



SAINT LOUIS UNIVERSITY
MADRID

Student Insider's Guide

2022-2023

Student**LIFE** 
SLU-Madrid Campus
Leadership · Integrity · Faith · Excellence

Mission Statement

The Mission of Saint Louis University is the pursuit of truth for the greater glory of God and for the service of humanity. The University seeks excellence in the fulfillment of its corporate purposes of teaching, research, health care and service to the community. It is dedicated to leadership in the continuing quest for understanding of God's creation and for the discovery, dissemination and integration of the values, knowledge and skills required to transform society in the spirit of the Gospels. As a Catholic, Jesuit University, this pursuit is motivated by the inspiration and values of the Judeo-Christian tradition and is guided by the spiritual and intellectual ideals of the Society of Jesus.

In support of its mission, the University:

- Encourages and supports innovative scholarship and effective teaching in all fields of the arts; the humanities; the natural, health and medical sciences; the social sciences; the law; business; aviation; and technology.
- Creates an academic environment that values and promotes free, active and original intellectual inquiry among its faculty and students.
- Fosters programs that link University resources to local,

national and international communities in collaborative efforts to alleviate ignorance, poverty, injustice and hunger; extend compassionate care to the ill and needy; and maintain and improve the quality of life for all persons.

- Strives continuously to seek means to build upon its Catholic, Jesuit identity and to promote activities that apply its intellectual and ethical heritage to work for the good of society as a whole.
- Welcomes students, faculty and staff from all racial, ethnic and religious backgrounds and beliefs and creates a sense of community that facilitates their development as men and women for others.
- Nurtures within its community an understanding of and commitment to the promotion of faith and justice in the spirit of the Gospels.
- Wisely allocates its resources to maintain efficiency and effectiveness in attaining its mission and goals.

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A Message from the Office of Student Life

The Student Life team at SLU-Madrid practices the University mission by being of service to students and encouraging our students to, in turn, be of service to others.

In the spirit of the Jesuit tradition, we believe in educating the whole person; we are concerned with the life of the mind, body and spirit. We facilitate programs, services and experiences that will help students become leaders who are critically reflective and socially aware.

Most importantly, we are committed to offering top-quality services to our students, supporting them and offering opportunities for them to succeed in their college life.

We are here to help you with anything that is a matter of concern to you.

If you have any questions after reading the guide, feel free to stop by the Office of Student Life on the ground floor of Padre Rubio Hall (PRH) or email us at studentlife-madrid@slu.edu.



Be Open

- Expect to feel a little disoriented by the differences between your home and SLU-Madrid.
- Take your academics seriously. We understand that outside of your classes, you may want to travel and go out, but remember that first and foremost, you are a student. You are enrolled in an academic program and our courses are challenging!
- Even if you already know other students on campus, try to meet new people. Our students come from more than 50 different countries. Get involved in the extracurricular activities organized by Student Life to meet new people and enhance your experience. We offer a wide variety of student-led organizations and clubs, non-academic trips, sports, volunteer opportunities and Campus Ministry activities.
- Madrid's cultural life can be an extraordinary experience for students. Be prepared to enjoy it, but do not neglect your responsibilities.



Be Safe

- Give your emergency contact information to your family and other trusted contacts. Keep them informed, especially when you plan to travel outside of Madrid. When people hear about events on the news, they worry if they do not know where you are and that you are safe.
- The Spanish Red Cross encourages cell phone users to identify their emergency contact in their phone book by including Aa before that person's name [e.g. Aa Host Mom]. If you do not have an emergency contact in Madrid, we encourage you to use SLU-Madrid's health and safety emergency number (+34) 638 763 758; however, please keep in mind that misuse or abuse of this emergency service is sanctionable.

- Comply with the [Student Responsibility & Community Standards](#) and the [Emergency Procedures](#) of the University.
- Remain vigilant about your surroundings and try not to draw attention to yourself, particularly when you are out in large groups, on the metro, or in touristy areas.
- When you go out at night, always take a fully charged cellphone with you. Share a taxi when returning home late at night. Like many large cities, Madrid can be dangerous in the early hours of the morning. You are especially vulnerable if alcohol has dulled your level of alertness.
- Behave in a manner that is respectful of the rights and well-being of others, and encourage others to behave in a similar way.
- Accept responsibility for your own decisions and actions.
- When you order drinks at a bar or night club, make sure that the bottle is opened in front of you and that there is nothing else put in the glass. Never leave your glass unattended.
- Make two copies of your passport. Leave a copy in one of your suitcases in your Madrid residence. Carry the other with you at all times. Leave your original passport at your Madrid residence, except when needed for travel or official business. It is also a good idea to email your emergency contact a scanned copy of your passport.
- It is best to leave all valuables (jewelry, cameras, money, etc.) locked in a suitcase at your residence in Madrid. The University is not responsible for items that are lost or stolen.
- Never leave any of your belongings unattended, even for a moment, on or off-campus.
- In case of national emergency in Spain, we will inform you through your sl.u.edu e-mail account, the Saint Louis University APP, and through the Campus News bulletin.



Be Healthy

- Carry your Sanitas insurance card with you at all times. You need to have a new Sanitas card every year, which you must

pick up from the Office of Student Life. If you go to a hospital or doctor without the card, you will have to pay for medical services out-of-pocket.

- If you are sick, consult the list of [hospitals and doctors](#) to determine who to contact.
- All of the doctors on this list are in the Sanitas insurance network and you can see them at no extra cost; however, the Sanitas insurance plan does not include prescription medicine or dental work.
- The Office of Student Life will help you find a general practitioner who speaks English. Information about a general practitioner who speaks English and accepts Sanitas health insurance is in Appendix I-A.
- There is information on our website about the resources available to you in the event of a [medical emergency](#).
- For information about a daytime, walk-in clinic that accepts Sanitas health insurance and is located near campus, see Appendix I-B.
- For hospitals close to campus that accept Sanitas health insurance for emergencies and other health issues, see Appendix I-C.
- In Spain, all medications (prescription and over-the-counter) are sold only in pharmacies and are relatively inexpensive. Although the active ingredients are generally the same, brand names differ from those in the U.S. and other countries. If you have a persistent cough or cold, you should see a doctor rather than guess the appropriate medication on your own.
- Do not abuse or mix alcohol or drugs. There are many fun leisure activities around Madrid that do not involve drinking alcohol. You can get involved in sports, join or charter a student-led club, or volunteer in the community.



Be Active

- Contact our Sports Director, César Rioja (cesar.rioja@slu.edu) to find out about tryouts, pick-up games, classes, as well as the location of gyms, sport centers,

swimming pools, and more. Also, check the Campus Newsletter for weekly updates.

Athletic activities facilitated by SLU-Madrid include, but are not limited to:

(American) Football
Baseball
Basketball
Golf Gyms
Hockey
Horseback riding
Lacrosse
Paddle Tennis
Rugby

Running
Scuba Diving course
Soccer
Squash
Swimming
Tennis
Ultimate Frisbee
Volleyball



Be Comfortable

- If you are living with a host family arranged through the University, you need to understand the terms of our [Housing Agreement](#). For other issues related to housing, stop by the Office of Student Life, or e-mail housing-madrid@slu.edu
- Host family housing is closed during Christmas/Winter Break and Holy Week (see the SLU-Madrid [Academic Calendar](#)). Most students take the opportunity to travel. Alternative housing (at the student's expense) can be arranged in a nearby hotel.



Be Legal

- If you are a student from a non-European Union country and arrived in Spain with a long-stay visa, your visa is a **temporary** document, valid to stay in Spain for only three months.
- Within 30 days of your arrival in Spain, you **must** start the process of applying for a residency card. Each card has an

assigned code known as a NIE (*Número de Identificación de Extranjeros* - Identification Number for Foreigners). The card indicates that you have the legal status to reside in Spain, and is used as a form of identification. Once you receive your card, you must have both your card and your passport in your possession to enter and leave Spain, and you must have the TIE on you at all times while you are in Spain.

- If you are from a country that is within the European Union, you may get a NIE and TIE as well, but it is not mandatory.
- During the semester, if you (whether you are European or not) plan to apply for a part-time job in Spain or an internship, you must hold a valid TIE if you are a foreigner and NIE if you are an EU citizen (Europeans don't get a physical card – just a number assigned to them).
- You should apply for your TIE as soon as possible. Despite the expiration date that appears on your visa, you will only have 30 days after your entry into Spain to start the process of applying for the card.
- **Card Renewal**
The TIE is valid for one year and is renewable. You may start the renewal process 60 days before it expires.
- **Reentry into Spain Permit (*autorización de regreso*)**
If you have already started the process of getting your card, but have not yet received it, and you need to leave the EU, you need to get a Reentry to Spain Permit. This document, valid for one entry in a 90-day period, will allow you reenter Spain. You should apply for it at least four weeks before your trip.

Please contact the Office of Student Life for more information on obtaining a TIE or a Reentry into Spain Permit.

For important information about your passport, see Appendix II.



Be Mobile

The public transportation system in Madrid offers monthly passes and ten-trip tickets that are valid for the Madrid Metro and bus systems. The ten-trip tickets can be purchased at the ticket machines or ticket counters located at any Metro station.

In order to buy a monthly pass, you must first apply for a transport card/ID:



[Online Application for Transport Card in the Comunidad de Madrid](#)

[Guidelines on How to Fill It Out](#)

To apply for a transport card, following these instructions:

1. Select the correct age range: Check the first option if you are under 23 years of age. Check the second option if you are 23 to 65 years of age.
2. Once you have selected your age range, click on *Aceptar*.
3. On the following screen, select *pasaporte* from the first drop-down menu. On the second drop-down, select your country of citizenship and fill in your passport number.
4. Click on *Aceptar* and then *Pedir cita previa*.
5. On the next screen, check the box next to *Iniciar búsqueda de cita previa por fecha*. You may then select up to three locations for your application appointment. Three locations close to campus are: Intercambiador de Moncloa, Ciudad Universitaria, and Nuevos Ministerios.
6. Click on the calendar icon to select a convenient day for your appointment. Once you have selected a date, click on *Buscar cita previa*.
7. On the following screen, you will see available slots for

the location(s) selected. Choose an appointment time and click on *Confirmar cita*.

8. Finally, you will need to provide your email address and a SPANISH cell phone number, and write in the captcha. Click on *Finalizar* to confirm your appointment.
9. Be sure to take a photocopy of your passport and 4€ to your appointment.



Be in Touch

The easiest way to keep in touch with your loved ones is through social media and text apps. However, you must check your slu.edu email daily and respond within 24 hours to professors and staff as that is our official means of communication at the University.

Wi-Fi is installed throughout campus and in host-family housing. In host families, telephone access is restricted: you will only be able to receive incoming calls on the landline.

Keep in mind:

- Purchasing a Spanish SIM Card or a new phone is a good idea as you may need to make calls in case of an emergency. You cannot rely solely on Wi-Fi.
- Incoming calls are free as long as you are in Spain, the base country for the phone. If traveling around Europe, roaming charges are applied for making and receiving calls.
- We recommend calling your friends and family through FaceTime, Skype, WhatsApp audio/video, or other apps that use data/Wi-Fi connections.

If you are having packages or important documents sent to you from the U.S., we encourage you to use FedEx, UPS or DHL, even though it is more expensive than the U.S. Postal Service. The express mail services are faster and more reliable, and packages can be tracked. U.S. Postal Service Express mail promises a 5 to 7 days delivery to Spain, but that does not mean to your door. USPS mail is delivered with regular Spanish mail, and there is no

way to track its progress. Some students have waited for months to receive packages sent by their families through regular mail. **Do not send any medications, they will not clear customs.**

Packages are subject to having VAT assessed if valued over 22€ and duties assessed if valued over 150€.

If you live in host family housing, or you want to receive packages (anything that requires a signature, for example, or anything larger than a letter), it is best to have your mail sent to:

Your Full Name
Saint Louis University – Madrid Campus
Avenida del Valle, 34
28003 Madrid SPAIN

During regular office hours, there is someone to sign for packages at the University. If you have mail, the receptionist will email you to let you know.

If you do not live in University-sponsored housing, you should have your mail sent to your residence, not to campus.



Be Spiritual

SLU-Madrid is a diverse, international community and we strive to support one another in our individual spiritual needs. By creating a welcoming and accepting community for all, we better ourselves and the world around us.

SLU-Madrid welcomes all members of our campus community to participate in events sponsored by Campus Ministry. Our mission is to better understand and live out the spirituality given to us by Saint Ignatius by:

- Finding God in all things; that is, being actively attentive to God, who is ever active in our lives.
- Being people for others; that is, being people who cannot even conceive of a love of God which does not include love for their

neighbors.

- Promoting the spirituality and beliefs of all faith traditions.

We also encourage students to get to know the Campus Chaplain.

The initiative to deepen your faith rests with you, but we want to help. Aided by all that SLU has to offer, may you grow in your understanding of God's desires for you personally and for our world. Campus Ministry provides individuals and groups with opportunities for discovering and developing their God-given gifts, drawing them – as men and women for others – into a deeper communion with God and with God's people.

Some current Madrid Campus Ministry activities include:

- Christian life community groups.
- Loyola Pilgrimage Retreat: while visiting Loyola, the hometown of Saint Ignatius (founder of the Society of Jesus), we reflect upon our lives as Saint Ignatius did upon his.
- Fundraising events.
- Seminars and round-table discussions to talk about issues of faith, social justice and a faith that does justice.
- Confirmation catechesis.
- Visit service organizations.
- Interfaith activities.

More information about Campus Ministry activities is available [online](#), or you may email campusministry-madrid@slu.edu.

SLU-Madrid also has a Jesuit Club, composed of SLU-Madrid faculty, staff and students from all faith traditions, and we welcome you to join us.

For a list of places of worship according to your faith tradition, please see Appendix III.



Be Wired

The University provides computing equipment and access to networks to support the academic work of students. In addition to using the computers in the computer labs and in the Library, students can bring their own laptops to campus and connect to the campus-wide Wi-Fi network.

To use the internet connections in University housing, your computer must have a free ethernet connection with an RJ45 socket. If you have any hardware or software questions, please email support-madrid@slu.edu.



Be Thrifty

Tips to help you manage your money in Spain:

- Use your debit card or credit card with a PIN. Withdrawing money from ATMs in Spain is an easy way to get money from the U.S. You can also access ATMs at the airport.
- Always keep your money in a safe place and do not share your card's PIN with anyone, including friends.
- For incidental expenses, we recommend that you carry 20€ with you at all times.

If you are planning on staying in Madrid for a year or longer, you may want to open a bank account. The University works with the following bank, which is located close to campus:

Banco Santander Central Hispano
Paseo de San Francisco de Sales, 35
28003 Madrid - SPAIN
Tel.: (+34) 91 533 32 01

Western Union also has offices throughout Madrid for receipt of wire transfers. Their toll-free number in Europe is 900 633 633.

If you have an American Express account, depending on the Card you have, you withdraw cash at 4B, Servired and La Caixa ATMs in Spain.

What to do if your credit and/or debit cards are stolen or lost:

First, cancel all credit cards by contacting your credit/debit card company:

Visa / MasterCard / Europcard: 902 192 100

American Express: 902 375 637

(WE DO NOT RECOMMEND AMEX IN SPAIN)

Debit Card: Contact your home bank.

Second, file a police report either by phone at 902 102 112 (they speak English) or in person at c/ Rafael Calvo, 33 or Comisaría de Policía Centro, c/ Manuel Luna, 29. After filing the report, make two copies: one for you and one for the U.S. Embassy, which sometimes recovers stolen items.



Be Cosmopolitan

Learn more about both our [academic and non-academic trips](#).

All University-sponsored trips must be paid for in the Office of Finance using U.S. dollars, euros, credit cards, or personal checks. Please note that trip fees are non-refundable. The University reserves the right to change the dates or destination of trips due to scheduling conflicts.



Be Informed

Academic Advising:

advising-madrid@slu.edu

Campus Ministry:

campusministry-madrid@slu.edu

Computer Questions:

support-madrid@slu.edu

Counseling Center:

counselingcenter-madrid@slu.edu

Disabilities Center:

disabilities-madrid@slu.edu

Financial Aid Questions:

financialaid-madrid@slu.edu

Housing Questions:

housing-madrid@slu.edu

Registration Questions:

registrar-madrid@slu.edu

Student Account Questions:

finance-madrid@slu.edu

Other Questions:

studentlife-madrid@slu.edu

Campus Newsletter (BillikenBuzz bulletin)

The Madrid Campus weekly electronic newsletter is emailed every Monday to your slu.edu email account. You are

responsible for reading the Campus Newsletter and your slU.edu email, the University's official channel for communication. To submit an item for inclusion in the Campus Newsletter, send it to billkenbuzz@slu.edu no later than Thursday afternoon for the following Monday's issue.

Emergency Contact Information

In case of a national emergency in Spain, consult your slU.edu email account, the Saint Louis University APP, and Campus Newsletter.

Madrid Campus business hours are:
Monday – Friday, 9 a.m. to 6 p.m.

After-hours Health and Safety Emergency number:
(+34) 638 763 758

Counseling Crisis number:
(+34) 609 269 323



Be in Class

Attendance policies can vary from course to course. Generally speaking, however, attendance at all lectures and labs is compulsory. Your grade may be lowered or you could fail a class if you have too many unexcused absences. Be in class on the first day to learn what your professors' policies are.



Be Green

The SLU-Madrid Campus strives to promote initiatives for sustainable development and an environmentally responsible society. Some commitments of the University include:

- Reducing waste
- Recycling program
- Efficient energy and water consumption
- Development of communication for environmental sensitivity
- Communication to clients and vendors regarding environmental commitments and initiatives
- Promotion and development of green conscience among students, faculty and staff

Please help make the Earth a bit greener by separating your trash and placing it in the proper receptacles. In the cafeteria, please leave any food leftovers on the tray and throw plastic containers and paper in the yellow and blue recycling bins.



Be Tidy

Trays may not be removed from the cafeteria. If you would like to eat outside, please ask the cafeteria staff for take-out containers. When you finish eating lunch, throw the container in the yellow recycling bins.

No food or drink other than water is allowed in classrooms or computer labs.

In accordance with Spanish law, smoking is prohibited on campus.



Be Knowledgeable (GLOSSARY)

Academic Trips: Some classes take learning beyond the classroom by incorporating class trips. In some cases, trips are mandatory.

Add/Drop: The period of time at the beginning of the term (usually the first ten days of the semester) in which students may register for courses (add) or eliminate courses (drop) from their schedules.

Departmental Support Scholarship recipient: Students receive a tuition discount in exchange for collaboration within a Madrid Campus department.

Autorización de regreso: A document needed to re-enter Spain if you are in the process of renewing your Residence card. For more information, please see the section titled “Be Legal”.

Banner: A University-wide computer system used to register for classes, check class schedules, grades, personal finances, etc.

Banner ID Number: A personal student identification number at SLU, which is used to access Banner. Try to memorize it.

Billiken: The Saint Louis University mascot.

Campus News: The official SLU-Madrid electronic newsletter, emailed to the SLU-Madrid community every Monday. This news bulletin includes important reminders, campus events, invitations, announcements and more. Make sure you stay up to date!

Tapas Nights: SLU-Madrid-sponsored leisure activities (movie nights, bowling, events around Madrid, etc.) led by Campus Ambassadors.

Campus Ambassador: Student leaders who represent the University at a variety of Campus programs and events.

Campus Ministry: The department within Student Life concerned with the spiritual growth of the SLU-Madrid community.

Chartered Club or Organization: A student-led group that has been approved to organize University-sponsored events and

activities on and off campus.

Community ESL: A program in which SLU student volunteers to teach free English-language classes to non-English speakers from the local Madrid community.

Major: An academic field of specialization.

Minor: For some academic programs, this term refers to a student's secondary academic field of specialization.

Freshman: A name traditionally used to define any university student who has completed less than 29 credits. This is typically a first-year student.

GPA (Grade Point Average): The numerical value given to a student's academic performance. Each letter grade (A, B, C, D or F) is given a numerical value (4, 3, 2, 1 or 0), and the average grade of all courses completed is calculated.

Graduate Student: A student who has completed a bachelor's degree and is seeking a post-graduate degree.

Graduation Degree Application: A process used to verify that a student has completed all of the requirements for graduation. You must fill out the application if you intend to graduate the following year/semester.

Internship: an opportunity for valuable work experience while still a student.

Jesuit: Catholic priests and brothers (also known as the Jesuits) who sponsor Saint Louis University and belong to a religious order founded by Saint Ignatius of Loyola in the 1500's called the Society of Jesus.

Junior: A student who has completed 60-89 credits. This is typically a third-year student.

Loyola: Birthplace of Saint Ignatius of Loyola, located in northern Spain in the Basque Country.

Mandatory course: A required and necessary component of a degree, major, or certificate program.

Midterms: Mid-semester evaluations of a student's academic progress in a given subject.

NIE: Número de Identificación de Extranjero. For more information, please see the section titled Be Legal.

Permanent Student: A degree-seeking, non-study-abroad student at the SLU-Madrid Campus.

SANITAS Card: A health insurance card issued by the Spanish health care provider, Sanitas. Coverage is extended to all SLU-Madrid students enrolled in at least one credit. Pick up the sticker for the semester for your Student ID and the Sanitas card at the beginning of the academic year. Do not wait until you are sick! For more information about Sanitas, visit <https://www.sanitas.es/>

Senior: A university student who has completed 90 or more credits. This is typically a fourth-year student.

SLU student ID: A card with your photo and name that identifies you as a SLU-Madrid student. You may be asked to present this card upon entrance into the Library and a computer lab.

S.J. (Society of Jesus): The order of Catholic priests and brothers (also known as the Jesuits) who sponsor Saint Louis University.

Sophomore: A University student who has completed 30-59 credits. This is typically a second-year student.

Student Residency ID/Card/TIE: A card issued by Spanish authorities for non-Spaniards that establishes legal student status while studying in Spain. This card must be renewed before its yearly expiration date. Do not get caught at the airport with an expired TIE card. Please see the section titled, Be Legal, for more information. The actual card is issued by the Spanish police with

your NIE (identification number). You must have the card on you at all times in order to be legal in Spain if you stay in the country longer than 180 days.

Summer I and Summer II: Two intensive, five-week terms held consecutively from May through July. Get in some more learning while enjoying Madrid's long, sunny, summer days.

Transfer Student: A student who began his/her higher education studies at a different university, but who has chosen to continue or finish his/her studies at SLU-Madrid Campus. Great choice!

Visiting / Study Abroad Student: A degree-seeking student from another university (or from the SLU-St. Louis campus) who studies for one or two semesters at the SLU-Madrid Campus.

PEOPLE AND PLACES

Academic Advisor: A faculty member or first-year advisor who oversees your academic progress and helps you make decisions about academic matters.

Academic Dean: The academic official who oversees all the major academic operations of the SLU-Madrid Campus.

Admissions Counselor: A staff member who assists individuals with the admissions process.

Bedeles: Spanish name for buildings and grounds staff.

Counselors: English and Spanish-speaking licensed psychologists who offer free, confidential counseling services to SLU-Madrid students.

Office of Finance: Equivalent to a Student Accounts or Bursar's Office in most universities. Here you may pay for tuition, housing, cell phones, academic trips, orientation excursions, etc. Located in

Padre Arrupe Hall.

Registrar's Office: Handles matters related to enrollment, transcripts, academic records, etc. Located in Padre Arrupe Hall.

Student Government Association (SGA) Officers: SLU-Madrid students elected by their peers to represent the student body on campus.

Spanish Language Center Tutors: Graduate students available to give extra assistance with your Spanish-language assignments (but who will not do your homework for you!). The Center is located in the first floor of Padre Arrupe Hall.

Welcome Sessions: Mandatory orientation sessions at the beginning of each academic term designed to give new students a brief introduction to the campus and surrounding neighborhood.

Center for Eloquencia Perfecta: Peer tutors are available to assist you with written and oral communication assignments. The Center is located the first floor of Padre Arrupe Hall.

BUILDINGS

Padre Rubio Hall (Avenida del Valle, 28): named after a Spanish Jesuit priest and saint (1864-1929) from Madrid who helped the poor of the city.

Padre Arrupe Hall (Avenida del Valle, 34): named after a Spanish Jesuit priest and missionary (1908-1991) who also served as the 28th Superior General of the Society of Jesus.

San Ignacio Hall (Calle Amapolas, 3): named after Saint Ignatius of Loyola, founder of the Society of Jesus (1491-1556).

Padre Arrupe Hall Admissions, Finance, IT, Human Resources, Registrar, Career Services, Dean's suite, Academic Advising science labs, science and business faculty offices, PAH

classrooms.

San Ignacio Hall

Cafeteria, auditorium, some faculty offices, art studio, dance studio, Library, reading rooms, music rooms, classrooms, Interfaith Chapel, SIH student lounge.

Padre Rubio Hall

PRH classrooms, Wellness center, ESL and languages faculty, Student Life Office (housing, sports, Campus Ministry, academic and non-academic trips, clubs, Chaplaincy), St. Timothy Catholic Chapel, Bookstore, PRH student lounge, faculty and staff lounge, computers and printing station.

Appendix I - A

ENGLISH-SPEAKING GENERAL PRACTITIONER

Dr. Rubén Borrás

Bring your Sanitas Card (Not a Copy)

Address: Calle Nuñez de Balboa, 107, Office 005

Metro: Avenida de América (Line 6)

Telephone: (+34) 666 847 988

Email: dr.rvborras@gmail.com

For other health practitioners, please see: [Medical Emergencies](#)

Appendix I - B

NEARBY WALK-IN CLINIC

CONSULTORIO CEA BERMUDEZ

C/ Cea Bermúdez, 61

NO APPOINTMENT NECESSARY – WALK-IN CLINIC

10:30 a.m. - 2 p.m. and 5 - 8 p.m.

CLOSED ON WEEKENDS

General Information: 91 399 30 25

For appointments: 902 105 912

* For medical attention in English, request Doctora Magallo,
General Practitioner

Within walking distance from the University.

To arrive by Metro: Take line 7 (orange) to Islas
Filipinas station and take the exit at c/ Cea
Bermúdez, 64. Bus: Line 12.

Appendix I – C CLOSEST SANITAS HOSPITALS

HOSPITAL LA LUZ

General practitioners, all medical specialties and emergency services

C/ General Rodrigo, 8

Telephone.: 91 453 02 00

(2 minute walking distance from Campus)

HOSPITAL DE MADRID

Plaza del Conde del Valle de Suchil, 16

Metro: San Bernardo (Lines 2 and 4) Telephone:

91 447 6600

From SLU-Madrid, take Metro line 6 (gray) from Guzmán el Bueno to Argüelles and change in Argüelles station to line 4 (brown) to go to San Bernardo station, where you will get off and walk to the hospital.

Another way to go is to get on line 7 (orange) at Guzmán el Bueno, change to line 2 (red) at Canal station, and get off at San Bernardo station to walk to the hospital.

SANATORIO DEL ROSARIO

Príncipe de Vergara, 53

Metro: Núñez de Balboa (Lines 5 and 9)

Telephone: 91 435 91 00

From SLU-Madrid, take Metro line 7 (orange) from Guzmán el Bueno to Avenida de América. There, change to line 9 (purple) and go to Núñez de Balboa station. When you step off the train, follow the green “Núñez de Balboa” signs in order to exit correctly.

USP HOSPITAL SAN CAMILO

C/ Juan Bravo, 39

Metro: Diego de León (Lines 4, 5 and 6)

Telephone: 91 402 2100

From SLU-Madrid, take Metro line 7 (orange) from Guzmán el Bueno to Avenida de América. There, change to line 9 (purple) and go to Diego de León station. When you step off the train, follow the green “Juan Bravo” signs in order to exit correctly.

Appendix II – NOTICE TO PASSPORT BEARERS

The loss of a valid passport is a very serious matter and could cause you a great inconvenience, time and additional expense. Protect your passport.

DO

- Check your passport to determine if your name, date and place of birth, and descriptive data is correct before using the passport.
- Sign your passport in the space provided on the description page.
- Complete the address and contact information requested within your passport.
- Scan your passport and email it to yourself and to your emergency contact.
- Record your passport number, place and date-of-issue in a separate place in case of need.
- Make two photocopies of your passport. Leave one with someone who can scan/send it to you in case of emergency and carry the other one with you while travelling in a separate place from your passport.
- Before you travel, check the expiration date of your passport.
- When travelling, lock your passport in your hotel safe if this service is provided.

DO NOT

- Carry your passport in an open or unsecured shoulder bag.
- Carry your passport in the same wallet as your money and other identification. (If you lose one, you lose everything).
- Carry your passport in a hip pocket.
- Leave your passport unaccompanied in public places, on trains, in restaurants, in bathrooms, in youth hostels, etc.
- Leave your passport in an automobile whether it is locked or not.
- Use your passport for collateral under any circumstances.
- Allow anyone to ever use your passport for any reason.
- Use your passport as an address book.
- Attempt to change any official entries which appear in your passport as this could invalidate it and cause you problems.

Appendix III

PLACES OF WORSHIP

For further information, contact Fr. Jim O’Leary in the Office of Student Life.

ON THE SLU-MADRID CAMPUS

Catholic Masses

(English-speaking)

Wednesday: 2 p.m. in the Chapel of Padre Rubio Hall

Sunday: 6 p.m. in Room 8 or in the Interfaith Chapel in San Ignacio Hall

OFF CAMPUS

OUR LADY OF MERCY CATHOLIC CHURCH

(English-speaking)

Sunday: 11 a.m.

Thursday: 1:15 p.m.

C/ Drácena, 23 - Tel: 91 350 3449

Metro Pío XII

<http://www.ourladyofmercy.info>

PARROQUIA SAN BRUNO

(Spanish-speaking)

C/ Beatriz de Bobadilla, 3 - Tel: 91 534 4266 (Minute walk from school)

Daily Mass: 9:30 a.m., 12 p.m., 7 p.m., 9 p.m.

Sunday Mass: 10 a.m., 11 a.m., 12 p.m., 1 p.m., 2 p.m., 7 p.m., 8 p.m.

UNIVERSIDAD DE COMILLAS

(Spanish-speaking)

C/ Alberto Aguilera, 23
University students Catholic Mass
Saturday: 9 p.m.

SAN FRANCISCO JAVIER CHURCH

(Spanish-speaking)
C/ Mártires de Ventilla, 34 - Tel: 91 315 0019
Sunday: 8 p.m.

SAINT GEORGE'S ANGLICAN CHURCH

C/ Núñez de Balboa, 43 - Tel: 91 576 5109
Metro Velázquez
Sunday Eucharist: 8:30 a.m., 10 a.m., and 11:30 a.m.

GREEK ORTHODOX CATHEDRAL: SANTOS ANDRÉS Y DEMETRIO

C/ Nicaragua, 12 - Tel: 91 345 4085
Sunday Divine Liturgy: 11 a.m.

GERMAN EVANGELICAL CHURCH

(German-speaking)
Paseo de la Castellana, 6 - Tel: 91 435 4781

LUTHERAN CHURCH

Pastor Gustavo Lavia - Tel: 625-565-173

IMMANUEL BAPTIST CHURCH

(English-speaking)
C/ Hernandez de Tejada, 4 - Tel: 91 407 4347
Sunday: 11 a.m. and 7 p.m.

COMMUNITY CHURCH OF MADRID

(English-speaking)
C/ de la Viña, 3 - Tel: 91 571 2136
Sunday: 11 a.m.

AMISTAD CRISTIANA IGLESIA EVANGELICA

(Spanish-speaking)

C/ Vallehermoso, 70 - Tel: 91 448 4411

SINAGOGA BETH JAACO

C/ Balmes, 3 - Tel: 91 591 3131

Friday Service: 7:30 p.m.

CENTRO CULTURAL ISLÁMICO MOSQUE

(Five Prayer Sessions Daily)

C/ Salvador de Madariaga, 4 - Tel: 91 326 2610

Be a SLU-Madrid Billiken



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