



# **GENERAL ASSISTANCE**

Adult students

# OFFICE HOURS, EMERGENCY PHONE, STAFF

## ESCUELA MONTALBÁN - TANDEM GRANADA

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info@escuela-montalban.com  
www.escuela-montalban.com

## INFORMATION & BOOKINGS

cursos@escuela-montalban.com

## OFFICE HOURS:

Monday to Thursday: 09.00 - 18.00 h.  
Friday: 09.00 - 15.00 h.

**THE 24 HRS EMERGENCY PHONE IS: +34 635 67 04 60**

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Tuesday and Thursday: 09.00-18.00 h

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## FRANCISCO JOSÉ GUIRADO MARTÍN

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## TRAVELLING TO SPAIN: VISAS & PERMITS

Before leaving to come to Spain, make sure you understand your legal situation. Depending on your nationality, you might need a visa, residence permit and/or work permit.

### VISAS

#### WHO NEEDS A VISA? AND HOW DO YOU APPLY FOR IT?



Before you enrol for a Spanish course please note that the conditions for granting a Visa include medical insurance covering your stay abroad, a residential address in Granada and sufficient financial means. You can obtain information regarding a Visa application from the Spanish Embassy in your country.

**Addresses of Spanish Embassies worldwide can be found at the website of the Spanish Ministry of Foreign Affairs: [www.maec.es](http://www.maec.es)**

We recommend that you ensure you remain legal while resident in Spain and do not try to enter the country without the required paperwork. There is a large population of illegal immigrants and this is a politically sensitive issue so there are efforts being made to prevent entry and to find and deport people living illegally in the country.

Citizens of the European Union are not required to get a visa for Spain since they already have the right to residency. In order to officially remain resident in Spain you are meant to apply for a **NIE** (Número de Identidad de Extranjero) and a **residency card** (Tarjeta de Residente Comunitario). In practice this is not an urgent thing to get done, but you will need it eventually for some things.

Non-EU citizens visiting Spain need a visa (visado) in order to enter and visit Spain, unless there exists a special agreement between Spain and your home country; these countries are those of North & South America in addition to:

Andorra, Australia, Brunei, Costa Rica, Croatia, Cyprus, the Czech Republic, Estonia, Gibraltar, Grenada, Hungary, Iceland, Israel, Japan, South Korea, Latvia, Lithuania, Malaysia, Malta, Monaco, New Zealand, Norway, Poland, San Marino, Singapore, Slovakia and Switzerland.

If you are one of these nationalities, you can enter Spain without a visa and stay for up to 90 days in any 6-month period.

Non-EU citizens coming to work, study or live in Spain are required to obtain a visa - note that this also includes non-EU spouses and dependents. Even if you are not required to have get a visa, in order to officially stay resident in Spain everyone needs to apply for a NIE (Número de Identidad de Extranjero) and a residency card (Tarjeta de Residente Comunitario).

## **GETTING A VISA**

Visas are managed by the Spanish Ministerio de Asuntos Extranjeros (Ministry of Foreign Affairs) through its consulates and embassies around the world.

You apply for and obtain a visa through the Spanish consulate nearest to your residence before you travel. Honorary consuls generally cannot issue visas but may provide application forms.

Since visas are never issued in Spain, you must apply for them before you leave your country of residency. Do not attempt to enter Spain without a visa if you need one. There is no emergency procedure, you can't bribe the police, your embassy in Spain can't help and you will probably be refused entry.

Generally, you should apply for your visa about 8-12 weeks before the date of your arrival in Spain. You must first have a valid passport with at least three months until expiry in order to apply, so be sure to allow adequate time to obtain or renew both the passport and get the visa application processed. Don't leave this to the last minute or you put your travel plans at risk.

## **PROCEDURES AND DOCUMENTS**

Each Spanish consulate has different visa application procedures. You must call the consulate that has jurisdiction over your state of permanent residence (refer to list of consulates) to find out which procedure applies. You should address all questions concerning requirements and procedures for visa applications to your designated Spanish Consulate.

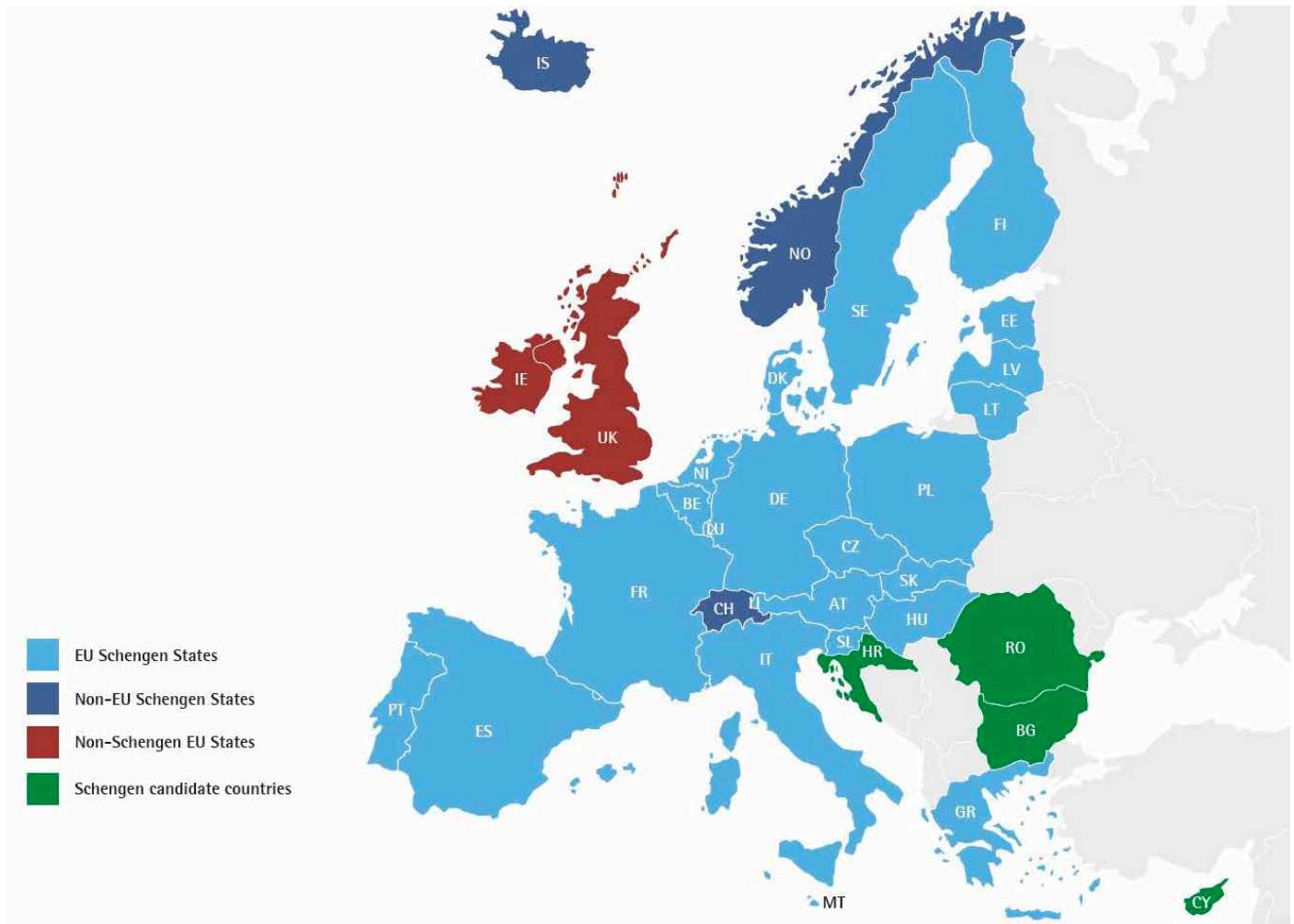
## **VISA TYPES**

Visas are valid for the length of time stated on them, starting on the date of arrival in Spain. There are different types of visas, which can be divided into the following categories:

- **Student Visas**
- **Tourist Visas**
- **Business Visas**
- **Residency Visas**
- **Transit Visas**

You cannot enter Spain with a tourist visa and then apply to stay as something else, eg, a student, without first returning to your country of residence and obtaining the new visa. Also, it is generally not possible to ask a friend at home to obtain a visa for you once you're in Spain. In any case, you have to get out of the Schengen Area in order to apply for a new type of visa, so plan accordingly.

## THE SCHENGEN AREA



Spain is a signatory to the Schengen Agreement, which enables free circulation of residents within countries in the Schengen Area. A visa granted by one of these countries (for example, Spain) is valid in the whole Schengen Area. Travelling within the Schengen Area is legally the same as travelling within Spain. If you enter Spain with a tourist visa, you will be able to stay in Spain and/or any other country in the Schengen Area for up to 90 days during any 6-month period.

- In addition to Spain, the other parties to the Schengen Agreement are: Austria, Belgium, Denmark, France, Finland, Germany, Greece, Iceland, Italy, Luxembourg, the Netherlands, Norway, Portugal and Sweden.
- Although you can leave the Schengen Area and come back in as many times as you need during its 6-month validity, the total amount of time you can stay in the Schengen area cannot exceed 90 days.
- A visa granted by one of the Schengen countries is valid in all other member countries.
- Countries outside the Schengen Area include Switzerland, United Kingdom & the Channel Islands, Ireland, Morocco, and Gibraltar.

### OFICINA DE EXTRANJERÍA

C/ San Agapito, nº 2 - 18013 Granada

Phone: +34 958 90 93 11

Opening hours: 09.00 - 15.30 h

## TRAVELLING TO SPAIN: HEALTH CARE

We recommend you make sure you are covered for healthcare at all times in Spain. This section provides information on the Spanish health system, Spanish doctors, hospitals and medical treatment. Things may not work the same way as at home - get informed in case you get ill.



### ACCESSING CARE

#### How to cover your medical costs in Spain

If you are a **European Union citizen**, you are automatically entitled to free basic health care in Spain due to reciprocal agreements among EU countries. Since the 1st June 2004, European citizens who are travelling within the European Economic Area are given a European Health Insurance Card, which simplifies the procedure when receiving medical assistance during their stay in a Member State.

The European Health Insurance Card replaces forms E111 and E111B, E110, E128 and E119.

A travel insurance for **Non-European citizens** can be obtained through the school, if required. We work with the following company:

#### **Guard.me**

International Insurance

80 Allstate Parkway, 3rd Floor

Markham, ON CANADA L3R 6H3, UK

Tel: (905) 731-8140 or 1-877-873-8447

Fax: (905) 731-6676 or 1-866-329-8447

aminint@guard.me

www.guard.me

Price: 2 € per day

## EMERGENCIES

What to do in case of emergencies!



In case of an emergency, don't worry about insurance issues and just head directly to the nearest emergency room (urgencias). If you feel ill or have an accident, the first place to go is the emergency room in a hospital. Medical consultations in town do exist, but you need to make an appointment first and pay (with cash or credit card) after the treatment. Most doctors work in hospitals rather than private practice.

To register in the emergency entrance you need your passport and your European identification card from your insurance company of your home country. When you are registered by the staff in the lobby and you have told them what your problem is, you will be asked to take a seat in the waiting room until they call you. Be advised that you may have a long wait. Afterwards you will go to the examination room for treatment and help. Usually, you will get medication that you can pick up in one of the pharmacies in town. Non-European citizens normally receive an invoice. In that case you pay the treatment and at home you ask your insurance company for the refund.

Some of the doctors speak English, so don't worry!

Under Spanish law, any health organization, public or private, is required to treat patients in an emergency situation regardless of their insurance status.

**Use the general emergency number 112 if you need an ambulance.**

In order to avoid long waiting times in public hospitals, we recommend a private hospital:

### **Vithas Hospital La Salud**

C/ Avenida de Santa María de la Alhambra, nº 6

18008 Granada

Tel.: +34 958 80 88 80

Fax: +34 958 80 88 98

infogranada@vithas.es

www.vithas.es

## PHARMACIES



### TREATMENT ADVICE FOR MANY COMMON ILLNESSES



For minor ailments, many people go to their local pharmacy (farmacia), these are easily recognisable by the green flashing cross displayed outside or in the window.

Farmacias take turns to provide an out-of-hours service (at night and for holidays) as the farmacia de guardia. You will be able to find out which one is open by looking in a local paper or in the window of any pharmacy where they usually display a list.

Pharmacists in Spain are more highly-trained than in some countries and will provide treatment advice for many common illnesses and ailments, but they are not a substitute for going to a doctor if there is something really wrong with you.

Spain is quite unrestrictive when it comes to the distribution of medications that are strictly prescription drugs in other countries (such as antibiotics), so these are commonly available over-the-counter. Medicines tend to cost significantly less than in other countries due to state imposed price restrictions.

#### Pharmacies in Granada (24 hours)

Gran Capitán, 9	+34 958 27 21 25
Recogidas, 48	+34 958 25 12 90
Puerta Real, 2	+34 958 26 31 13
Periodista José Ma. Carulla, 8	+34 958 15 49 49
Avda. Dilar, 16	+34 958 81 18 06
Reyes Católicos, 5	+34 958 26 26 64



## SPECIALISTS



### **GYNAECOLOGIST**

Clinica Ginegranada

C/ Santisteban Márquez, 3 bajo (frente a Hiperacor Hogar)

18004 Granada

info@ginegranada.com

www.ginegranada.com

24 hours: +34 958 80 51 52 / +34 609 14 41 16

### **DENTIST**

M<sup>a</sup> Eugenia Lechuga Campoy

C/ Arabial, n 38

18004 Granada

Tel.: +34 958 52 25 08

24 hours: +34 666 42 37 85

## TRAVELLING TO SPAIN: SAFETY

Spain's crime rate is among the lowest in Europe. As in other countries, major cities have the highest crime rates and Alicante, Barcelona, Madrid, Malaga, Seville and Valencia are among the worst. Many cities are notorious for 'petty' crime such as handbag snatching, pickpockets and thefts of and from vehicles. Stealing from cars, particularly those with foreign registrations, is endemic throughout Spain. You should never leave anything on display in your car, including your stereo system, which should be removed when parking in cities and towns (in some areas it will be gone within 15 minutes). Even storing valuables in your boot (trunk) isn't advisable, as thieves may force them open and steal the contents. In cities, it's advisable to park in 'guarded' car parks, although they take no responsibility for a car's contents.

The most common crime in Spain is theft, which embraces a multitude of forms. One of the most common is the ride-by bag snatcher on a motorbike or moped. Known as the 'pull' (tirón), it involves grabbing a hand or shoulder bag (or a camera) and riding off with it, sometimes with the owner still attached (occasionally causing serious injuries). It's advisable to carry bags on the inside of the pavement and to wear shoulder bags diagonally across your chest, although it's better not to carry a bag at all (the strap can be cut) and wear a wrist pouch or money belt. You should also be wary of bag-snatchers in airport and other car parks, and never wear valuable jewellery and watches in high-risk areas. Motorcycle thieves also smash car windows at traffic lights to steal articles left on seats, so stow bags on the floor or behind seats.

Tourists and travellers are the targets of some of Spain's most enterprising criminals, including highwaymen, who pose as accident or breakdown victims and rob motorists who stop to help them. Don't leave cash or valuables unattended when swimming or leave your bags, cameras or jackets lying around on chairs in café or bars (always keep an eye on your belongings in public places). Beware of gangs of child thieves in cities such as Madrid and Barcelona, pickpockets and over-friendly strangers. Always remain vigilant in tourist haunts, queues and anywhere there are large crowds, and never tempt fate with an exposed wallet or purse or by flashing your money around. One of the most effective methods of protecting your passport, money, travellers cheques and credit cards is with an old-fashioned money belt.

**In Granada take care in the following areas:** Granada Busstation, Albaicín (especially Mirador de San Nicolás), Internet Cafés around Plaza Nueva, squares where tourists hang around such as Plaza Bib-Ramblas. Women always should take a taxi home, when it's far after midnight.

In case of an incidence, go directly to the Police station to declare. If you have been victim of a thief, don't forget to cancel your credit cards immediately,

### COMISARÍA DE POLICÍA DE GRANADA

Brigada Provincial para Extranjeros

C/ Plaza de los Campos

18009 Granada

Tel.: +34 958 80 80 00