

ACCOMMODATION APPLICATION FORM

ACADEMIC YEAR 2013-2014

NAME & SURNAME:

IDENTITY CARD / PASSPORT:

UNIVERSITY:

ADDRESS:

POSTAL CODE: **CITY & COUNTRY:**

TELEPHONE: **E-MAIL:**

INVOICE ADDRESS:

TAX IDENTIFICATION / IDENTITY CARD / PASSPORT nº:

*Non-Residents in Spain shall attach a photocopy of their passport to this application form, together with a copy of the "non-resident citizens from" duly completed (this form can be downloaded from the web).

Arrival Date:	Departure Date:
Type of Accommodation:Single room.....Twin room.....
Board Type:Bed & Breakfast:.....	Half board.....Full-board:.....

These are the accommodation fees for the session 2013/14 (VAT included) approved by The Social Council of Complutense University of Madrid.

Fees per day (for short stay periods: 17 days maximum)

Type of Accommodation	Bed & Breakfast	Half Borad	Full-Board
SINGLE ROOM A (ensuite facilities) ⁽¹⁾	€ 30,00	€ 35,00	€ 40,00
SINGLE ROOM B (ensuite facilities)	€ 25,00	€ 30,00	€ 35,00
SINGLE ROOM C (shared bathroom)	€ 22,00	€ 27,00	€ 32,00
TWIN ROOM A (ensuite facilities) ⁽¹⁾	€ 47,00	€ 56,00	€ 65,00
TWIN ROOM B (ensuite facilities)	€ 42,00	€ 51,00	€ 60,00
TWIN ROOM C (shared bathroom)	€ 37,00	€ 46,00	€ 55,00

(1) Refurbished / Air-Conditioning

Fees per month (for 1-month stays or periods exceeding 17 days)

BOARD TYPE	SINGLE / TWIN ROOM
Full Board	€ 872,87

In compliance with the Data protection Act 15/1999, of 13th December 1999, the Complutense University collects this information and personal data for the purpose of administering all accommodation processes at UCM. This information is then stored in the file "Hall of Residence". The University's Data protection Officer responsible for this file is the Vice-Rector for Students' Affairs. For further information on how the applicant's data is used and the applicant's rights to access information held by the University, please contact the Management of Halls of Residence, located at Avda. de Séneca, 8. 28040 Madrid.



UNIVERSIDAD COMPLUTENSE
MADRID

APPLICATION REGULATIONS

1. The application for accommodation should be sent to the following e-mail address at least 7 days in advance:
RESERVASACADEMICASCCMM@PAS.UCM.ES
2. The payment shall be made by means of bank transfer to the following bank account
Financial Institution: BANKIA, Account nº: 2038 5837 94 6000618182
IBAN Code: ES82, SWIFT Code: CAHMESMMXXX
Please note: the bank transfer receipt must be sent to the following address:
Colegio Mayor A. de Nebrija
Avda. Séneca, 8, 28040 Madrid / Spain
Fax nº: 3491 394 10 93
3. If payment is made in foreign currency, the applicant shall pay the international transfer fee
4. The accommodation booking shall only be confirmed upon receipt of payment confirmation.

Please note: The Halls of Residence are closed over Easter and Christmas Holiday Periods

In compliance with the Data protection Act 15/1999, of 13th December 1999, the Complutense University collects this information and personal data for the purpose of administering all accommodation processes at UCM. This information is then stored in the file "Hall of Residence". The University's Data protection Officer responsible for this file is the Vice-Rector for Students' Affairs. For further information on how the applicant's data is used and the applicant's rights to access information held by the University, please contact the Management of Halls of Residence, located at Avda. de Séneca, 8. 28040 Madrid.