



HOSPITALITY



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A collage of fashion items including denim, a brown leather bag, a white shirt with a botanical print, and a yellow perfume bottle, with the text "BEFORE COMING" overlaid.

**BEFORE
COMING**

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NON-EUROPEAN STUDENTS

All students coming from a country that does not belong to the member states of the European Union need a student visa to enter Spain.

How and where can I get my student visa? At the Spanish embassy or consulate in your country of origin.

You can find yours [here](#).

IMPORTANT: Remember you are not able to apply for a student visa once you are in Spain with a tourist visa. You will have to go back to your origin country and obtain the student visa from there.



WHAT DOCUMENTS DO YOU NEED TO REQUEST YOUR VISA?

MAY VARY FROM ONE COUNTRY TO ANOTHER

- Application Form.
- 3 Recent passport size colored photograph.
- Original and copy of valid passport.
- Letter of Admission to the University. You can request it by email at admisiones@gasma-ceu.es.
- Medical Insurance arranged with an insurance agency authorized to operate in Spain.
- Documents that justify the availability of financial means of subsistence, in addition to those necessary for the payment of school fees.
- Flight ticket reservation (original and photocopy) to know the date scheduled for the trip.
- Medical Certificate confirming that the applicant does not suffer from any diseases that may have serious public health repercussions.
- Criminal Record Certificate issued by the authorities of the country or countries in which you have resided in the last five years.

REMEMBER:

(Some documents may vary depending on each country.)

If you are a minor and traveling alone or accompanied only by one of your parents, you must present a travel authorization signed by the person who exercises guardianship over you.

Likewise, you must have a legal guardian in Spain who assumes responsibility for you during your entire stay.

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EUROPEAN STUDENTS

Students who are citizens of the European Union, the European Economic Area, or Switzerland do not need to complete administrative procedures before their arrival in Spain.

Before coming, please send us a copy of your European Health Insurance Card (EHIC), valid at least until the end of the academic course, to:

admisiones@gasma-ceu.es

If you do not have an EHIC, you must take out private medical insurance with no co-payments, providing full coverage in Spain for the duration of your stay.

Upon your arrival, we will process your registration in the Central Registry of Foreigners (RCE), a mandatory procedure for stays longer than 3 months.

After this process, you will obtain your registration certificate and your Foreigner Identification Number (NIE).

[Check the list of country members here.](#)





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HEALTH INSURANCE

EUROPEAN HEALTH INSURANCE CARD(EHIC)

The European Health Insurance card grants the right to receive the needed medical treatment during any intermittent stay in another state of the European Union as in the European Economic Area countries and Switzerland.

PRIVATE HEALTH INSURANCE

In case of not having your EHIC you will have to sign a private health insurance with coverage in Spain with detailed information on clauses and the period of coverage.

Your health insurance must cover you in Spain throughout all your stay at our university.

Your health insurance must be in Spanish.



PROPOSED INSURANCE BY THE UNIVERSITY



DKV offers private health insurance designed for international students coming to Spain who need valid insurance for a visa and NIE. This policy meets all immigration requirements and guarantees immediate access to healthcare services without co-payments or waiting periods.

Main coverages:

- Comprehensive medical coverage: general medicine, specialists, and advanced diagnostic tests.
- 24-hour emergency services and hospitalization with a private room.
- Surgical procedures with no waiting periods.
- No co-payments: all consultations and services included.
- Travel assistance and repatriation during the stay in Spain.
- Telemedicine and video consultation services included.

Estimated price:

Approximately €550 to €650 per year, depending on age and type of plan.



Adeslas offers private health insurance specifically designed for international students coming to Spain who need valid insurance for a visa and NIE. This policy meets all immigration requirements and guarantees full coverage from day one.

Main coverages:

- Comprehensive medical coverage: general medicine, specialists, and diagnostic tests.
- 24-hour emergency services and hospitalization with a private room.
- Surgical procedures with no limits and no waiting periods.
- No co-payments: all consultations and services included at no additional cost.
- Travel assistance and repatriation during the stay in Spain.
- Basic dental coverage included in some plans.

Estimated price:

Approximately €620 per year, depending on age and the plan selected.

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FINDING ACCOMMODATION

It is important you look for an accommodation that suits your necessities. The best time to start looking for accommodation is in the month of may, so you can focus on other things of your arrival.

Our university has partners that will advise you during the research. Don't wait to contact them.

**THE BEST TIME TO START LOOKING FOR
ACCOMMODATION IS IN THE MONTH OF MAY**



MARINA SUITES

Adress: Paseo Bonavista, 32
12100 Grao de Castellón

Marina Suites apartments are located in the Grao de Castellón. Castellón de la Plana is 4.2 km away. The accommodation is air conditioned in the main room and has a common sitting area. The area is popular for golf lovers, sailing and for its sandy beach.

Guests can enjoy multiple activities in the surrounding area, including diving, cycling and fishing. Benicasim is 6 Km away from Apartamentos Marina Suites. Valencia Airport is 68 km away.

SHARED APARTMENT 2 ROOMS – 375 € PER PERSON PER MONTH WITH EXPENSES INCLUDED

APARTMENT SINGLE 1 ROOM - 600 € WITH EXPENSES INCLUDED



INDIVIDUAL ROOM
DOUBLE ROOM
PRIVATE BATHROOM
SHARED BATHROOM
HALF BOARD
FULL BOARD
UTILITIES (WATER AND ELECTRICITY)
WIFI
SECURITY
CLEANING





UJI RESIDENCE

Adress: Av/ de Vicent Sos Banyat s/n,
12071 Castellón

Enjoy your new home in a coast city with an exceptional weather. It is located within the Campus of the Universidad Jaume I, which will save you to wake up early and getting to class in just 5-7 minutes.

The residence is perfectly communicated with the city center. You can walk or use public transport, there are buses and trams close by.

You will have a bright single room with an independent bathroom and your own kitchen, however, if you prefer that someone cooks for you, you will have the option of homemade food, prepared every day in the Dining Room/Cafeteria.

You can also enjoy its spacious green areas in your free time, play table football with your friends, follow football matches in the television room or watch your favorite series in original version.



INDIVIDUAL ROOM	☒
DOUBLE ROOM	☐
PRIVATE BATHROOM	☒
SHARED BATHROOM	☐
HALF BOARD	☒
FULL BOARD	☒
UTILITIES (WATER AND ELECTRICITY)	☐
WIFI	☒
SECURITY	☒
CLEANING	☒
LAUNDRY	☒
OTTHERS	☒
(GYM, STUDY ROOM, PARKING)	☒

ESTIMATED PRICE: FROM 515€

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CAMPLUS RESIDENCE

Camplus Castellón La Fábrica is a mixed student residence with a very attractive and comfortable design.

Previously, the building housed the headquarters of the company Marie Claire, which is why it is affectionately called “La Fábrica” (The Factory). It enjoys a prime location in the center of Castellón, within a short distance of Jaume I University, CEU, and Gasma. In the surrounding area, you will have access to all city services, including the train and bus station, as well as the TRAM Castellón line.

At Camplus Castellón, you will find spacious common areas where you can cook/eat with your peers or work out in the gym. There is also a study room, a games area, laundry facilities, and parking for bicycles and scooters. Of course, we also offer outdoor spaces in our large sun terrace patio. Whether you come to Castellón for studies or leisure during a few days in the summer, for us it is a priority to provide you with a warm and personal service so that you quickly feel that Camplus Castellón is your home.



INDIVIDUAL ROOM	☒
SHARED ROOM	☒
PRIVATE BATHROOM	☒
SHARED BATHROOM	☐
HALF BOARD	☐
FULL BOARD	☐
UTILITIES (WATER AND ELECTRICITY)	☐
WIFI	☒
SECURITY	☒
CLEANING	☒
LAUNDRY	☐
OTHERS (PRIVATE BUS: AUSIAS MARCH-CEU/CEU-AUSIAS MARCH. PACK LUNCH- WE BRING YOUR LUNCH TO UNI	☒

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PREPARE THE ACADEMIC DOCUMENTATION

01 **If you have studied high school or its equivalent in European Schools, International Baccalaureate, in countries members of the European Union or in countries with reciprocity agreement**

Before arriving you must have ready your academic documentation. Upload the requested documents to the ISS Application. These documents vary depending where you have previously studied.

The Homologation Agency that collaborates with the university will review your documents and will give you a positive report or will indicate you what is you are missing to complete your documentation.

Education systems that can access this way are: Germany, Andorra, Austria, International Baccalaureate, Belgium, Bulgaria, Czech Republic, China, Cyprus, Croatia, Denmark, European Schools, Slovakia, Slovenia, Estonia, Finland, France, Greece, Hungary, Ireland, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxemburg, Malt, Norway, Netherlands, Poland, Portugal, United Kingdom, Romania, Sweden and Switzerland.

Documents will only be accepted in the following languages: Spanish, English, French, Italian and Portuguese. Documents in any other language will have to be translated by an official translator recognized by the Spanish government.

[Click here to see the list of the official translators recognized by the Foreign Office](#)

According to Royal Decree 412/2014, students of educational systems of the European Union member States and other countries with an agreement can access the Spanish University without having to apply for Homologation, providing that they meet the academic requirements of their education systems of origin to access their universities.



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WHICH DOCUMENTS DO I HAVE TO PROVIDE?

Academic transcripts of last two years of high school and the diploma if you have one.

Find in the following list the Documentation that you must provide according to the country where you have studied.

International Baccalaureate Diploma of International Baccalaureate (BI).

Andorra	<i>Título de Bachiller del sistema Educativo Andorrano.</i>
Austria	<i>Reifeprüfungszeugnis.</i>
Belgium	<i>Certificat d'enseignement secondaire supérieur, Diploma van Secundair Onderwijs o Abschlusszeugnis der Oberstufe des Sekundarunterrichts.</i>
Bulgaria	<i>Diploma za Sredno Obrazovanie Access test to a specific university.</i>
China	<i>Pu Tong Gao Zhong Bi Ye Zheng Shu and Gao Kao.</i>
Cyprus	<i>Diplome Apolytirio y certificate of having passed the Access to university.</i>
Czech Republic	<i>Diploma «Vysvedčení o Maturitní zkoušce», obtained after passing the Maturita.</i>
Denmark	<i>Certificate of studentereksamen o Certificate of Højere forberedelsaseksamen .</i>
European Schools	<i>Diploma of European Baccalaureate.</i>
Estonia	<i>Diploma de examen estatal o de examen de acceso (Riigieksamitunnistus) y certificado de educación Secundaria (Gümnaasiumi Lõputunnistus).</i>
Finland	<i>Diplome Lukio y certificado de haber pasado el examen Ylioppilastutkinto.</i>
France	<i>Diplôme de Baccalauréat y Relevé de Notes du Baccalauréat.</i>
Germany	<i>Diploma Allgemeine Hochschulreife.</i>
Greece	<i>Diplome Apolytirio Kykiou and Veveosi.</i>
Hungary	<i>Certificate Érettségibizonyítvány, que demuestre que se ha completado la enseñanza secundaria y aprobado el examen Érettségi vizsga.</i>
Iceland	<i>Stúdentspróf.</i>
Ireland	<i>Established Leaving Certificate, which must include at least six subjects.</i>

Italy	<i>Diploma di Esame di Stato o de Maturità y Certificado académico del Diploma di Esame di Stato.</i>
Letonia	<i>Atestas par Visparejo Videjo Videjo Izglitibu (Certificate of General Secondary Education) or Diploms par profesionalo videjo izglitibu (Diploma of Secondary Vocational Education).</i>
Liechtenstein	<i>Matura.</i>
Lithuania	<i>Diplome Brandos Atestatas and the certificate attesting the successful exam entrance in a Lithuanian university.</i>
Luxemburg	<i>Diploma of completion of secondary education, Diploma of technical secondary technical school</i>
Malta	<i>Proof of having passed the examination Matriculate. Certificate Examination and at least a C level in three subjects studied in secondary school: English, mathematics and Maltese.</i>
Norway	<i>Vitnemal Fra Videregaende Skole.</i>
Netherlands	<i>Diploma Voorbereidend Wetenschappelijk Onderwijs (vWO) obtained after passing the final exam examination Centraal.</i>
Poland	<i>Diploma Swiadectwo Dojrzalosci that proves that you have passed the Exam Nowa Matura.</i>
Portugal	<i>Accreditation of having passed Ensino Secundario and the tests for National access (Ficha ENES) and certificate from Direcção Geral do Ensino Superior stating the final grade to access de university in a certain course or specific area, indicating the effective date of the entry requirements accredited.</i>
Romania	<i>Diploma de Bacalaureat.</i>
Slovakia	<i>Diploma «Vysvedcenie o Maturitnej Skúške/Maturita».</i>
Slovenia	<i>Diploma de Maturita (Maturitetno spricevalo).</i>
Sweden	Gymnasieexamen.
Switzerland	Maturitätszeugnis / Certificat de Maturité / Attestato di Maturità.
United Kingdom	<i>Accreditation of at least five subjects the Certificate of Secondary Education (GCSE) rated A, B or C, and two advanced level subjects (AL) of the General Certificate of Education (GCE) rated A *, A, B, C, D or E and a minimum of 140 UCAS Tariff points (or equivalent subjects and levels of Scottish Certificate of Education, Advanced Higher). No subsidiary or provisional grades from the Schools will be accepted: only those from Official Examination Boards.</i>

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02

Students with foreign A levels / Secondary School completed in countries outside the European Union or with which there is no reciprocal agreement

WHICH DOCUMENTS DO I HAVE TO PROVIDE?

- Certified photocopy of the passport by the Embassy or Consulate of Spain in your country of residence or by a public notary in Spain.
- Grades of the last three Secondary School years*.
- Secondary School Diploma and grades associated with the diploma*.

Documents marked with * must be properly legalized, and then translated if they are not in Spanish.

[Click here to look up the list of sworn translators recognized by the Foreign office.](#)

HOW TO LEGALIZE THE DOCUMENTS?

01 APOSTILLE (RECOMMENDED OPTION)

For those countries that have signed the Hague Convention, it is not necessary to carry out legalization through diplomatic routes. It is sufficient that the authorities of the country extend the convenient Apostille.

CAREFUL! The name of the person that initiates the process of the Apostille is the one that will finally appear on the document; therefore, it is advisable that you carry out the process yourself, and not through agencies or your parents.

02 DIPLOMATIC CHANNELS

Present the documents to these three organisms:

- The Ministry of Education or institution responsible for the document in the country of origin.
- The Ministry of Foreign Affairs of the country where these documents were issued.
- In the diplomatic or consular representation of Spain in your country.

REMEMBER:

- 1. Legalize the documents.**
- 2. Present the legalized documents to a sworn translator recognized by the Spanish Government to translate them if they are not in Spanish already.**



03

Students with foreign university studies not completed: Partial validation of foreign studies (TRANSFER)

The partial validation of foreign studies is applied to students who have completed a degree, with subjects similar to those of the degree for which they are applying, at a University outside of Spain. It is necessary to be able to validate a minimum of 30 ECTS to be able to access this way.

WHICH DOCUMENTS DO I HAVE TO PROVIDE?

- **Transcript of Records:**
We need the original Transcript of Records (European documents) signed and stamped by the university, or it needs to be legalized (non-European documents), whether it is by the diplomatic procedure or the Apostille Convention. Regarding translations, your documents must be translated AFTER legalizing your documents. Any document that has not been issued in English or Spanish must be translated into Spanish by a sworn translator.
- **Study Program (list of subjects):**
These documents do NOT need to be legalized.

There are two options regarding the Study program:

Option 1: We will need a copy with the University stamp where you studied. The stamp must be original. No scanned or printed copies of the stamp. The stamp has to be in every page.

Option 2: We can use an original document from your University, along with the study program, stating relevant information of the documentation provided, i.e: number of pages or similar. In case the documentation is bound, the stamp may appear only on the first page.

For both options, every document that has not been issued in English or Spanish must be translated into Spanish by a sworn translator.
- **Syllabus (subject's information):**
You do not necessarily need to provide the syllabus, although it always helps. These documents do NOT need to be legalized. Every document that has not been issued in English or Spanish must be translated to Spanish by a sworn translator.

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04

If you have completed your studies in Spanish educational systems

A. IF YOU HAVE DONE THE SPANISH UNIVERSITY ENTRANCE EXAMINATION (SUEE) AND HAVEN'T REGISTERED IN ANY SPANISH UNIVERSITY

Documents:

- ID or passport photocopy
- Obtained grades in the SUEE
- Original document requesting the transfer of records of SUEE: This procedure has to be done at the center where you took the SUEE. They will request your admission.





B. IF YOU HAVE BEEN ENROLLED IN A SPANISH UNIVERSITY AND YOU HAVE NOT FINISHED YOUR DEGREE (TRANSFER)

Documentation:

- Photocopy of passport or identity card.
- Original proof of having applied for a Transfer of Records at the university of origin. This procedure needs be done at the Secretary of the Faculty where you were enrolled. Before going, you have to download the Admission Certificate from our University, which you have available in the MiDNI App.
- Personal Academic Certificate with the marks of the passed subjects, stamped and signed by the University of origin.
- Curriculum of the subjects you wish to validate, signed and stamped by the University of origin.

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AT YOUR
ARRIVAL



PICK-UP SERVICE

We know that the first time you set foot in a city, it can be difficult to find your way, so we offer you a pick-up service.

HOW DO I REQUEST THE PICK-UP SERVICE?

You must send an email to admisiones@gasma-ceu.es with the details of your arrival and the plane or train ticket to send you a taxi to pick you up at the Castellón or Valencia station / airport that will accompany you to the hotel.



HOTEL SERVICE

We offer you a free hotel night with breakfast included for maximum 3 people at the Doña Lola hotel in Castellón.

HOW CAN I REQUEST THE HOTEL SERVICE?

It is mandatory to make the hotel reservation at least 5 working days before the arrival date. Therefore it is important that you indicate your arrival date by sending an email to admisiones@gasma-ceu.es well in advance. Otherwise there will be no margin to make the hotel reservation. In a maximum of 72 hours after making the request, you will receive a confirmation email from the hotel.

Please note that, in order to guarantee your reservation, the hotel can request the information of your credit card or if you stay more nights, ask to them pay in advance.

Conditions for using the hotel service: You can use the hotel service only once, between the payment of the seat reservation and the closing of the Hospitality services.

Cancellation: You must request a cancellation at least 48 hours in advance. If you do not, you will lose the right to use this service again.



HOTEL
DOÑA LOLA
CASTELLÓN



WELCOME DAY WEEK

During the welcome week specific activities have been prepared for new international students and activities organized for all students of our University.

The information of the Welcome Week will be published on the university web.

Carefully read the program to know the time of arrival at the University for the International Welcome Day.

A full day focused on students just like you. Specific and essential procedures will be explained to international students during the day, which are essential to successfully complete your registration. You will also have the chance to visit our facilities and your faculty if you haven't done it yet. Get ready to make new friends!

During the Welcome Days of your faculty you will receive very important information that will facilitate your experience during the first weeks on campus. This is your home from day one!!

Since we want you to feel at home from the beginning, you will have an EXCLUSIVE WELCOME PACK at your disposal. You will receive the Welcome Week program, extra information about the services of the University, tourist information about Valencia and its surroundings, and many more useful tools you will need.

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TEACHING MATERIALS



THE PRICE INCLUDES ALL RAW MATERIAL USED IN CLASS

SET OF KNIVES AND OTHER UTENSILS

The materials will become the property of the students.

In order to provide the student with the professional knife kit used in the practical activities of the Degree, it is necessary to make a security deposit of €350.

This amount is not an academic fee or an additional cost of the program. It is a refundable deposit, associated solely with the use of the materials while the student is enrolled in the Bachelor's Degree.

At the end of the studies and once graduation has been completed, the University will fully refund the €350 by bank transfer. For this purpose, the student must provide a bank account number through the Campus administrative channels.

MANDATORY UNIFORM

- ***2 Jackets.***
- ***2 pairs of pants***
- ***2 kitchen hats***
- ***2 aprons***
- ***1 pair of safety shoes***





BUS/TRAM CARD

Upon arrival in Castellón, we will give you a card (voucher) for your first trips with the public transport service (bus or tram).

The most useful bus lines to get to and from the campuses are L4, L16, and L1, depending on where you live.

L4 – The most direct

Start: Grupo Clara (Clara Campoamor Street)

End: Quadra Moreras – in front of CEU

It connects Grao, Av. del Mar, city center, La Salera, and Estepark.

GASMA: 1 minute walking from La Salera / Estepark.
Ideal if you live in: Grao, Av. del Mar, María Agustina, Borull, city center, Hospital Provincial area, La Salera, or Estepark.

L16 – Very close to GASMA

Start: Av. Alcora – Tombatossals

End: La Salera / Estepark

GASMA: 1 minute walking from La Salera / Estepark.

CEU: about 25 minutes walking (from La Salera).

Useful if you live in the western or southern areas of Castellón.

L1 – Crosses the city

Start: Av. del Mar – General Hospital

End: Av. Castell Vell – La Salera

It connects northern and southern neighborhoods with the city center.

GASMA: 1 minute walking from La Salera.

CEU: 25 minutes walking from La Salera.

Useful if you live far from the L4 or L16 routes.



TUCS TIMETABLE:

From Monday to Saturday
From 7:00 a.m. to 11:00 p.m.
Departure from El Grao at 6:45 am

Sundays and holidays:
From 7:30 a.m. to 9:30 p.m.
(every 30 minutes)



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SIM CARD

Do you want to stay connected from day one? Here are two simple options so you can call, chat, and browse without any hassle.



NPrepago Plus 60GB

- 10 GB extra with each renewal
- Unlimited national and EU calls
- 200 minutes for international calls
- Roaming: 15.03 GB for data usage in the EU, the United Kingdom, Norway, Iceland, Liechtenstein, Moldova, and Ukraine

Check the roaming rates for any country.
Out-of-bundle usage: €0.13/MB (VAT included)

PRICE: 10 €/28 DAYS

More information [here](#).



MÓVIL 20GB

Unlimited national calls
International calls: 100 minutes
Roaming and international calls: Call Spain and use your data in all European Union countries, Gibraltar, Iceland, Liechtenstein, Moldova, Norway, and Ukraine as if you were in Spain.

A fair use policy applies to roaming (RLAH):
7.5 GB with the €5 plan, 10.5 GB with the €7 plan, 15 GB with the €10 plan, 22.5 GB with the €15 plan, and 30.1 GB with the €20 plan.

PRICE: 7€/30 DAYS

More information [here](#).



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A woman with long, wavy red hair and a black lace top is smiling and holding a black tablet. She is interacting with a customer whose hand is visible at the bottom right, holding a smartphone. The background shows a retail store with shelves of products. A white rectangular box is overlaid on the lower left of the image, containing the text "BANK ACCOUNT".

BANK ACCOUNT



BANK ACCOUNT

KEEP IN MIND THAT:

During your stay in Spain, it may be useful to open a bank account to manage payments such as tuition, rent, transport, services, or everyday purchases.

Most banks allow international students to open an account, even if you do not yet have an NIE. You will need to provide the following documentation:

- Passport or identity document used in your study application
- If you are under 18, you must go accompanied by one of your parents or legal guardians, who must also provide their documentation
- Some banks may request additional documents depending on Spanish banking regulations and the student's country of origin

What you can expect when opening an account:

A debit card for payments and ATM withdrawals
Access to online banking and mobile apps to manage your transactions
The ability to receive national and international transfers

Some banks may also offer credit cards or other additional services based on their own assessment.

- Each bank sets its own fees and conditions, which may vary depending on the type of account and the customer profile.
- Some institutions may apply an annual fee to foreign customers who do not yet have a registered NIE.
- Certain transactions, such as international transfers or account overdrafts, may involve additional costs.
- Maintaining a minimum balance can help avoid overdraft charges or unexpected fees.
- According to Bank of Spain regulations, some institutions may request additional documentation from customers from certain countries.
- Banks may offer additional services such as home, car, motorbike, or life insurance, always on an optional basis.

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NON-EUROPEAN STUDENTS

Once at University you will have to bring your passport to the International Student Services office no more than a week after your arrival. Our team will initiate the procedures to request your TIE (Foreigner identification card) and will pay the fee on your name.

Once your request has been approved, we will accompany you to the Police Office to receive your TIE.

The Police office will immediately issue an official proof of the card. The card for Authorization to Stay due to Studies will arrive in one or two months. You will have to renew this card every two years and we will always help you with the procedures if you need us to.

REMEMBER THAT:

There is a limit of 30 natural days to request the Authorization to Stay due to Studies card that starts counting the day you enter in the European Union. This is why it is essential for you to keep your flight tickets (boarding card) or to obtain the stamp at customs entry.

For the extensions and renovations, you will have to have a private insurance. It will have to fully cover you in Spain with no shortages or co-payments. It might happen the insurance you turned in for your Visa request is not valid for renovations.





RESIDENCE PERMIT PROCEDURES

EUROPEAN STUDENTS

All student of a Member State of the European Union or another State that is part of the Agreement on the European Economic Area and Switzerland, that is going to live for more than three months in Spain, is obliged to register at the Central Registry of Foreigners where they will obtain a registration certificate and a Foreigner's Identity Number (NIE).

The registration certificate doesn't have to be renewed.

WHAT DOCUMENTS WILL YOU HAVE TO PROVIDE?

- Registration Form (EX18).
- Valid passport or identity card of your country: original plus photocopy.
- University registration letter.
- European Health Insurance Card EHIC or private insurance.
- Certificate of residency registration.
- Proof of sufficient financial means: estimated at around €600 per month. It can be provided through bank statements or a sworn declaration.
- Proof of payment of fee 790, code 012.
- Recent passport-size photographs.

REGISTRATION OF RESIDENCY

Registration in the municipal register (empadronamiento) is the process of registering with the town hall of the municipality where you live.

The office will assist you with the procedures and/or paperwork to register in the municipality where most of our students live.

WHAT DOCUMENTS DO YOU NEED?

Original and copy of your passport or identity document (the same one used in your contract)

Original and copy of the rental agreement written in Spanish

REMEMBER THAT:

The contract must be signed by both the tenant and the landlord

It must be valid for a minimum of six months during the academic year and be in force at the time of registration

It is advisable that the contract is in the student's name. If it is under your parents' name, they must authorize you in writing to register at the property and provide a copy of their passport or identity card



FORMALIZE YOUR ENROLLMENT



Once you upload all the required documents in the section **BEFORE ARRIVING > Prepare your academic documentation**, gather the necessary documents for the registration and after receiving the positive report from the Homologation Agency, you will have to get certified copies of the original documents you uploaded to the application if you haven't done them yet. Certified copies are only valid if done by a notary in Spain or from the European Union. Also by an embassy or Spanish consulate.

The Admissions department can indicate the nearest notary to campus and will inform you of the approximate cost of the service.

Once you have the certified copies you will have to request an appointment to turn in the documents and formalize your registration with the General Secretariat, as well as a signed copy of the Universities regulation.

You can download it [here](#)

IF YOU ARE...

IN THE SPANISH EDUCATION SYSTEM

You will have to bring all the documents you find in this section **BEFORE ARRIVING > Preparing your academic documentation**.

A TRANSFER STUDENT

You will give your counselor all the requested documents in the section of this manual and he/she will give you a copy of the Universities regulation to sign.

The faculty will prepare and sign the necessary documents for your partial validation of credits and will turn it in to the General Secretariat.

As this process involves many people, you will need to pay attention to your inbox in order to make up for any mistakes or add any information that could speed up the process during this time.

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PAYMENT OF ACADEMIC FEES

There are three options available to carry out the payment of academic fees.

Remember: If you have any doubt related with the payment of academic fees, monthly payments, get in touch the Administration Services sending an email to secretaria.academica@gasma-ceu.es

01 DIRECT DEBIT (RECOMMENDED OPTION)

The University will charge your account every month the amount of your academic fees, you just have to fill in the SEPA form that you will access from your Intranet, or communicate your bank details to the Administration Service: secretaria.academica@gasma-ceu.es

02 CREDIT CARD

Pay with your card at the administration office, using the form provided upon your arrival.

03 BANK TRANSFER

Bank: Banco Sabadell

Account beneficiary: Fundación CEU
Cardenal Herrera

Account number (IBAN): ES69 0081 0290
8500 0152 4958
SWIFT Code: BSABESBBXXX

Send proof of transfer to the University, the student code and the academic year to:

UNIVERSIDAD CEU CARDENAL HERRERA
Fax.: 96 / 139 52 72
e-mail: secretaria.academica@gasma-ceu.es



LIVING IN CASTELLÓN



LIVING IN A FLAT

More privacy.

More economic.

Posibility of choosing area.

More independent.

From 300-350€ / Month room in a shared flat
(+expenses)



LIVING IN A STUDENT HALL

Tenant support, maintenance and welcoming team.

Flexible duration of contract.

Meals included (half board or full board) with the possibility of taking lunch to University.

Services: Study room, library, cafeteria and sports facilities.

Possibility of visiting before booking.

450€-850€/month depending on included services.



REASONS TO CHOOSE CASTELLÓN

Between the sea and the mountains, Castellón offers a calm, safe lifestyle full of Mediterranean light.

- Everything is close here: university, services, leisure, and nature.
- Enjoy its historic center, its parks, and its welcoming atmosphere.
- With more than 300 days of sunshine a year, living here is easy and pleasant. Well connected to Valencia and Barcelona, Castellón is the perfect balance between quality of life and academic opportunities.
- A friendly city that welcomes you with sunshine, culture, and local flavor.

Recommended websites:

<https://www.turismodecastellon.com/es/que-hacer/turismoactivo>

<https://www.viajeroscallejeros.com/que-ver-en-castellon-de-la-plana/>

<https://www.castellon.travel/>

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SPANISH TIMETABLES

Breakfast:
07:30-10:30

Lunch:
13:00-15:00 (In Spain we usually have lunch later
than other countries)

Dinner:
20:30-22:30





ELECTRICITY

Standard voltage in Spain is 220-240VAC, 50 Hz. We use the European standard power supply with 2 plugs.

If you come from another continent or United Kingdom, you will need a power adaptor, available in hardware stores and big supermarkets.





TRANSPORT

The Castellón TRAM is the most convenient, fast, and sustainable way to get around the city. It connects the campus, the city center, and the Grao with frequent service and very affordable fares, making it ideal for your daily routine at GASMA. Hop on and enjoy Castellón without complications.

You can find more details about routes and schedules [here](#).

Prices: 10 trips €6.80. Monthly pass €30.00 (unlimited).

More information [here](#).



BUS

Prices:

Monthly pass €30 (€12.75 with the Carnet Jove),
valid for bus and tram (unlimited).

10-trip pass: €8.20 (€3.40 with the Carnet Jove).

More information [here](#).



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TAXI

Price:

Daytime minimum: € 4; night minimum: € 6.

Booking a taxi:

SUTAXI: 964 101 101

TAXI CASTELLON AC: 964 10 24 24

TAXI WCOTAXI: 964 20 20 12





The Bicicas bicycle loan service allows any user registered in the Bicicas user panel to have a bicycle to make their urban trips within the established period of use (maximum 2 hours).

Rates:

Annual: 24€ + IVA

Quarterly: 20€ +

IVA Monthly: 10€ +

IVA Weekly: 6€ +

IVA Daily: 2€ + IVA

The service remains active 24 hours a day, 7 days a week except for those days indicated with special hours.

www.bicicas.es

TRAIN

Main stations:

CASTELLÓN STATION

(Connections AVE Madrid-Castellón,
Euromed Castellón-Barcelona y
surroundings)

Selling of tickets:

902240202

www.renfe.es



AIRPORTS

Main airports:

Castellon

Manises (Valencia):

With train connection to Valencia: El
Altet (Alicante), Barcelona y Madrid.



ENTERTAINMENT AND GASTRONOMY



You can try the typical dishes of the region in most of downtown restaurants.

Living in CASTELLÓN it is essential to try: Paella, the tapas (croquetas, patatas bravas, jamón), fish and shellfish, oranges or “Horchata”, our most traditional drink.

BE AWARE OF:

- Our main meal is lunch. You will see many restaurants with the option “Menú del día”, which is always a more complete option and more economic than the other options in the menu.
- It is not usual to tip in CASTELLÓN as in other cities. They are usually included in the price, but in case you want to tip it is common to give a 5% or 10% of the total price.
- In general, the average cost per month for leisure in a city like CASTELLÓN is around 100€.

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MORE THAN CLASSES

You will spend much of your time here... Nothing is better than a modern campus, full with spaces thought for people like you.

Enjoy! Feel at home.



