.



Student City Card



20.40 € / month



Minimum recharge of 5 €. Each recharge allows you to travel by tram, city bus or local bus.



www.tranviademurcia.es

Taxi Murcia

You can catch a taxi at any of the taxi stops throughout the city or via the radio taxi system.

We recommend **TeleTaxi Murcia**, they operate 24 hours a day and are safe. **Telephone: 968248800.**

Bank Account

- Main Banks branches: **Banco Santander, BBVA, La Caixa, ING**
- **Documents to be provided:** Student card, the address where the student will live during the course, the address of the student's own country and passport.
- Usually has no or low operating fees.
- If it is linked to a debit card, it allows you to:
 - > Do shopping on and off line.
 - > Withdraw cash.
 - > Direct debit of your payments (rent, electricity, etc.)



BBVA



Note: It is important that you check that your credit cards are chipped, as some countries in Europe do not accept traditional banded cards.

Monthly living cost

Concept	Min	Max
Share flat, single room	250€	375€
Bills	50€	75€
Internet	25€	40€
Food	150€	250€
Transport	30€	60€
Social life	100€	200€
Total	605€	1000€





Murcia

Living in Murcia

- Murcia is one of the **most important university cities** in southeastern Spain.
- **The cost of living is affordable** than in cities like Madrid or Barcelona.
- More than **300 days of sunshine** a year.
- **Extensive natural wealth**, two seas, natural spaces and beaches 30 km from the city centre.
- Murcia is located **3.5 hours by car from the capital**. It has an international airport and train service to the whole peninsula.
- You can enjoy its terraces and its wide range of gastronomy and leisure activities. Especially, an **authentic culture**.





TAPAS



**TREKKING,
MOUNTAIN &
ADVENTURE**



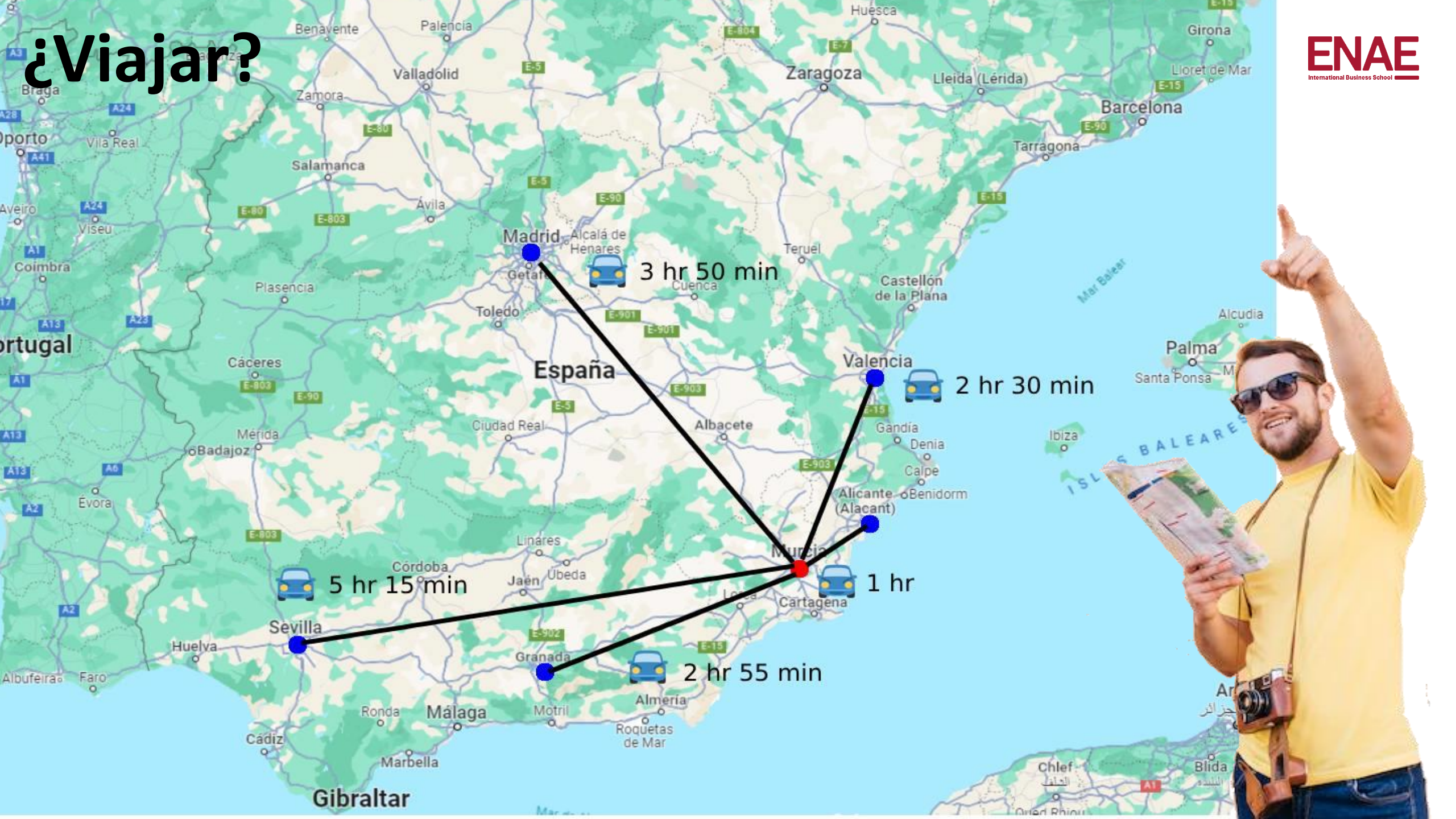
RELAX



BEACHES



¿Viajar?



**Enjoy your experience
abroad at ENAE!**

Follow us



ENAE Business School



ENAE Escuela de Negocios y Administración de Empresas



@enaebusiness



@ENAEbusiness



ENAE Business School

THANK YOU!

For further information, contact your Account

Manager:

Noelia Rodriguez – noelia.rodriguez@enaes.es

Or whatsapp me **+34 678 496 045**

www.enaes.com

