

# INTERNATIONAL PROGRAMMES OFFICE

## 2019-2020

Please use this sheet as a reference when completing our Application Form. Students should apply for one of the following programmes:

### INTEGRATED PROGRAMMES WITH SPANISH STUDENTS (PI)

Each programme consists of regular degree courses taken alongside Spanish students (see programme designations below).

- **Minimum level of Spanish (B2) required to take classes taught in Spanish.** A pre-admission placement test from the Universidad Nebrija is available.
- If a student wishes to take classes taught in English, the home university should make sure the student has a minimum level of B2 in English.
- Students will choose courses from **only one** programme, which will take place entirely on one campus (Madrid-Princesa, La Berzosa, Dehesa de la Villa Campus, depending on the area of study).

PROGRAMME TITLE	Abbreviation	Students may select courses from the following areas:
Integrated Programme: Social Sciences	PICS	<ul style="list-style-type: none"> <li>• Business Administration</li> <li>• Law</li> <li>• International Relations</li> <li>• Tourism</li> </ul>
Integrated Programme: Communication and Art	PICC	<ul style="list-style-type: none"> <li>• Audiovisual Communication</li> <li>• Journalism</li> <li>• Advertising and Public Relations</li> <li>• Performing Arts</li> </ul>
Integrated Programme: Polytechnic School	PIEPS	<ul style="list-style-type: none"> <li>• Engineering</li> <li>• Industrial Design</li> <li>• Architecture</li> <li>• Fine Arts</li> </ul>
Integrated Programme: Languages and Education	PIAL	<ul style="list-style-type: none"> <li>• Modern Languages</li> <li>• Primary Education</li> <li>• Early Childhood Education</li> </ul>

### HISPANIC STUDIES PROGRAMME (PEH)

This programme consists of Language, Conversation, Culture and Literature courses offered at all levels, from absolute beginners to heritage speakers. This programme takes place on the Madrid-Princesa Campus.

No previous Spanish language level requirement.

**NOTE: Any student may enrol in an optional Preparatory Course (Spanish Language and Culture) taught in September and January for an additional fee.**

# APPLICATION FORM

## DEADLINES:

- First semester (Autumn) or entire academic year: **1 June.**
- Second semester (Spring): **15 October.**

## A PERSONAL DATA (please complete in capital letters)

Name	Surname
Permanent Address	
Postal Code	City
Province/State	Country
E-mail	Telephone/mobile
Nationality	Date of birth
ID / Passport	
Emergency Contact (name and phone)	

## B ACADEMIC INFORMATION

University where you are currently enrolled

Degree programme you are studying

### LENGTH OF STAY

- First semester (Autumn)       Second semester (Spring)       Full academic year

### ESTIMATED LEVEL OF SPANISH

- Beginner       Intermediate 1       Intermediate 2       Advanced       Native speaker



## C PROGRAMME YOU WILL STUDY AT NEBRIJA UNIVERSITY

### CHOOSE ONLY ONE

- PICS: Integrated Programme: Social Sciences**  
Business Administration, Law, International Relations, Tourism.
- PICC: Integrated Programme: Communication Sciences**  
Audiovisual Communication, Journalism, Advertising and Public Relations, Performing Arts.
- PIEPS: Integrated Programme: Polytechnic School**  
Engineering, Industrial Design, Architecture, Fine Arts.
- PIAL: Integrated Programme: Arts and Letters**  
Translation, Modern Languages, Bilingual Primary Education, Bilingual Early Childhood Education.
- PEH: Hispanic Studies Programme**  
Spanish Language and Culture Studies.

### PROVISIONAL COURSE SELECTION

All programmes include either 4 or 5 courses each semester. Please fill out this provisional course selection with 8 possible classes approved by your home university in order of preference. **Remember that you may only choose from courses within the same programme. You will formalise your registration when you arrive at the University.**

FIRST SEMESTER		SECOND SEMESTER	
COURSE CODE	COURSE NAME	COURSE CODE	COURSE NAME

### OPTIONAL: PREPARATORY COURSE (SPANISH LANGUAGE AND CULTURE)

- August** · 2 weeks, 6 ECTS credits, 375€     **January** · 4 weeks, 12 ECTS credits, 750€     **I do not wish to take a Preparatory Course**

### REQUEST FOR HOUSING INFORMATION

I would like to receive information on the following types of housing options:

- Full board homestay with a Spanish family** · 990€ / month, first month to be paid in advance
- Half board homestay with a Spanish family** · 840€ / month, first month to be paid in advance
- I do not need housing information**

#### Estimated dates of arrival and departures:

Date of arrival \_\_\_\_\_

Date of departure \_\_\_\_\_



## FORM OF PAYMENT

**This section must be completed if:**

- you are requesting a homestay with a Spanish family (full or half board)
- you plan to participate in one of the Preparatory Courses (Spanish Language and Culture)
- you are a visiting student for one or two semesters at Universidad Nebrija.

**CREDIT CARD**

Visa     American Express     MasterCard

Card number

Credit card holder's name

Expiry date   -   -      Signature

**PAYMENT BY BANK TRANSFER**

**UNIVERSIDAD ANTONIO DE NEBRIJA**

**Banco Santander Central Hispano**

Acct. number (IBAN): **ES69 0049 1803 5321 1043 4135**

BIC: **BSCHEM33**

Address: Paseo de la Castellana, 140  
28046 Madrid (Spain)

I accept payment by credit card or bank transfer, for the amount of \_\_\_\_\_ € for the following service:

- |   |   |
|---|---|
| <input type="checkbox"/> Tuition deposit (not applicable to exchange students)        | <input type="checkbox"/> First month housing deposit                                |
| <input type="checkbox"/> Total tuition amount (not applicable to exchange students)   | <input type="checkbox"/> Total housing amount                                       |
| <input type="checkbox"/> Preparatory Course (Spanish Language and Culture), September | <input type="checkbox"/> Preparatory Course (Spanish Language and Culture), January |

## E ADDITIONAL DOCUMENTACION REQUIRED

- Photocopy of valid passport.
- Photocopy of academic transcript.
- Certificate or other proof of having at least a B2 level of Spanish (if applying to an Integrated Programme).
- Two passport-sized photos.
- Photocopy of medical insurance valid in Spain.
- If making a payment, the necessary credit card information (see above) or proof of bank transfer.

I certify that all the information that I have included (in this form and in accompanying documents) is true and accurate. I understand that any falsehood regarding academic information will result in my immediate expulsion from Universidad Nebrija. I also know and accept the rules and the academic system of Universidad Nebrija, as well as the fees and their method of payment.

Signed:

### Basic information on data protection

Responsibility	Nebrija University.
Purpose	Process admission applications. Process registration in the requested program, provide educational services corresponding to said program and manage any activity linked to it.
Legitimation	Contractual relationship.
Recipients	<ul style="list-style-type: none"> <li>• Financial entities for the collection of the services offered and Public Administrations in the cases foreseen by Law and for the purposes defined therein.</li> <li>• Nebrija Residences and Nebrija Institutes in the event that they request information about accommodation.</li> <li>• Nebrija Institutes, if the student requests the Intensive Spanish Language Preparatory Course, entity in charge of teaching said course.</li> <li>• University of origin for the correct control of the programs studied by the student, if applicable.</li> </ul>
Rights	You have the right to access, rectify and delete the data, as well as other rights, as explained in the additional information.
Additional information	You can consult additional and detailed information on Data Protection on the back of this document.

No acepto el envío de comunicaciones comerciales. Ver información adicional.

## SECOND LAYER INFORMATION

In accordance with the provisions of the General Data Protection Regulations, we inform that the data provided will be processed by UNIVERSITAS NEBRISSENSIS, S.A. (hereinafter, NEBRIJA UNIVERSITY), with address in Hoyo de Manzanares, Campus de la Berzosa, 28240 - Madrid, telephone number 914521101 and email address [lopd@nebrija.es](mailto:lopd@nebrija.es).

We inform you that we have a Data Protection Delegate (DPD), which is a legally foreseen figure whose main functions are to inform and advise the entity on the obligations that affect it in terms of personal data protection and monitor its fulfillment. In addition, the DPD acts as a point of contact with the entity for any questions regarding the processing of personal data, so, if you wish, you can contact the DPD at the email address: [DPO@nebrija.es](mailto:DPO@nebrija.es).

Personal data will be treated to process admission applications and respond to them, as well as, where appropriate, to process the registration in the requested program, provide the educational services corresponding to that program and manage any activity related to it. The treatment of the data is necessary for the correct management of the programs offered by NEBRIJA UNIVERSITY and requested by the interested party, this service provision being the basis of said treatment (contractual relationship), so it is mandatory that personal data be provided, as it is impossible to register in the corresponding program otherwise. In the event that information is requested on accommodation, your data will be processed to send you the information requested, and may be communicated, in this case, to Nebrija Residences (in case of request for information on Residences and Halls of Residence) or to Nebrija Institutes (in case of information on other accommodations). In this case, the basis of the treatment is your consent, expressed when requesting information about the accommodation; it is not compulsory to provide your data for this purpose, in which case, you will not be recipient of this information. You can withdraw your consent at any time, although this will not affect the lawfulness of the treatments carried out previously. In the event that you hire the accommodation, your data will be processed on the basis of the contractual relationship maintained and for the purpose of managing it, and communicated to the person or entity in charge of the accommodation (families or Nebrija residences). In this case, it is mandatory that personal data be provided, as it is impossible to manage the accommodation otherwise. Likewise, if the student requests the Intensive Spanish Preparatory Course, their data will be transferred to Nebrija Institutes, the entity in charge of teaching said course. For this purpose, your data will be processed on the basis of the contractual relationship maintained and with the purpose of offering said course. In this case, it is mandatory that personal data be provided, as it is impossible to manage the corresponding course otherwise.

Unless the student objects by checking the appropriate box, the data may be used to send information, by electronic means, of the services, offers and events carried out by the university. The basis of this treatment is the existence of a legal relationship that allows, according to what is reflected in Article 21.2 of the Law on Services of Information Society and Electronic Commerce, to treat the data for commercial purposes without the need for an application or prior authorization of the student. If the communications are sent by non-electronic means, this treatment is based on the satisfaction of the legitimate business interest consisting of being able to offer our students discounts and events carried out by the university. This legitimate interest is recognized by the applicable legal regulations (General Data Protection Regulations), which expressly allow the processing of personal data on that legal basis for direct marketing purposes. However, we remind you that you have the right to object to this treatment of your data, and may do so by any of the means provided in this clause. In any case, the authorization to process your data for this purpose is voluntary and your refusal would only result in the fact that you would not receive commercial offers of our services, discounts, activities and events.

The data will be kept until the end of the registration process and, if admitted, until the end of the program or the service offered and, even after, until the possible responsibilities that may arise from it and throughout the time required by the applicable regulations. However, your data may be kept indefinitely for the purpose of sending commercial communications, unless you object to them as indicated in the previous paragraph or in each communication that is sent. The data may be transferred to the Public Administration in the cases provided for in the Law and for the purposes defined therein, and to the financial entities for the management of collections. Likewise, the data may be transferred to the university of origin for the correct control of the programs carried out by the student, as the case may be. This transfer may involve an international transfer of data, depending on the country where the university of origin is located, which is necessary for the correct development of the academic-contractual relationship maintained with the interested party, since said university must control the programs carried out for its students. You have the right to request access to your personal data, its rectification or deletion, as well as the limitation of its treatment, to oppose it and its portability. In case of any possible violation of your rights, you can file a claim with the Spanish Agency for Data Protection ([www.aepd.es](http://www.aepd.es)). If the personal data of a third party has been provided, it is the sole responsibility of the person who previously obtained the consent to have done so in order for their data is processed by NEBRIJA UNIVERSITY, and they must have previously informed them of all the provisions of the Article 14 of the General Data Protection Regulations.