



FAST CHECK-IN / CHECKLIST

If you meet the following requirements you are eligible for Fast Check-in. You will simply need to report to the Welcome Desk on arrival to receive all the Welcome Information and the schedule for your induction. This should take only a few minutes, giving you more time to enjoy the campus and Marbella.

ADMISSIONS

Please check that you have completed your Admissions file by sending the below documentation (original documents required upon arrival)

- Final transcripts and/or Diploma
- English language certification

ACCOUNTING

Please check that all the services are reserved as per your requirements and that your payments are up to date. If you need to check your balance kindly contact our Admissions department. The minimum payments required are the Reservation fee and Full Fees or the 1st installment according to your payment plan.

PRE CHECK-IN DOCUMENT

Please make sure you have completed the **Pre Check-in Document** and that you have already sent to our Student Services department by email to studentservices@lesroches.es.

ACCOMMODATION

On campus accommodation students and **those without Les Roches Marbella accommodation** are entitled to pursue the fast check-in.

Students with Les Roches Marbella off campus accommodation will need to meet with our Residence Director for the key delivery.