

Febrero 2017

### LLM - degree seeking students

Name of University	Universidad Pontificia Comillas
Program Website	<a href="http://www.icade.upcomillas.es/en/postgrado/juridica/master-universitario-en-derecho-internacional-y-europeo-de-los-negocios-master-in-international-and-european-business-law-en">http://www.icade.upcomillas.es/en/postgrado/juridica/master-universitario-en-derecho-internacional-y-europeo-de-los-negocios-master-in-international-and-european-business-law-en</a> Study plan (Go to: "Plan de estudios")  <a href="#">Study plan by semesters</a>
Director of the Program	Adam Dubin Alberto Aguilera, 23 - 28015 Madrid Tel. +34 91 542 28 00 Ext. 2852 <a href="mailto:adubin@icade.comillas.edu">adubin@icade.comillas.edu</a>
Coordinator	Mónica González Rodríguez International Relations Coordinator - Faculty of Law Master in International and European Business Law Coordinator Alberto Aguilera, 23 - 28015 Madrid Tel. +34 91 542 28 00 Ext. 2220 <a href="mailto:mgrodriguez@comillas.edu">mgrodriguez@comillas.edu</a>
Language Requirements	English. Sufficient knowledge of English, in particular as applied to legal studies. C1 or TOEFL IBT 92. Accreditation can be verified by the submission of documentation justifying the required level, either through having passed an ad hoc exam or through a personal interview.
Orientation Dates	First/Fall semester <ul style="list-style-type: none"> <li>• August 30, 2017, at 10 a.m., in the Aula Magna (Main Auditorium), located at calle Alberto Aguilera, 23</li> <li>• August 31, 2017, at 9:15 h.: MIEBL orientation. Location to be determined</li> <li>• September 1, 2017, at 10:30 hours, free guided tour of the centre of Madrid.            (Information to be sent by email)</li> </ul>
Semester Dates	Fall semester: Sept 4 to Dec 22 Spring semester: January 15 to April 30 Voluntary internship: May 1 - July 31 or during the Program
Exam Dates	Throughout the duration of the Program; upon completion of a subject.
Housing	<a href="http://www.upcomillas.es/en/information-and-student-reception-office/accommodation">http://www.upcomillas.es/en/information-and-student-reception-office/accommodation</a> We strongly recommend using PGR to look for accommodation.
Health Insurance Requirements	<b>Students from the European Union</b> and the European Economic Space (Norway, Iceland and Liechtenstein) and Switzerland must bring their European Health Card with them. <b>Students from non-European Union countries:</b> must have an insurance policy which covers sickness, hospitalization and accidents for the entire period of stay at the Universidad Pontificia Comillas. <a href="http://www.comillas.edu/en/international/for-foreign-students/exchange-application-form">http://www.comillas.edu/en/international/for-foreign-students/exchange-application-form</a>

Visa Information	<b>Students from non-European Union countries</b> must be in possession of a visa before arriving in Spain. <b>More information:</b> <a href="http://www.exteriores.gob.es">www.exteriores.gob.es</a>
Estimated cost of living per month	Click <a href="#">here</a>
Admission requirement	Admission to the Master is open to those candidates who comply with the following profile: <ol style="list-style-type: none"> <li>1. have a degree or equivalent certificate, in which the student has completed 180 credits involving subjects of a legal nature; or students from partner Universities who are enrolled in their second or third year of a Juris Doctor (JD) program in United States University;</li> <li>2. have an academic record with an average merit pass (7.0) or above in the Degree or equivalent studies, unless due to motivation and track record, admission is considered to be advisable;</li> <li>3. accredit sufficient knowledge of English (C1, TOEFL IBT 92), in particular as applied to legal questions. Accreditation can be verified by the submittal of documentation justifying the required level, either through having passed an ad hoc exam or through a personal interview.</li> </ol>
<i>Students coming from partner Universities:</i> nomination	Nomination of the student(s) by email by the home University with the following details: <ul style="list-style-type: none"> <li>• Name</li> <li>• Surname</li> <li>• Gender</li> <li>• Email address</li> </ul> Recommended deadline for nomination: <b>1 April</b>
Application procedure and deadline for FULL YEAR STUDENTS - DEGREE SEEKING STUDENTS	In order to apply for admission, it is necessary to complete the application for admission by the Internet: <a href="http://www.icade.upcomillas.es/en/postgrado/juridica/master-universitario-en-derecho-internacional-y-europeo-de-los-negocios-master-in-international-and-european-business-law-en">http://www.icade.upcomillas.es/en/postgrado/juridica/master-universitario-en-derecho-internacional-y-europeo-de-los-negocios-master-in-international-and-european-business-law-en</a> Go to "Application for admission"  Documents to be submitted: <ul style="list-style-type: none"> <li>• Application <u>signed</u> (soft copy)</li> <li>• original or certified copy of the degree certificate (Bachelor). Foreign degree certificates must be <u>authenticated</u> prior to submission. The usual mechanisms for authentication are through diplomatic channels (inquire at the Spanish Embassy or Consulate) or, in case of degree certificates issued in countries that have subscribed to the Hague Convention, by Apostille. <a href="http://www.dos.ny.gov/corps/apostille.html">http://www.dos.ny.gov/corps/apostille.html</a></li> <li>• Original or certified copy of the full transcript of grades, with the number of credits and workload hours. If the course of study has not been completed, a transcript of the courses so far completed shall be submitted.</li> <li>• Photocopy of Passport.</li> <li>• Certificate of knowledge of languages, when applicable.</li> <li>• Curriculum vitae.</li> <li>• A personal written document stating the reasons why the applicant wishes to commence or continue postgraduate studies at this University and in this program.</li> <li>• Certificate shown the level of studies. <a href="#">See here, number 3</a> (except for students coming from partner Universities).</li> </ul>

	<p>Send hard copies (soft copy is only acceptable for application form) to: Universidad Pontificia Comillas – Facultad de Derecho Mónica González C/Alberto Aguilera, 23 28049 – Madrid Spain</p> <p>For definitive admission to the program, the documents which have not been issued in Spanish or English must have an official translation to Spanish attached. This translation must be made by an official sworn interpreter duly authorized or registered in Spain, by any Diplomatic or Consular Representation of the Spanish State in the country of the applicant or, possibly, of the country of origin of the document.</p> <p>Deadline for submitting documents (recommended): <b>31 May</b> <b><u>Uncompleted applications by 31 May, might suffer a delay to be processed.</u></b></p> <p>The letter of acceptance in order to apply for the visa at the Spanish consulate will be sent to the sending University within approximately two weeks after receiving the complete application package. Please bear in mind that obtaining a visa can take 2-3 months (consult with Spanish Consulate).</p>
Enrollment	<p>Once the student is accepted, and the enrollment period is open, Comillas will send instruction on how to enroll. Deadline for enrollment: <b>10 July</b></p>
Transcript of grades	<p>The official transcript of grades will be sent to the sending University free of charge by 15 May. A list of courses taken and grades obtained during the first semester will be sent to the University by email upon request in January. Cost of certification of academic records for students: 27,54 € (for academic year 2016-2017) How to obtain a certificate: <a href="http://www.upcomillas.es/sgat/sgat_info_cert.aspx">http://www.upcomillas.es/sgat/sgat_info_cert.aspx</a></p>
Diploma	<p>The students can request the Diploma once they finish the program. How to request the Diploma: <a href="http://www.upcomillas.es/sgat/sgat_info_soli_titu_ofi.aspx">http://www.upcomillas.es/sgat/sgat_info_soli_titu_ofi.aspx</a> Cost: 187,15 Euros (academic course 2016-2017)</p> <p>How to collect the Diploma: once the Diploma is issued for the academic authorities, the Ministry of Education, the student will be informed. The Diploma will be given only to the student in person or to a person authorized by a notary public (poder notarial). Universidad Pontificia Comillas will facilitate this procedure during your stay in Madrid.</p>
Spanish language courses (free)	<p>To help our incoming students improve their knowledge of the Spanish language, during the semester, the Modern Languages Institute at our University offers the course “Spanish for exchange students”, worth 5 ECTS (30 hours distributed throughout the term), free of charge. Levels: A1, A2, B1, B2 and C1. The courses “Lengua Española a través de la Historia y el Arte (C1)” is offered only in the second semester. To be allowed to enrol in this course and be accommodated in the right level, the student must take a test. Students will receive an email with instruction to take the online test. Those who do not take the test on time will not have guaranteed place.</p>

## **CHECK LIST FOR SUBMITTING DOCUMENTS** (degree seeking students)

<b>Application signed</b>	SOFT COPY	
<p>a) Original or attested photocopy of degree.</p> <p>b) The degree must be legalized. Apostille: <a href="http://www.dos.ny.gov/corps/apostille.html">http://www.dos.ny.gov/corps/apostille.html</a></p> <p>Documents issued in European Union Member States and signing states of the European Economic Area (EEA) Agreement are not subject to formalities for the legalization of documents.</p>	<b>HARD COPY</b>	
<b>Original or attested photocopy of transcript of records</b>	<b>HARD COPY</b>	
<b>Resume</b>	<b>SOFT COPY</b>	
<b>Personal statement</b>	SOFT COPY	
<b>Proof of English language (except for English native speakers)</b>	SOFT COPY	
<b>Photocopy of Passport</b>	COPY	
<b>Certificate from previous University (except for students coming from EU and USA)</b>	<b>HARD COPY</b>	

All documents must be accompanied by the official Spanish translation, provided they are issued in another language other than English or Spanish

**Students must attend to classes from the beginning. Attendance is compulsory. Continuous assessment.**

Student will be given a Comillas email address. All messages and communications sent to students from the University will be done so **only** through the account address: [@alu.Comillas.edu](mailto:@alu.Comillas.edu)

If you would like to set up this address or have messages forwarded to another personal address, you should access the web page <http://www.stic.comillas.edu/es/guias-y-manuales/exchange-online>