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# IE University

Explorer Student Program

Exchange Partnership Fact Sheet AY 25/26



## About IE University

IE University is a place for forward-thinking visionaries to learn in a transformative environment. Located in Madrid and Segovia, IE University is consistently ranked among Spain's very best universities. This dynamic hub consists of more than 160 different countries represented on campus each year, with over 75% of its students coming from outside Spain.

## IE University - Global Experience Office

### Contact information:

#### EMAIL

Incoming Office: [geo.incoming@ie.edu](mailto:geo.incoming@ie.edu)

Outgoing Office: [geo.outgoing@ie.edu](mailto:geo.outgoing@ie.edu)

**PHONE:** +34 91 568 96 00

**WEB:** <https://www.ie.edu/university/ieu-experience/international-experience/>

### MADRID CAMPUS - GEO postal & physical address

Global Experience Office  
IE University  
P.º de la Castellana, 259E  
28046 Madrid - Spain

### SEGOVIA CAMPUS

#### Main Segovia Campus Address:

IE University  
Santa Cruz la Real Campus, Cardenal Zúñiga 12.  
40003 Segovia - Spain

#### Creative Campus Segovia Address (BAS & BID):

IE University  
Palacio de Mansilla, Calle San Nicolás, 5  
40001 Segovia - Spain

### Meet the team:

Alberto García, Executive Director  
[alberto.garcia@ie.edu](mailto:alberto.garcia@ie.edu)

Marina García, Associate Director  
[marina.garcia@ie.edu](mailto:marina.garcia@ie.edu)

### Incoming Team

Leanna Lovely, Senior Coordinator  
Marisa Torola, Coordinator  
Raquel Parreño, Assistant

### Outgoing Team

Cathrine Cozad, Junior Manager (North America)  
Francesca Iacovelli, Coordinator (APAC, SA, MEA)  
Natalie Joos, Coordinator (Europe)

\*Please use [geo.incoming@ie.edu](mailto:geo.incoming@ie.edu) for incoming student related matters.

\*Please use our **Madrid office** as the main mailing address.



## Undergraduate Explorer Student Program - Processes & Key Dates AY 25/26

\*Please note: Dates are subject to change

		FALL 25	SPRING 26
<b>First Day of Class *</b> & student orientation (mandatory)		September 1st, 2025	January 7th, 2026
<b>Last day of class</b> (final exams included)		December 18th, 2025	May 22nd, 2026
<b>Partner University Nomination Period**</b>	<b>Nominations Open</b>	March 10th, 2025	August 25th, 2025
	<b>Nomination Deadline</b>	March 30th, 2025	September 10th, 2025
<b>Explorer Student Application Period</b> (NON-EU students are recommended to complete their application ASAP)	<b>Applications Open</b>	April 1st, 2025	September 11th, 2025
	<b>Application Deadline***</b>	April 10th, 2025	September 20th, 2025
<b>Explorer Student Admission</b>	<b>NON-EU***</b> (Visa Supporting Documents)	Late May 2025	Mid October 2025
	<b>EU</b> (Acceptance Letter)	Late May 2025	Early November
<b>Explorer Student Enrollment</b>		Early July 2025	Early December 2025
<b>Transcripts Available ****</b> (we are unable to issue transcripts prior to this)		Sent by email to partners ~ 8 weeks after the end of the semester	Sent by email to partners ~ 8 weeks after the end of the semester

\*Note: The IEU Attendance Policy applies from the first day of class. Students are expected to arrive a few days before the official start of the term.

\*\*Note: Kindly note, Fall and Full year students must be nominated during the Fall nomination period. If a Fall student wishes to extend to Full Year, they must be nominated again during the Spring nomination period. We cannot consider any requests after the nomination period has finished.

\*\*\*Note: Due to a recent reform to the Spanish immigration law, NON-EU students MUST apply for a student visa in person at least 2 months prior to the official start of the semester. Therefore, the nomination/application/admission timeline has been updated to meet this requirement. All students will receive a visa guide after they have been nominated. NON-EU students should review this information thoroughly to begin preparing!

\*\*\*Note: Students in their final semester of studies should be made aware of this timeline as this is an official process managed by the registrar's office and cannot be expedited. Therefore, we cannot guarantee students in their final semester will receive their transcript before graduation.

### IE University Attendance Policy

Please note, IE University has a strict attendance policy that applies to all local and incoming students. It is very important that your students are aware of this policy when considering IEU.

**IE University Attendance Policy:** According to IE University policy, **attendance is mandatory**. All students are expected to attend 100% of the sessions in person, on campus as attendance is an essential component of IE's learning methodology. Health problems, visa delays, travel restrictions, personal trips, appointments, family celebrations, interviews, or other personal matters are to be treated as exceptions to the 100% attendance policy. Such exceptions cannot total more than 20% of the student's overall attendance in the course or the student will be at risk of failing. Consequently, schedule overlaps higher than 20% are not allowed. If students reach the 20% limit, they must justify these absences with their academic offices. Failure to do so will translate into a failed class.

### Bilateral Exchange Spots

**Number of exchange seats AY 25/26:** To determine the number of students you may nominate through the bilateral exchange partnership for the current academic year, please refer to your previous correspondences with our team. Should you have more students than the agreed upon numbers show an interest, please note you can nominate them **through the Explorer Student Program (Fee-paying Partnership)**. See footnote below\*

### Explorer Student Program (Fee-Paying Partnership)\*

This is a tuition-based, one-way mobility program that allows Partner Universities to send additional students (outside of the agreed exchange quota). The same processes and Key Dates apply to both the Fee-Paying Partnership and Exchange Partnership. For more information on the process and tuition, please contact [geo.incoming@ie.edu](mailto:geo.incoming@ie.edu) with [GlobalAcademicPartnerships@ie.edu](mailto:GlobalAcademicPartnerships@ie.edu) in copy.



## Explorer Student Eligibility

**Coordinators must nominate their undergraduate students** using [IEU's nomination platform](#) during the nomination period.

Kindly note Fall and Full year students must be nominated during the Fall nomination period. If a Fall student wishes to extend to full year, they must be nominated again during the Spring nomination period. We cannot consider any requests after the nomination period has finished.

- **Undergraduate eligibility.** All students must:
  - Have successfully completed at least **one-year full-time study at the home institution.**
  - Be in good academic standing at the home institution.
  - Have a proficient level of English (See the English proficiency requirements below)

## English Proficiency Requirements

- **English Language Proficiency Requirements:** IE University requires all applicants to demonstrate competence in the English language by providing one of the following **official certificates** taken within the last 2 years.

TOEFL 100 (iBT)	IELTS 7
CAE (C1) / CPE (C2)	Duolingo 130 pts

**\*Native speakers** do not need to submit test scores. Students will need to provide a valid passport from an English-speaking country during application.

**\*\*Students whose degree programs are entirely taught in English** do not need to submit test scores. In the nomination excel, coordinators must confirm that English is the medium of instruction at their home institution and consequently have sufficient proficiency in English to study at IEU.

Please note, English is the main language of instruction for all classes at IE University. However, there is a very limited course offer for Spanish taught classes. For students wishing to take **courses taught in Spanish**, we strongly recommend students to have a minimum level of B2 CEFR.

## Partner University Nomination

- **Coordinators must provide important details** about each nominated student - matching the student's passport - Full legal name, date of birth, email, passport number & nationality.
- **Coordinators must confirm English proficiency** for each of their nominated students.
  - If English is the medium of instruction at the home university, coordinators must confirm this in the nomination platform. Those students will be exempt from providing an English certificate.
  - All other students will have to provide one of the official English certificates (Please see the English proficiency requirements) or a native English speaking passport.
- **Coordinators can indicate any Special Educational Needs** for their students in the nomination form. If these Special Educational Needs are not specified in our nomination platform, IEU might not be able to guarantee the accommodations of these needs later.
- Coordinators must **nominate their students to a specific IEU Bachelor's Program and Campus**, according to the IEU program that best fits their home study plan.
- Your students will be required to register for at least **60% of their courses** based on the **study area/program and campus you have nominated them for at IEU**. Students will be able to take up to 40% of their credits from a different study area (always depending on availability/overlaps).
- Kindly note students can only be nominated for 1 IEU Bachelor Program. **Campus and Degree changes are not permitted** once students are officially admitted, and all admission documents have been issued.
- **Check the tentative course list provided during nomination & the table on the next page** to know which IEU Degree and Campus you must select for each of your students.
- **Coordinators must keep a copy of their nominations and inform** their nominated students about their IEU Campus and Bachelor Program (nominated students must have this information to complete their applications).
- **After nomination:** The nominated student(s) will receive an email with the application link and instructions from the IEU Global Experience office a few days after the nomination deadline. \*Check our application requirements in the next section for further information.



- **Campus of nomination & Program of nomination at IEU (Nomination chart)** - Please use the **table below** and the **tentative course offer list** to select the best Campus and IEU Bachelor Program for your students:

Bachelor's Program	Madrid Course Offer	Segovia Course Offer
<b>BBA</b> (Bachelor in Business Administration)	1st, 2nd, 3rd, 4th year & electives	1st & 2nd year
<b>BCDM</b> (Bachelor in Communication and Digital Media)	2nd, 3rd year & electives	Not available
<b>BBSS</b> (Bachelor in Behavior and Social Sciences)	2nd, 3rd year & electives	Not available
<b>BIR</b> (Bachelor in International Relations)	1st, 2nd, 3rd year & electives	1st & 2nd year
<b>BIE</b> (Bachelor in Economics)	3rd, 4th year & electives	1st & 2nd year
<b>LLB</b> (Bachelor in Laws)	1st, 2nd, 3rd year & electives	1st & 2nd year
<b>PPLE</b> (Bachelor in Philosophy, Politics, Laws and Economics)	1st, 2nd, 3rd year & electives	1st & 2nd year
<b>BAS</b> (Bachelor in Architectural Studies)*	4th year *	2nd & 3rd year
<b>BID</b> (Bachelor in Design)	3rd, 4th year & electives	1st & 2nd year
<b>BDBA</b> (Bachelor in Data and Business Analytics)	1st, 2nd, 3rd, & 4th year & electives	1st year
<b>BCSAI</b> (Bachelor in Computer Science & Artificial Intelligence)	1st, 2nd, 3rd, & 4th year & electives	1st year
<b>BAM</b> (Bachelor in Applied Mathematics)	1st, 3rd year & electives	1st & 2nd year
<b>BESS</b> (Bachelor in Environmental Sciences and Sustainability)	Not available	1st, 2nd & 3rd year
<b>BHUM</b> (Bachelor in Humanities)	Not available	1st & 2nd year

\*Note: BAS courses are only open to architecture students & 4th year BAS courses in Madrid are only open to students in their last year of architecture.

- **Spanish Language** - Offered in 1st & 2nd semester (Madrid & Segovia). Upon admission, students interested in taking this 3 ECTS Spanish course will need to complete a placement test to be enrolled according to their level.
- **Seminars** - Offered in 1st & 2nd semester (Madrid & Segovia).
- **Labs** - Only offered in 2nd semester (Madrid & Segovia) and include an additional intensive period in June. Click [HERE](#) for more information.
- **Humanities courses** - Only offered in 2nd semester (Madrid & Segovia).

## Explorer Student Application

- Nominated students will be **contacted by the GEO Team with the online application link** and instructions.
- **Students should use the time leading up to the application period** to prepare required application documents and review the course offer to ensure they were nominated appropriately.
- Students must select their **Campus & Bachelor program** at IEU and **provide all the required application documents**.  
\*Applications without these documents will not be considered.
  - **A valid passport** - Must be valid for at least the duration the exchange (for questions, check with your Spanish consulate).
  - **Official Undergraduate Academic Transcript** - An unofficial copy can be accepted if it is signed/stamped by the home university.
  - **Proof of English proficiency** - Please see the English language proficiency requirements section to the right.
  - **JPEG photo** - For student identification
  - **Additional documents:**
    - Students with special academic accommodations must provide supporting documentation on their application.
- **English Language Proficiency Requirements:** IE University requires all applicants to demonstrate competence in the English language by providing one of the following **official certificates taken within the last 2 years**.
 

TOEFL 100 (iBT)	IELTS 7
CAE (C1) / CPE (C2)	Duolingo 130 pts

**\*Native speakers** do not need to submit test scores. Students will need to provide a valid passport from an English-speaking country during application.

**\*\*Students whose degree programs are entirely taught in English** do not need to submit test scores. In the nomination excel, coordinators must confirm that English is the medium of instruction at their home institution and consequently have sufficient proficiency in English to study at IEU.

For students wishing to take **courses in Spanish**, we strongly recommend students to have a minimum level of B2 CEFR. (Please note, there is a very limited offer for Spanish taught classes).



## Explorer Student Admission

- **After the application deadline**, the GEO Team will review all complete applications. If screening is successful, admission letters (visa supporting documents) will be sent directly to students:
    - **NON-EU students** must use their visa supporting documents to **apply for a student visa** in person prior to arrival in Spain.
      - **Where?** Students should submit their application to the Spanish consulate with jurisdiction in their place of legal residence.
      - **When?** Students should book a visa appointment as soon as they receive their IEU visa supporting documents.
      - **Required Documents?** The admission letter (certificate) issued digitally by IE University based on the specific requirements of each Spanish consulate and any other documents required by the specific local Consulate.
- Most Consulates ask for the same general set of documents, however many Consulates have specific requirements, which can change from year to year. Therefore, students must contact their local consulate to ask for an up-to-date list of requirements.
- **EU students** should make sure all the data included in their Admission Letter is correct and that their EU Passport is valid throughout the duration of the program. They will receive more information on immigration procedures upon arrival.

- **Once officially admitted**, students are advised to start looking for a place to live (in Madrid or Segovia) as soon as they receive their admission letters so that their living situation is settled before classes start. *\*Find more information in the Immigration & Relocation section below.*
  - **Check the IEU landing guides** to find information regarding visa applications, housing, health insurance, transportation, opening a bank account and more.
    - [Landing in Madrid](#)
    - [Landing in Segovia](#)
  - **Check the estimated cost of living** for Madrid and Segovia with these useful guides:
    - [Estimated cost of Living in Madrid](#)
    - [Estimated Cost of Living Segovia](#)
- **After admission**, students will receive instructions on how to **activate their login details** (IEU username and password) to **access BB ULTRA** (the student portal) and the **Incoming Course Offer platform** where they can check the **final list of available courses** and their corresponding **syllabi**.
- Students are advised to **use this time leading up to enrollment review the final course offer** with their home university and make a **wide pre-selection of courses** that are pre-approved by their home university.

## Explorer Student Enrollment

- **Before enrollment:** The final list of courses and syllabi approved by the Bachelors Offices for each Campus at IEU will be made available in the Incoming platform upon admission. Students are advised to thoroughly **research their potential courses in the course offer platform and make a wide pre-selection** of their desired subjects.
- **Enrollment platform:** Students must enroll through the IEU enrollment platform once the enrollment period opens. The enrollment link will be shared with students in due time by the GEO Team. *\*Please be advised that enrollment can only be done through the platform and during the indicated periods.*
- **Enrollment system:** A **first come first serve system** applies during enrollment and the availability of any course cannot be guaranteed. Students must enter the platform with a wide list of pre-selected/pre-approved courses from their home Universities, so if any of their desired courses are unavailable (no seats/schedule conflict) they already have a valid alternative.
- **Enrollment policy:** Students will have to focus their course selection (**60% of their ECTS**) on courses from the **IEU Bachelor Program they were nominated to**, with the possibility to select the remaining **40% of the ECTS from other study areas** offered at the campus the student was admitted to (as long as they avoid overlaps and comply with the prerequisites).
- **Enrollment restrictions:** Some courses have prerequisites and students need to make sure they comply with them before enrolling. They can check this in the syllabi posted in the incoming course offer platform.
- There is **no waiting list for courses**. Students are advised to keep checking the enrollment platform to see if their preferred courses have available spots throughout the enrollment period. If no free spots open, students are advised to wait for the add&drop period.
- **Schedules:** Each class has different groups and timetables and students are responsible for **creating their schedule in the enrollment platform**. Consequently, course schedules will not be made available beforehand, but will be visible on the enrollment platform in real time once students start selecting courses. The platform will allow students to see a preview of how their final schedule will look.
- **Attendance & Absences Policy:** All students are expected to **attend 100% of the sessions live in person**. However, IEU provides a 20% buffer to address unexpected circumstances (personal issues, illnesses, visa problems, etc.). Consequently, schedule overlaps higher than 20% are not allowed. If students reach the 20% limit, they must justify these absences with their academic offices. Failure to do so will translate into a failed class.
- **Maximum ECTS credits per semester: 30 ECTS + 3 Spanish language ECTS = 33 ECTS in total!** Students may take less than 30 ECTS if allowed by their Home University, as minimum enrollment credits are set by home institutions.
- **1 ECTS credit = 25 hours of work** including classes and related academic activities.
- **Spanish Language course enrollment:** Students who are interested in taking a Spanish language course at IEU need to complete a placement test to receive the correct authorization of enrollment according to their level. The placement test link will be shared with students in due time.
- **Add & Drop period (second enrollment phase):** Starts on the 1st day of class in both semesters. During this time, the enrollment platform will open again and students will be able to make enrollment adjustments according to the enrollment policy.

## Explorer Student Orientation

- There will be a **mandatory orientation session** on the first day of class both in Madrid and Segovia Campus each semester. Students must attend this Orientation session in person.
- Students should make their travel arrangements taking that information into account (since the **IEU Absence Policy applies from the first day of classes**).
- All incoming students will be required to **check in with the Global Experience office**, so we can confirm your students have arrived safely and have started classes.
- Before the official start of the semester, the GEO team will share the **Orientation Week Agenda** with all incoming students. It will be a week filled with activities to have fun, get to know IE University and meet fellow students.

## Arrival/Departure Certificates & OLAs

- IE University is connected to the **EWP platform** to sign Online Learning Agreements and confirm the semester dates. *\*This is the preferred channel to receive and sign OLAs.*
  - **Erasmus Code:** E SEGOVIA 01 (for both campuses)
  - **Email:** [geo.incoming@ie.edu](mailto:geo.incoming@ie.edu)
- If you are not connected to the EWP network, students will need to submit their Learning Agreement and Certificates of Arrival/Departure using IEU's own Service Now platform. Students will receive the necessary information about how to submit documents via Service Now upon arrival to IEU.
- The **arrival date** should be the student's first day of class and the **departure date** should be the last date of their regular final exams. *\*We cannot sign any document with an arrival / departure date outside of the official IEU academic semester dates.*

## Transcripts, learning expectations & exams

The official transcript of grades will be shared directly with partners by email **about 8 weeks after the end of each semester** (end of February for Fall semester & July for Spring semester). Full Year students will receive their transcripts along with the Spring students.

Each institution has its own policies and procedures for credit acceptance and grade conversion. Therefore, IE University cannot interfere in the credit conversion at partner universities. Please find IE University's grading system below, for your reference:

Local Grade	Definition
9.0 - 10.0	SOBRESALIENTE (S) - EXCELLENT
7.0 - 8.9	NOTABLE (N) - VERY GOOD
5.0 - 6.9	APROBADO (AP) - SATISFACTORY
0.0 - 4.9	SUSPENSO (SUS) - FAIL

### IEU Examination Period:

Midterms take place about halfway through the course sessions.

Final exams take place in person during the last session of the course.

Retakes/Resits take place in June for both 1st and 2nd Semester and are not guaranteed for Explorer students. *\*These dates will not be included to calculate the exchange duration.*



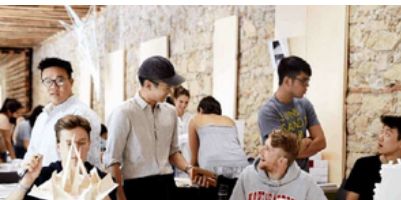




## Departments & Services Available for Explorer Students

Once your student has been admitted to IE University, they will have access to many useful resources available on Campus.

Find more information below about the different IEU departments that help students with immigration & relocation services, adjusting to life in Spain, and becoming part of the IEU Community.



## IEU Student Services - Immigration & Relocation

The IEU Student Services department supports students with immigration and relocation processes, to make the transition to Spain a bit smoother. To contact IEU Student Services office, email [ieustudentervices@ie.edu](mailto:ieustudentervices@ie.edu) or call at (+34) 91 568 98 96.

### IMMIGRATION

**EU CITIZENS:** You will not need a visa if you are from Germany, Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Slovakia, Slovenia, Estonia, Finland, France, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Czech Republic, Romania, Sweden, or Switzerland.

\*Residents of **Monaco** must request a visa in Marseilles.

\*\*Residents of **Andorra** do not need a visa, but have a different immigration process once here in Spain.

\*\*\*Please be aware that the requirements for **UK citizens** changed after Brexit, as from January 1st, 2021. In this regard, UK nationals need to apply for a student visa in order to study in Spain.



Remember to **bring your passport and your EHIC** (European Health Insurance Card) if it is available in your country.



**NON EU CITIZENS:** If you are a non-European union citizen, you will need a student visa. Once you have been admitted as an Explorer Student at IE University, the Student Services department will provide NON EU students with their official admission letter (in Spanish) directed to their corresponding Spanish consulates. You will have to then **contact the nearest Spanish consulate or embassy** that corresponds to your place of legal residence. They should be able to give you an updated list of student visa requirements, as well as answer any questions you may have regarding the application process. Don't forget to book your student visa appointment as soon as you receive your visa documents! Click [HERE](#) to see all the Spanish consulates and embassies around the world.

### HEALTH INSURANCE

Health insurance coverage is necessary for all students in Spain but more so for international students, who apply for a student visa, as they will be asked to provide this during their visa application process. If you have any questions about health insurance as an EU or NON-EU student kindly contact Student Services to find out more information.



### LIVING IN MADRID& SEGOVIA

Students are advised to start their accommodation search early as soon as they know what campus they are nominated to. Looking into housing options early will ensure a better fit for student's needs and expectation.



**IEU ACOMMODATION | MADRID:** There are several housing options in Madrid: Student residences, private flats, shared flats, and homestays with local families. Click [HERE](#) to learn about housing options in Madrid and see which one is best for you and [HERE](#) to see the estimated cost of living.

**IEU ACOMMODATION | SEGOVIA:** There are several housing options in Segovia, a World Heritage city featuring cobblestones and a famous Roman aqueduct: Student residences, private flats, shared flats, homestays with local families and residence apartments. Click [HERE](#) to learn about housing options in Segovia and discover which one is best for you and [HERE](#) to see the estimated cost of living.







## IEU Campus Life

**IEU Campus Life** is the team that helps you leverage your learning experience outside the classroom during your IE journey. Campus Life fosters community engagement through debates, entrepreneurship competitions, art exhibitions, among many other interactive networking opportunities. With over 9,000 students from 130 different countries, 197 clubs, and around 1,500 yearly events, there is always something happening at IE University. Exchange students have the same rights and privileges as local IEU students, and this includes access to facilities and extracurricular activities. Pursue your interests and passions in parallel to your studies!



### IEU SPORTS & WELL-BEING

IE University **Sports & Well-Being** offers the opportunity for self-care through sports and physical initiatives within the IE Community. We enhance the student experience by serving as a platform for the entire community to gather in a dynamic and supportive environment and help each other grow. Through our wide range of well-being, sports, fitness and adventure activities, we provide the opportunity to maximize well-being and achievement, whatever each student's interest or skill level may be.



### IEU CLUBS

No matter what piques your interest, we have you covered. IE clubs are instrumental to the IE experience. They are the engine to a unique and fun-filled time at IE. Click [HERE](#) to learn more and see which one is best for you.

### IEU TRADITIONS

IE University's contagious spirit and pride have grown tremendously over the years, bolstered by exciting campus-wide events and programs. Join in, have fun, and become a part of IE's lively events and longstanding traditions. Click [HERE](#) to learn about the different IEU events and see which one is best for you.



## IEU Counseling

The [IEU Counseling](#) department provides resources and support to help students achieve and maintain an equilibrium between their academic obligations, extracurricular activities and their personal and social lives. The IEU Counseling department aims to ensure undergraduate students' well-being at every stage of their academic career. International students who experience distress or have issues adjusting to life in Spain can use this service to seek guidance and support.



## IEU Center for Health, Well-Being, and Happiness

The mission of the [IEU Center for Health, Well-Being, and Happiness](#) is to give students, staff and IEU alumni the skills necessary to help them study, live and work at their very best. The Center takes a scientifically grounded and holistic approach to enhancing performance and happiness through simple, practical and sustainable educational programs.



# We can't wait to see the students on campus!