



your
to-do list

IMPORTANT DOCUMENTS FOR YOUR
ACKNOWLEDGEMENT AND ACTION

Visa

WHO NEEDS TO APPLY FOR A VISA?

If you do not hold a valid EU passport, you must apply for a **Student Visa Type D** to study at Les Roches Marbella. Please see below general guidelines for applying for a **Student Visa Type D**.

WHEN SHOULD I APPLY?

You should apply for your **Student Visa Type D as soon as you receive this acceptance package**. It can take up to 2 months to obtain your visa, nevertheless, in periods of national holidays and in some countries the process may take longer.

HOW TO APPLY

- ▶ Contact the Spanish Embassy or Consulate in your country of origin and make an appointment to see them in order to request **Student Visa Type D**.
- ▶ When making the appointment ask the Spanish Embassy or Consulate for a list of the visa documentation that you will need to take with you (this varies from one country to the next). As part of the documentation they will request the Certificado de Matriculación (Enrollment Certificate), Official Syllabus, the Proforma Invoice (in some countries confirmation that 100% of the tuition fees have been paid will be required), Health Insurance Information (if applicable) and Minor Document (if applicable). The above documentation is supplied by Les Roches Marbella in this **acceptance package**.
- ▶ The Spanish Embassy or Consulate will set a date and time for you (the student) to **go person** to the Spanish Embassy or Consulate. Please note that the waiting time for appointments depends on your country of origin.

VISA APPOINTMENT

- ▶ Please make sure that you take with you the documents supplied by Les Roches Marbella and the documents that the Spanish Embassy or Consulate requires.
- ▶ During the appointment you will be informed if the visa application. If it is correct and complete, then the visa application will be submitted. If it is not complete, then the Embassy or Consulate will request additional documentation to be submitted on another appointment day.
- ▶ During the appointment you should ask the Spanish Embassy or Consulate if they will inform you of the **Visa** or if you should contact them instead.

PROCESSING VISA APPLICATION

The **visa application** is sent electronically from the Spanish Embassy or Consulate in your country of origin to the Málaga Foreign office. A confirmation request will be sent via email to Les Roches Marbella checking if you are enrolled. After the school's confirmation, the Málaga Foreign office has 10 days to reply to the Spanish Embassy or Consulate in your country of origin. These delays might vary depending on your country of origin. The visa process occurs at a much faster rate when there is evidence of payment made. Some Embassies even require proof of payment from both the student and the school.

COLLECTING YOUR VISA

Around 6 weeks after the appointment date, you should contact the Spanish Embassy or Consulate in your country of origin and ask if the **Student Visa Type D** is ready or not.

1. The application for a student visa must be accompanied by the following supporting documents:
 - a. A valid passport or travel document for the applicant for the entire period for which the visa is applied.
 - b. Admission to an official recognized, public or private educational institution to attend or broaden studies or to carry out research or training work.

- c. The contents of the study, training or research plan that is to be carried out.
- d. Medical insurance covering medical expenses during his/her entire stay in Spain and those of repatriation associated with an accident or sudden illness.
- e. The provision for means of subsistence and accommodations for the period requested and, where applicable, to guarantee return to the country of origin.
- f. In the case of students who are minors, the corresponding authorization from the parents or guardians.
- g. A medical certificate certifying that the student does not suffer from any illness subject to quarantine, as provided for in international health regulations.
- h. Applicants of full legal age must have no criminal record, a circumstance which shall be proven by means of a certificate of criminal record or similar document issued by the authorities from the country of origin or from the country in which he/she has resided for the last five years, and in which there should be no convictions for crimes against Spanish laws.

IMPORTANT

1. Please DO NOT make any plans to travel to Spain before your official check-in date, as your visa may not be valid. Make sure customs stamps your student visa while flying to Spain. Please note that the entry date should be the same as the official start date of your visa or later.
2. Please, DO NOT request or attempt to enter Spain with a tourist visa or a Schengen visa delivered by another Schengen country.
3. If you have any problems you should contact the Admissions Department at Les Roches Marbella at Studentvisa@lesroches.es .
Note: If you require an entry visa for Spain, DO NOT make any travel plans to other countries, apart from your country of origin, for the first 6 weeks after your arrival to Spain and until you receive your residency permit which you will need to gain access back into Spain.

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If you have any problems you should contact the Admissions Department at Les Roches Marbella at admissions@lesroches.es.

Flight reservation

YOUR OFFICIAL ARRIVAL DATE IS AS FOLLOWS:

Visit our website to download in PDF the official Check In Dates and Times for your program. www.lesroches.es/en/accepted-students

Please arrange your flight to Spain so that you arrive on the date(s) specified.

ARRIVING AT MÁLAGA INTERNATIONAL AIRPORT DURING YOUR OFFICIAL CHECK-IN DATE

If you arrive at Málaga International Airport during your official check-in dates, we will assist with your transfer from the airport by private shuttle.

It is important that you send confirmation of your flight details to us at least 10 days prior to your official arrival date.

ARRIVING BEFORE / AFTER YOUR OFFICIAL CHECK-IN DATES OR VIA ANOTHER MODE OF TRANSPORT

If you arrive before or after your official check-in date, or via another form of transport, please refer to the 'Pre-Arrival Guide to Les Roches Marbella' for more information about hotels & getting to the campus.

CONFIRMING YOUR ARRIVAL

Once you book your flight or arrange your transport to Spain, you must complete the Arrival Confirmation Form and send via by email to arrivals@lesroches.es, so that we know when you will arrive and if we need to meet you at the airport.

Telephone +34 952 764 145 for emergencies en route to Spain regarding your arrival.

Arrival Confirmation Form

FILL IN BLOCK CAPITALS, WITH BLACK PEN

Ms

Mr

Surname:.....

Name:.....

Nationality:

Program:

Country:

Tel:

Email:

FLIGHT INFORMATION

Arriving to Malaga International airport on:

at: :

Departing from:(city & country) airport

via:(city & country) airport

Airline & Flight number:

ARRIVING VIA OTHER MEANS OF TRANSPORTATION

Train Bus Car Other (please specify):

Arriving in Spain on:

at: :

Health & accident insurance

WHO NEEDS HEALTH & ACCIDENT INSURANCE?

Health and accident insurance is mandatory for students in Spain.

DIFFERENT TYPE OF HEALTH AND ACCIDENT INSURANCE

Students can therefore have:

- ▲ The health/accident insurance provided by the school which covers them when on campus and on internship. If you require the school's medical insurance, **Sanitas Mundi**, please mark the corresponding box on the Application Form or request it to the Educational Counsellor prior to arrival. Please note that it is not included in the school fees.
The School's medical insurance, **Sanitas Mundi**, covers you during the whole year, on an international basis. Please note that students are not insured for any injuries or illnesses existing before the beginning of the course. We advise you to visit your dentist and/or ophthalmologist prior to arrival in Spain, as dental treatment and corrective eyewear are not covered by the insurance policy. Please read carefully the details of medical insurance once received upon arrival.
- ▲ Their own health/accident private insurance. If you already have an insurance policy with any other private insurance with international coverage you should enclose a copy of your policy along with your application. Please see if your current health insurance will cover you or not to during your studies in Spain.
- ▲ Their national public health/accident insurance (blue card) If EU citizen.

Students are automatically insured against accidents on and off the school premises in Spain, whenever these activities are organized by the School.

Invoice & payments

Please follow carefully the invoice payment schedule and keep receipts of all transactions made.

PRE-PAYMENT

- ▲ The pre-payment fee of 2,000 euros is due within 15 days of receiving the acceptance package by email. Please note that this amount is not refundable. For all students, if the pre-payment fee is not settled within 2 weeks after the pre-payment deadline your place at the school is forfeited.

FULL FEES PAYMENT

- ▲ Unless you have a payment plan contract, the full payment of the remaining school fees due by:
 - 15th November (for January/February intake)
 - 15th February (for April intake)
 - 15th May (for July/August intake)
 - 31st August (for October intake)

Please note: in the case that you have applied after the 15th February/15th May/31st August/15th November, your payments will be due immediately.

PAYMENT PLAN CONTRACTS

The payment plan contract will only enter in force if the pre payment fees of 2000 euros has been settled.

SPECIAL ACCOMMODATION REQUESTS

- ▲ Single room accommodation at Les Roches Marbella is limited, meaning that rooms are pre-registered on a first-paid, first-served basis only when the pre-payment fee of 2,000 euros AND additional single room supplement has been paid.
IMPORTANT: It is advisable to make the payment as soon as possible to avoid disappointment. If this payment is not received on time, your single room may be forfeited.
- ▲ Off campus accommodation will be confirmed when the pre-payment fee of 2,000 euros AND the off campus accommodation fees have been paid.

English language assessment

With regards to the level of your English Language skills, unless you are a native English speaker or have studied in an English speaking school full time, for 3 years, an official document stating that our level is a necessary requirement for you to begin your program at Les Roches Marbella.

In order for us to ascertain your level of English, please send us proof of one of the following **official English Language Certificates (which must have been issued in the last 12 months prior to admissions)**.

UNDERGRADUATE - NEW BBA STUDENTS (SEMESTER 1), DIRECT ENTRY STUDENTS (SEMESTER 2) AND POSTGRADUATE STUDENTS

- ▲ TOEFL: minimum score of 70 points for the internet based test.
- ▲ Cambridge First Certificate in English (FCE): grade C.
- ▲ I.E.L.T.S: Academic Module minimum overall band of 5,5 and score at least 5,0 in each discipline (listening, reading, writing, speaking).

UNDERGRADUATE - NEW BBA STUDENTS WITH INTENSIVE ENGLISH PROGRAM (SEMESTER 1)

- ▲ TOEFL: minimum score of 450 points for the paper based test or 45 points for the internet based test.
- ▲ Cambridge Preliminary English Test (PET)
- ▲ I.E.L.T.S: Academic Module minimum overall band of 4,5 and score at least 4,0 in each discipline (listening, reading, writing, speaking).

UNDERGRADUATE - BBA DIRECT ENTRY STUDENTS (SEMESTERS 4, 6 OR 7)

- ▲ TOEFL: minimum score of 550 points for the paper based test or 80 points for the internet based test.
- ▲ Cambridge First Certificate in English (FCE): grade A or Cambridge Advanced Exam (CAE): grade C
- ▲ I.E.L.T.S: Academic Module minimum overall band of 6,0 and score at least 5,5 in each discipline (listening, reading, writing, speaking).

IMPORTANT INFORMATION FOR UNDERGRADUATE NEW STUDENTS (SEMESTER 1)

Should you not supply Admissions with this information you shall be required to sit the 'Les Roches English entrance exam' which will take place the induction day.:

All candidates who cannot provide an officially recognized English Language Certificate must sit the 'Les Roches English entrance exam' to determine their approximate level of English.

- ▲ If you pass the 'Les Roches English entrance exam' you must then sit the official English exam that will take place in the campus during the first weeks of your studies at Les Roches.
- ▲ If you **do not** achieve the requested level in the 'Les Roches English entrance exam' on arrival to Les Roches, you will not be admitted onto your chosen hospitality management program. You will be advised to follow our Diploma/BBA – with Intensive English program, during which you must then sit the official IELTS English exam in semester BBA1B.

Once you pass the Official IELTS exam and we receive your official English certificate, you will fulfill our entry requirements and you will be fully accepted onto Semester 2 of the standard Diploma/BBA in International Hotel Management program.

Please note: We reiterate the importance of providing proof of your English Language skills before arrival. Please be sure to send this documentation as soon as possible in order for us to update your application.