



UNIVERSIDAD  
COMPLUTENSE  
MADRID

# **International Students Welcome Session**

Academic Year 2025 / 2026

## Welcome to UCM

### Madrid





## UCM PRESENTATION

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## STEPS TO FOLLOW ON YOUR ARRIVAL

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- Registration

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- Academic Calendar
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# UCM PRESENTATION



## Five Centuries of History



- **The Complutense University of Madrid (UCM)** is the largest and greatest university in Spain.
- We are also one of the most historic universities in our country.
  - It dates back to the late 13<sup>th</sup> Century.

Find out more here



## Campus Maps

## UCM by Public Transport

## Moving around Madrid



We have two Campuses:

- **“Ciudad Universitaria”** Campus, on the outskirts of Madrid.
- **“Somosaguas”** Campus, 5 miles from Madrid.

(**AFFILIATED CENTRES:** There are also some other locations in the centre of Madrid)

[Click to download](#)



In 1927, **Ciudad Universitaria** was conceived as an integrated campus, which includes the following Faculties:

- 🔗 [Fine Arts](#) 🔗
- 🔗 [Biological Sciences](#) 🔗
- 🔗 [Education](#) 🔗
- 🔗 [Physical Sciences](#) 🔗
- 🔗 [Geological Sciences](#) 🔗
- 🔗 [Media & Communication Science](#) 🔗
- 🔗 [Mathematical Sciences](#) 🔗
- 🔗 [Chemical Sciences](#) 🔗
- 🔗 [Law](#) 🔗
- 🔗 [Nursing, Physiotherapy and Podiatry](#) 🔗
- 🔗 [Statistical Studies](#) 🔗
- 🔗 [Pharmacy](#) 🔗
- 🔗 [Philosophy](#) 🔗
- 🔗 [Philology](#) 🔗
- 🔗 [Geography and History](#) 🔗
- 🔗 [Computer Science and Engineering](#) 🔗
- 🔗 [Medicine](#) 🔗
- 🔗 [Dentistry](#) 🔗
- 🔗 [Veterinary](#) 🔗
- 🔗 [Medicine](#) 🔗

**Somosaguas Campus** is located in the residential area of Somosaguas, in the Western outskirts of Madrid, where teaching and administrative buildings are surrounded by green open spaces.

The Campus includes the following faculties:

- ❑ Economics and Business Administration
- ❑ Political & Social Sciences
- ❑ Psychology
- ❑ Social Work

And other centres:

- ❑ The Institute for International Studies (ICEI)
- ❑ School of Government
- ❑ Somosaguas Sports Centre





## 2.936 INTERNATIONAL COOPERATION AGREEMENTS

- **2,709** agreements within the **Erasmus+** framework, with **785** institutions.
  - Foreign students: 7,278
  - Incoming ERASMUS students: 999
  - Incoming SICUE students: 454
  - Visiting students: 349
  - North American United Universities: 6

## UCM centers abroad

- “Real Colegio Complutense” at **Harvard**

## European Programmes

- KA1: student mobility (study and internship) and staff mobility (teaching and training).
- KA2: Strategic Partnerships, Knowledge Alliances.
- KA3: Support to policy reforms.
- "Jean Monnet" Initiatives
- ERASMUS + third countries- K171



Building a University of the Future



## Una Europa

An alliance that brings together 11 of the most prestigious universities in Europe with the aim of building a Transnational Campus. [□](#)



Unión Iberoamericana  
de Universidades

## Unión Iberoamericana de Universidades (UIU)

This Alliance brings together 5 of the largest universities in Spain and Latin America. It also hosts research fellows, collaborative research projects and joint teaching programs. [□](#)



## Sede de la Universidad de California (UCEAP)

This program welcomes students from all UC campuses who come to UCM to take courses of any degree with Spanish students for a semester or for the entire academic year. [□](#)



## Universidades Norteamericanas Reunidas

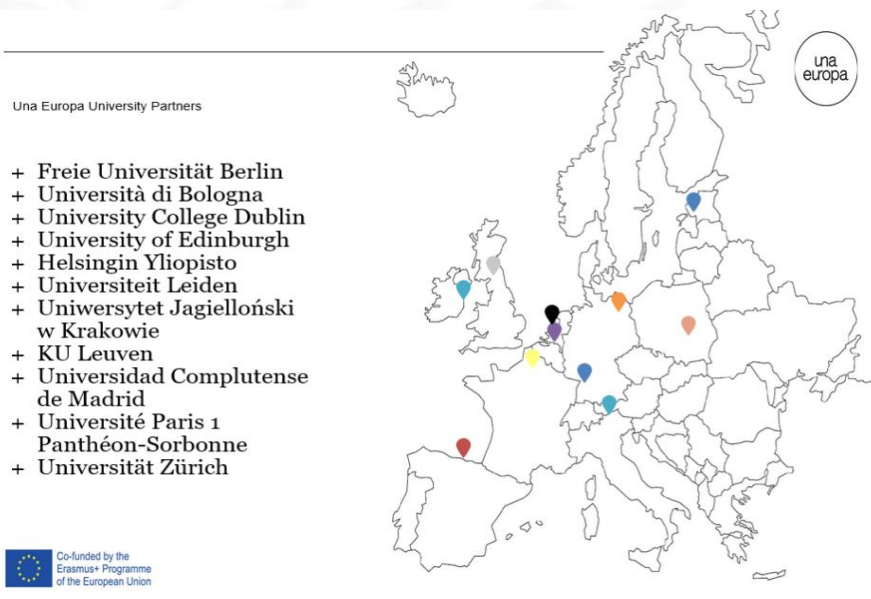
Consortium that brings together more than 9 North American universities with 6 study programs. [□](#)



## About Una Europa

[@una\\_europa](#)

[#Una\\_Europa](#)



1. Established in 2018, **Una Europa** is one of Europe's leading alliances funded under the prestigious *European Universities* initiative of the European Commission.
2. **Universidad Complutense de Madrid** is a founding partner, together with other 10 great higher education institutions.
3. From the oldest - such as Bologna, the Sorbonne or the Complutense itself, which have been educating generation after generation since the Middle Ages - to the most recently established, all of them pursue **excellence** as a premise and are leaders in Research.
4. Today, more than **500,000 students** are educated on their campuses and together they have nearly 100,000 employees (teachers, researchers and staff).

[Video: Introducing Una Europa](#)

If you don't want to miss out on any of the opportunities that Una Europa has to offer, follow the alliance at [Twitter](#), [Instagram](#) or [LinkedIn](#).

Get to know more at [www.una-europa.eu](http://www.una-europa.eu).



**Undergraduate Studies** >

**Postgraduate Studies** >

**PhD Programmes** >

**International Degrees** >

## PROFESSIONAL DEVELOPMENT COURSES

These are **specialized courses, not included in the official degree plans**, which offer opportunities for professional, scientific and technical development and specialization; of varying duration, hour intensity and mode of delivery (classroom learning, blended learning and e-learning).

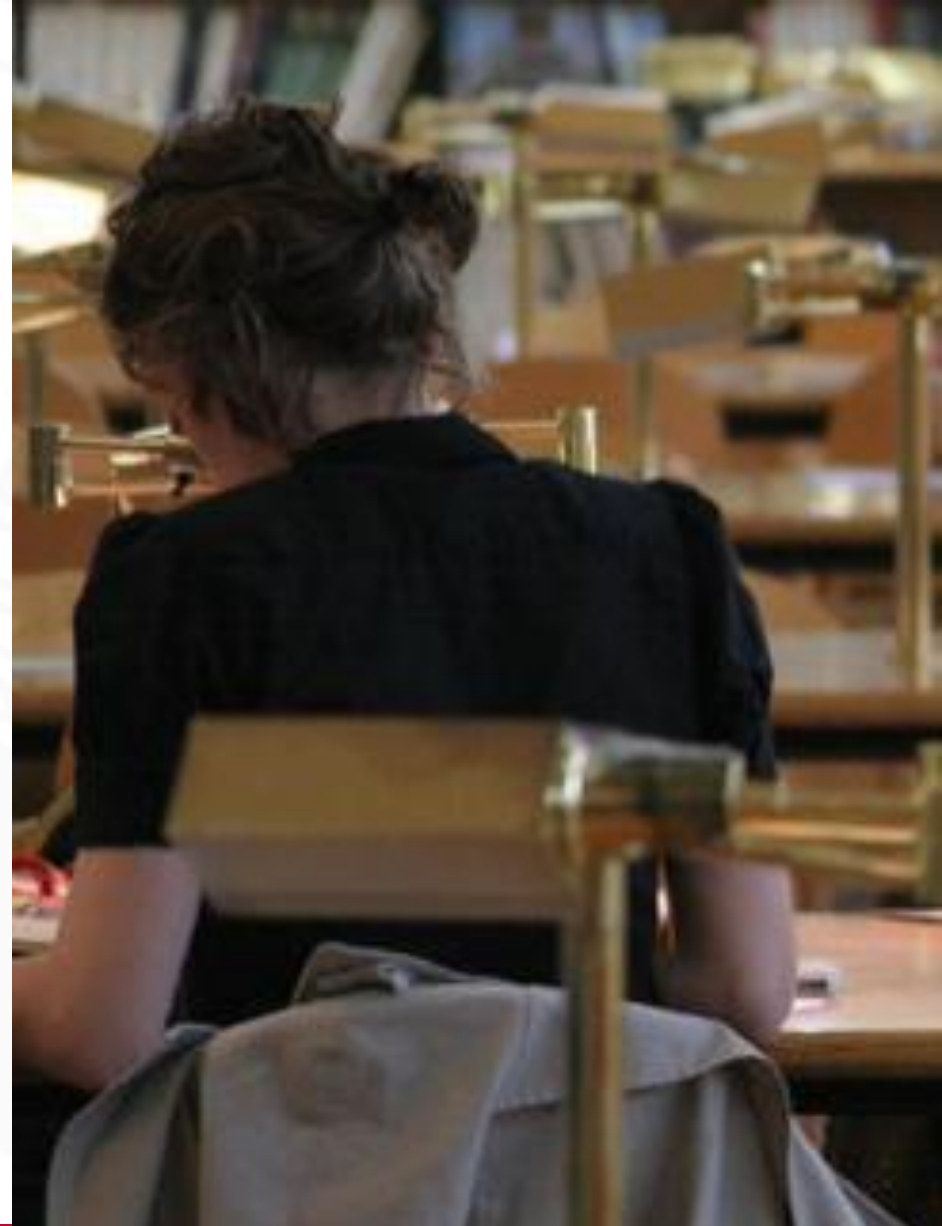
The UCM offers **350** Qualifications:

**Courses requiring** prior university qualifications:

- 📄 115 Unofficial Master's Degrees
- 📄 22 Specialisation Diplomas
- 📄 22 Expert Courses

**Courses not requiring** prior university qualifications:

- 📄 191 lifelong learning Diplomas and Certificates



# STEPS TO FOLLOW ON YOUR ARRIVAL



OFICINA DE RELACIONES  
INTERNACIONALES  
UNIVERSIDAD COMPLUTENSE DE MADRID

**International Relations Office  
(Central Office for the whole university)**


**Location:**

Student Building  
Avda. Complutense, s/n  
Ciudad Universitaria - 28040 Madrid

**Contact details:**

Bilateral Agreements

Incoming:  [conveniosin@rect.ucm.es](mailto:conveniosin@rect.ucm.es)

 +34 91 394 6949

**Opening Hours:**

Monday to Friday - 9,00 am – 2,00 pm  
Monday to Thursday – 3,30 pm – 5,30 pm



**International Relations Office  
We are here to help you!**

The **International Relation Offices** will offer you support and guidance with the following matters:

- ❓ The International coordinator at your host faculty will sign/stamp your **Learning Agreement** and/or changes to the LA.
- ❓ Provide you with information about timetables, exams, professors' contact details.

[INTERNATIONAL  
RELATIONS OFFICES](#)



### FIRST STEPS UPON YOUR ARRIVAL

1

Attend the “International Students Welcome Session” organised by the International Relations Office.

2

Go to your faculty’s International Relations Office.  
If your Host Faculty has a specific welcome session, please attend their meeting.

3

Activate your email account  
Professors will send all communications to that email address.

4

Download your selected courses at [UCMNet](#) web page.  
Confirm schedule and group for your classes at your faculty’s International Relations Office.



Your email address  
is your **username**  
+ **@ucm.es**  
(xxxxx@ucm.es)

Please, don't forget  
your username

The **password** is  
the one that **you**  
**have chosen**  
during the  
activation process

IMPORTANT: The  
activation of your  
account takes  
**24 hours**

You will not receive  
any account  
confirmation email.

**Please, just wait 24  
hours and your  
UCM email will be  
ready!**

Download a guide [here](#)

## CAMPUS VIRTUAL - UCM ONLINE

On Campus Virtual you will find all of your subjects, as well as contact information about your teachers and reference course materials.

- Find a guide [here](#).
- Once you've entered, you will see something like the image below. This page is blank, but you should be able to see an enlisted set of your subjects.

**IMPORTANT:** Check all the subjects you enrolled for appear. In case they don't, please check with your Faculty.



[UCM ONLINE](#)



[CAMPUS VIRTUAL](#)



AppCRUE is a virtual platform available for students, University staff, researchers and services and administrative staff



### News on AppCRUE here

**Virtual Card UCM:** Important to use services like book lending at your library.

**Virtual card that identifies members of UCM.**

### AppCRUE for UCM: services

- Information regarding mobility programs
- UCM staff contact details
- UCM's social media
- News of interest to the UCM community
- Upcoming events
- Campus maps

### Students

- List of enrolled courses
- Information about your marks
- Teacher-student chat

*Students will receive information soon with the procedure to follow to get the UCM virtual card as an International student.*



TUI UNIVERSITY CARD CAN BE OBTAINED ONLINE ANYTIME

## 01 PORTAFOTOS UCM

ACCESS [PORTAFOTOS UCM WEB](#)

SEND A COPY OF YOUR ID CARD OR  
PASSPORT

- NAVIGATE FROM UCM WEB OR  
[VIA VPN](#)
- [MAKE SURE TO ACTIVATE DO  
AUTHENTICATION](#)



## 02 UCM APP

ONCE COMPLETED, THE VIRTUAL TUI  
WILL BE AVAILABLE ON THE UCM APP  
AFTER **24 HOURS**

Tarjeta Universitaria Inteligente (TUI-UCM) |  
Universidad Complutense de Madrid

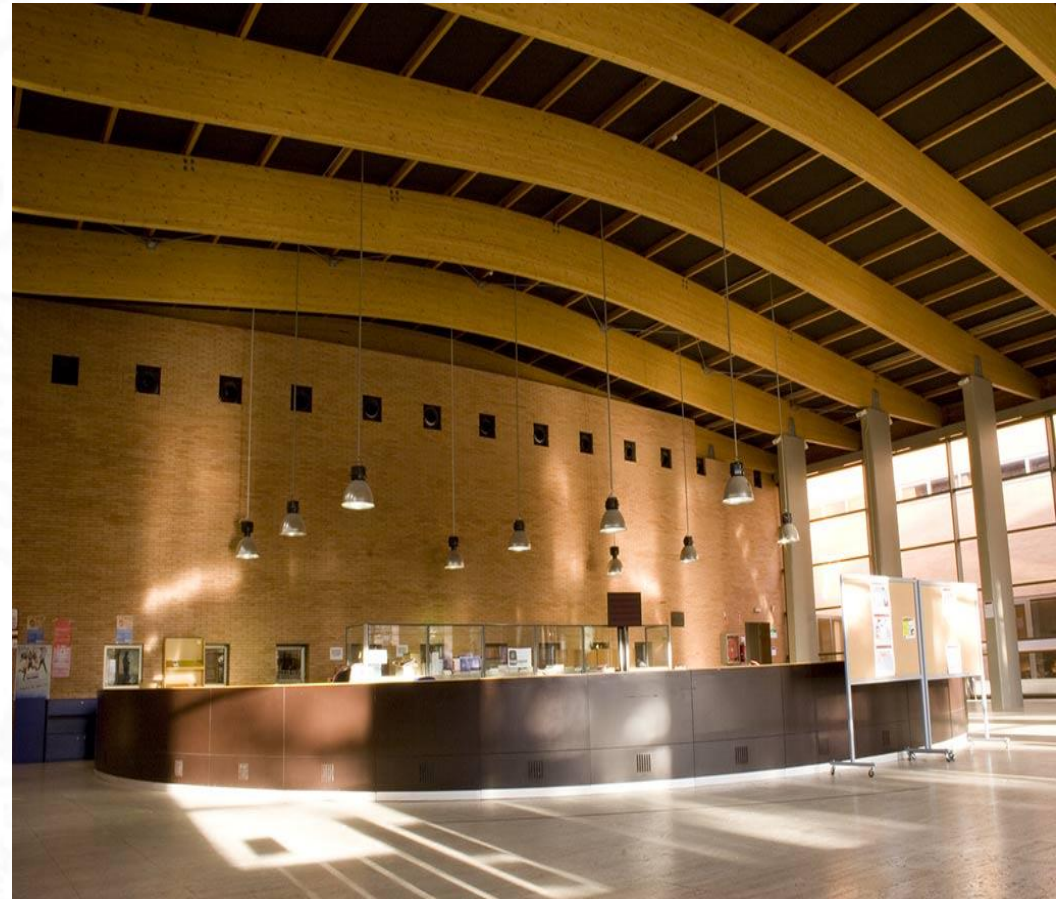
[TUI Useful Video](#)

## Enrollment at UCM

- Free of charge
- Maximum of 30 credits for exchange students (undergraduates studies)
- Maximum of 18 credits (master)

## Documents

- Send the documents by e-mail to: [conveniosin@rect.ucm.es](mailto:conveniosin@rect.ucm.es)
- Arrival form, with student's data.
- Form with a list of subjects and teachers.
- Copy of International Medical Insurance.



**VISA:** stays for study programmes longer than 90 days will need a visa.

You can find information on how to do the paperwork [here](#).

Remember to register your arrival at the embassy.

# ADDITIONAL INFORMATION

### “EDUROAM” WI-FI NETWORK

- Free of charge
- The most secure encryption and authentication standards
- Allows internet access in other foreign universities with the same system

### [MORE INFORMATION](#)

Connect your device to [Eduroam](#)

[FAQs](#)





### Museums (13)

- ❑ Complutense Veterinary Museum
- ❑ “García-Santesmases” Museum of Computer Technology
- ❑ Hispanic Pharmacy Museum
- ❑ “Javier Puerta” Museum of Anatomy
- ❑ “Luis de la Macorra” Museum of Odontology
- ❑ “Manuel Bartolomé Cossío” History of Education Laboratory
- ❑ Museum of American Archaeology and Ethnology
- ❑ Museum of Astronomy and Geodesy
- ❑ Museum of Comparative Vertebrate Anatomy
- ❑ Museum of Geology
- ❑ Optics
- ❑ Pedagogical Museum of Children’s Art
- ❑ “Profesor Reverte Coma” Museum of Medical and Forensic Anthropology,, Paleopathology and Crime

The Complutense University has an extensive range of indoor and outdoor sport facilities (four square miles) located on campuses

**Faculty sport clubs** provide the opportunity to participate in inter-faculty competitions, such as:

- women's and men's basketball
- men's handball
- women's and men's futsal
- men's 7 & 11-a-side football leagues
- women's and men's rugby
- women's and men's volleyball



In addition, during the academic year the UCM organizes a competition between universities of Madrid, as well as single championships in a great variety of categories.

There are specific exercise programmes, such as body conditioning, fitness, yoga, pilates, bodysculpt, tennis, paddle, swimming, etc. and assistance program for high level athletes.

[Sport Website](#)

Facilities, Student Sport Cards, ...



### Complutense Arts Centre (c arte c)

This museum-based area offers a view of the historical and artistic heritage and also acts as a dynamic forum for new art trends, culture and social integration.

### Encuentros Complutense

“Encuentros Complutense” is a forum for discussion and reflection which intends to connect and interact with society and boost the role of the university as a scientific, academic, cultural and social reference.

### Music

- 📍 Concerts
- 📍 Music on Campus
- 📍 The Complutense University Choir
- 📍 Choral groups (Coro Microcosmos, Cantores de Santo Tomás y Coro Gospel)
- 📍 The Pulse and Plectrum Orchestra

### Other Cultural Activities

- 📍 UCM Spanish Dance Group
- 📍 Cinema and Theatre
- 📍 Plastic Arts
- 📍 Summer Course in El Escorial
- 📍 The Complutense Summer School
- 📍 Complutense Latin American School

[Cultural Activities Website](#)

Museums, Theatre, Literature, Music, etc...



**The Student House.** The Centre for students and their associations, with a permanent presence in many different academic professional and personal areas. [?](#)



**Compluemprende.** The Office of University Entrepreneurs, created to support university students with a business idea; it is also the Orientation Site for the Entrepreneur Campus Programme, belonging to the Portal of Entrepreneurs of the Community of Madrid. [?](#)



**Internships and Employment Office.** The Internships and Employment Office assists students and Complutense graduates to find their place in the labour market. [?](#)



**Studentships and grants.** These may be general, for mobility, collaboration, excellent academic performance, for people with disabilities, for study abroad... and UCM Practical Training Scholarships. [?](#)

## HALLS OF RESIDENCE

The Halls of Residence provide residence for students and promote cultural and scientific training and the practice of sports for those who live there. The Halls of Residence plan their activities to serve the University community.

The UCM has 36 student residences, 5 belonging to the University and 31 public or privately owned. [□](#)

**OTHER ACCOMMODATION POSSIBILITIES** [□](#)





Centro Complutense para la  
Enseñanza del Español

The Centre manages courses of Spanish as a Foreign Language, Spanish Culture and Spanish Teacher Training. It is also the examination centre for Spanish as a Foreign Language Exams DELLE and SIELE.

### Contact Details

CENTRO COMPLUTENSE PARA LA ENSEÑANZA DEL ESPAÑOL

Faculty of Language Studies – Building A - Ciudad

Universitaria - 28040 Madrid

Tel: (+34) 913.945.325 - (+34) 913.945.336

[ceextran@filol.ucm.es](mailto:ceextran@filol.ucm.es)





**Idiomas COMPLUTENSE** offers a wide range of languages, facilitating official recognition across Europe of all certificates obtained, and preparation for tests such as TOEFL, Cambridge, DELF, CELI, etc. UCM students may enroll in any of 22 different languages at the Faculty of Philology, which will appear in their academic records.

#### Contact Details

Multiusos Building  
C/ Profesor Aranguren, s/n, 2nd floor  
Rooms 2.142 y 2.143  
Ciudad Universitaria 28040 MADRID

#### Student Office

Opening hours: from **09.00 to 15.00 h.**  
(+34) 91 394 7754





## Oficina para la Inclusión de las Personas con Diversidad (OIPD)

### Diversity & Inclusion Office

- ❑ Support for International Mobility students (IN/OUT). Previous contact with home universities. Student Adaptation Reports. Support for follow-up class.
- ❑ Socio-educational attention and tailored curricular adaptation to the teaching-learning process as well as assessment of personal needs
- ❑ Counseling
- ❑ Recognition of Credits Programmes, Sign Language Interpretation, ONCE (visually impaired students) Volunteering, Employability, etc...

### Location and Contact:

**MONCLOA CAMPUS** – The Student House  
Avda Complutense s/n. 28040 (Madrid).

**Email:** oipd@ucm.es

**Tel:** 91 394 7172 / 7182

**Office Hours:** Monday to Friday (9,00 – 14,00)

### **SOMOSAGUAS CAMPUS**

Faculty of Economics and Business Administration  
Diversity Unit- Main Building, Ground Floor  
Pozuelo de Alarcón - 28040

**Email:** oipd@ucm.es

**Tel:** 91 394 3113

**Office Hours:** Monday to Friday from 10,00 to 14,00



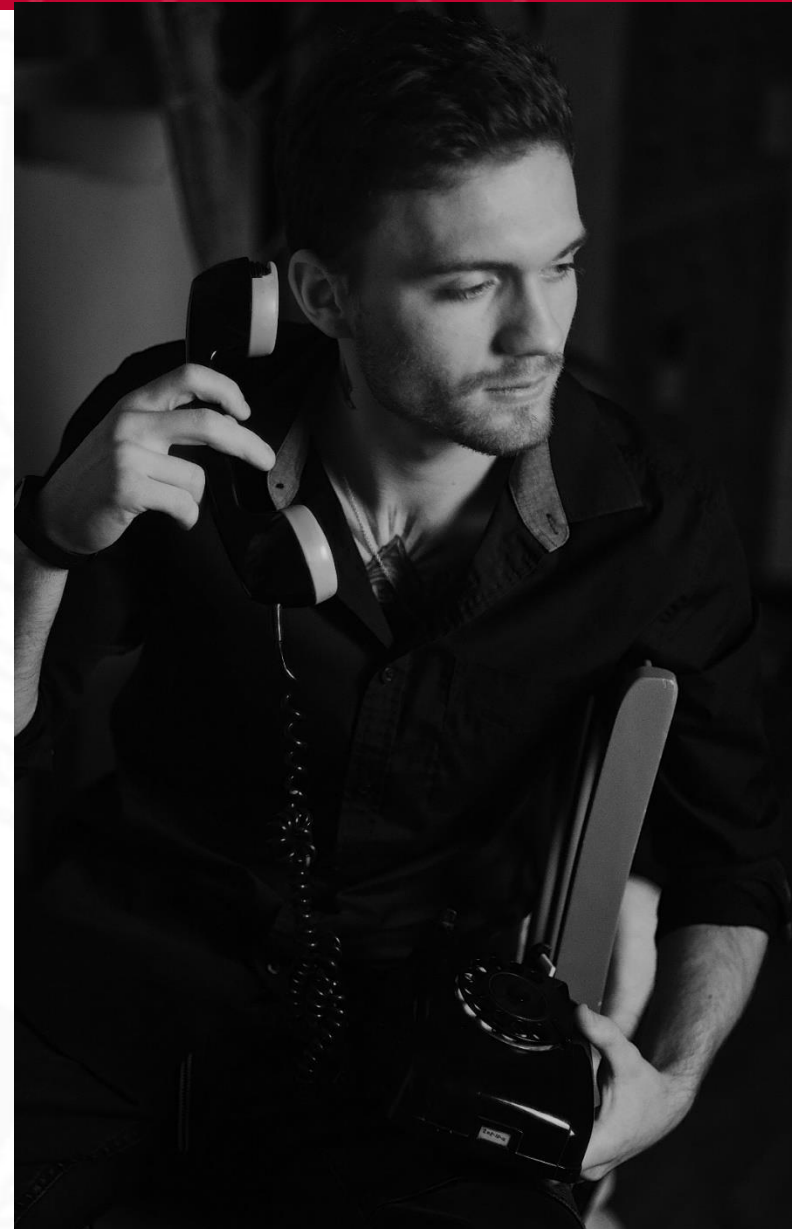
## Counselling and Psychological Services for Students

**PsiCall** provides telephone professional counselling for currently enrolled students.

The means of communication to provide this service differs according to the characteristics of each demand and the preference of callers. The telephone is the main tool of PsiCall, supported by chat and email, which allows them to provide a quick response to emergency problems and provide guidance, counseling and psychological care.

Our Counsellors are clinical or counselling psychologists, experienced in working with catastrophes and telephone attention, with experience in clinical practice.

You can get in touch with our service, via telephone 913945200, or email ([psicall@ucm.es](mailto:psicall@ucm.es))







## Face-to-face and online attention of IT issues:

- Problems with UCM email @ucm.es (access, configuration, etc.).
- Problems with UCM Virtual Campus
- <https://ssii.ucm.es/contactanos>

## FACE-TO-FACE CUSTOMER SERVICE OFFICES

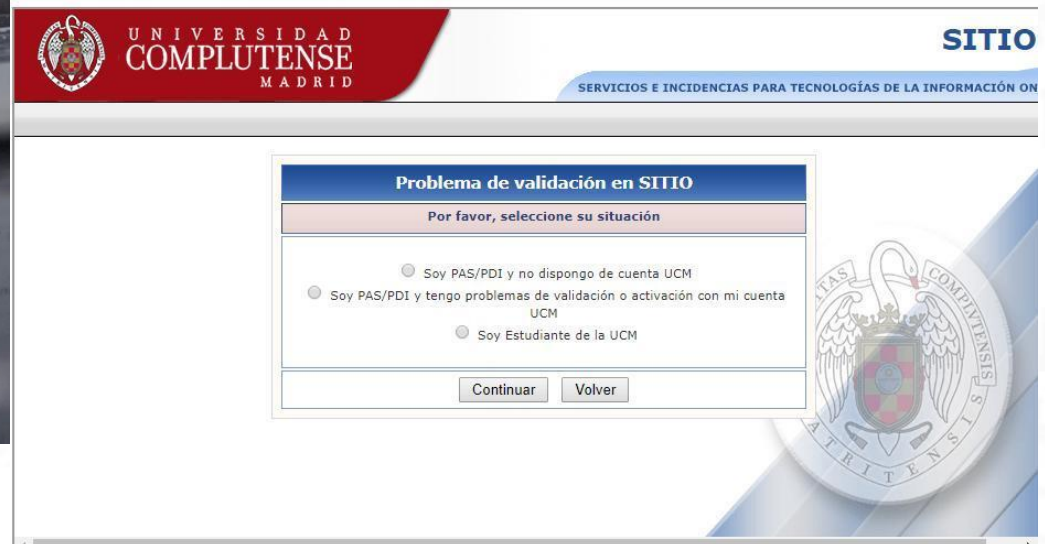
### Moncloa Campus:

Multusos Building. Ground Floor. Class 1006

### Somosaguas Campus:

Psychology Faculty  
Central Pavilion. Ground Floor.

Si el Estudiante posee el correo UCM podrá crear incidencia rellenando el formulario del siguiente recuadro:



UNIVERSIDAD  
COMPLUTENSE  
MADRID

SITIO

SERVICIOS E INCIDENCIAS PARA TECNOLOGÍAS DE LA INFORMACIÓN ON

**Problema de validación en SITIO**

Por favor, seleccione su situación

Soy PAS/PDI y no dispongo de cuenta UCM  
 Soy PAS/PDI y tengo problemas de validación o activación con mi cuenta UCM  
 Soy Estudiante de la UCM

Continuar Volver



## CALENARIO ACADÉMICO DEL CURSO 2025– 2026<sup>1</sup>

Septiembre						
L	M	X	J	V	S	D
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Enero						
L	M	X	J	V	S	D
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	=	24	25
26	27	28	29	30	31	

Mayo						
L	M	X	J	V	S	D
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	=	30	31

Octubre						
L	M	X	J	V	S	D
		1	2	=	4	5
6	7	8	9	10	11	12
13	14	15	16	=	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Febrero						
L	M	X	J	V	S	D
						1
=	3	4	5	6	7	8
=	10	11	12	13	14	15
16	17	18	19	20	21	22
23	=	25	26	27	28	

Junio						
L	M	X	J	V	S	D
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Noviembre						
L	M	X	J	V	S	D
					1	2
3	4	5	6	7	8	9
10	11	12	13	=	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Marzo						
L	M	X	J	V	S	D
						1
2	3	4	5	=	7	8
9	10	11	12	=	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Julio						
L	M	X	J	V	S	D
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Diciembre						
L	M	X	J	V	S	D
1	2	3	4	=	6	7
8	=	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Abril						
L	M	X	J	V	S	D
		1	2	3	4	5
6	=	8	9	10	11	12
13	14	15	16	17	18	19
=	21	22	23	24	25	26
27	28	29	=			

Agosto						
L	M	X	J	V	S	D
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- Festivos nacionales y de la Comunidad de Madrid
- Festivos locales
- Apertura de curso
- Días no lectivos
- Festividad de Sto. Tomás de Aquino
- Festividades académicas de Centros

<sup>1</sup>Aprobado por la Comisión Permanente del Consejo de Gobierno en su sesión de 25 de marzo de 2025 [BOUC nº 12, de 10 de abril de 2025](#)

En el ánimo de que la comunidad universitaria disponga de la mayor información posible, en este documento se han integrado los periodos no lectivos que han sido establecidos en el calendario de organización docente oficial del curso académico 2025-2026, aprobado por acuerdo del Consejo de Gobierno en su sesión de 28 de enero de 2025 [BOUC nº 4, de 5 de febrero de 2025](#)

No se integra la información relativa al calendario laboral, que se aprueba cada año natural en Mesa Sindical por acuerdo entre la Gerencia y los representantes sindicales.

A mayo 2025. Una vez aprobados se actualizarán: la fecha de apertura de curso UCM y los festivos nacionales, autonómicos y locales de 2026

- [General academic planning](#): public festivities, bank holidays, school days...
- Each Faculty has its own beginning days, which you can consult depending on your titulation through this link: <https://www.ucm.es/informacion/facultades-1>





## ABONO TRANSPORTE

TÍTULOS A 30 DÍAS	DESDE EL 1 DE JULIO 2025
TARJETA INFANTIL (HASTA 14 AÑOS)	GRATUITO
MÁS DE 65 AÑOS	GRATUITO
JOVEN	10,00€
NORMAL ZONA A	32,70€
NORMAL ZONA B1	38,20€
NORMAL ZONA B2	43,20€
NORMAL ZONA B3	49,20€
NORMAL C1-C2	49,20€
NORMAL B1-B2, B3-C1/C2 B2-B3/C1/C2 Y C1-C2	28,70€



## YOUTH TRAVEL CARD

- New user card: 4 € (FIRST STEP)
- Fare: 10 € (1 MONTH Travel Pass: all zones: from A to E2)
- Age limit: until you turn 26.
- [See APP Tarjeta Transporte/ Imbric \(Bus\)](#)



Request your **Card**, or **set an appointment** for a personalized attention in:  
[tarjetatransportepublico.crtm.es](http://tarjetatransportepublico.crtm.es)

For any question or **issue**, you can contact us by the following ways:

- Phone 012
- Email [tarjetatransportepublico@madrid.org](mailto:tarjetatransportepublico@madrid.org)
- Management offices of the Public Transport Card

All tickets in the public transport system (with **exceptions**) can be loaded in the two modalities of contactless cards: the Public Transport Personal Card and the Multi Card.

The Public Transport Personal Card may contain a Travel Pass and two non-personal tickets, or three non-personal tickets.

## Frequently Asked Questions



[conveniosin@rect.ucm.es](mailto:conveniosin@rect.ucm.es)





## END OF STAY

### TRANSCRIPT OF RECORDS

- Don't forget to request your transcript of records at the end of your stay.
- If you want it to be sent to your home university, your authorization will be necessary.

