

2022-2023

Incoming exchange student

Manual
Vice-Rectorate for Internationalisation



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A word from the Rector

A globalized world needs University students with an international education. At Universidad CEU San Pablo we are convinced. If you are studying with us, it is because you are convinced too. Thank you for choosing us to train you in this crucial stage that will open the doors of your future to the world. Congratulations on your decision.

I am sure that you will get the most out of your new life in Madrid, but as moving to a different place is never easy, I want you to know that we are here to assist you during this process.

Regarding your integration, we try to put at your disposal all the opportunities to improve the language, to know our culture and that of your classmates.







Welcome to your University, welcome to the CEU San Pablo world.



Rosa Visiedo Claverol
Rector

Welcome to Universidad CEU San Pablo

Moncloa Campus

-  School of Law
-  School of Business and Economics, International Relations' Office, Moncloa Campus Student Services
-  School of Humanities and Communication Sciences (provisional location)
-  Future School of Humanities and Communication Sciences*
-  Admission's Office
Student Affairs and School Life Office
-  Other Campus' Facilities



MONCLOA CAMPUS

C/ Julián Romea, 23.
28003 Madrid
erasmus@ceu.es
Telf. 91 514 04 04
Fax. 91 536 06 60

INTERNATIONAL MOBILITY OFFICE

The International Mobility Office will guide you before the arrival and will assist you during your stay at the Universidad CEU San Pablo. We can provide you information and help regarding the internal university procedures, documentation related to your stay, official communication with your home university, as well as all the information about all the available student services at our university.

Meet the team



ESTELA HERRÁNZ MÉNDEZ
International Mobility Coordinator
oficina.internacional@usp.ceu.es



MAREIKE KIWITT
International Mobility Coordinator
erasmus@ceu.es



WHERE TO FIND US

Julián Romea 20,
28003, Madrid
Tel.: +34 91 514 01 05



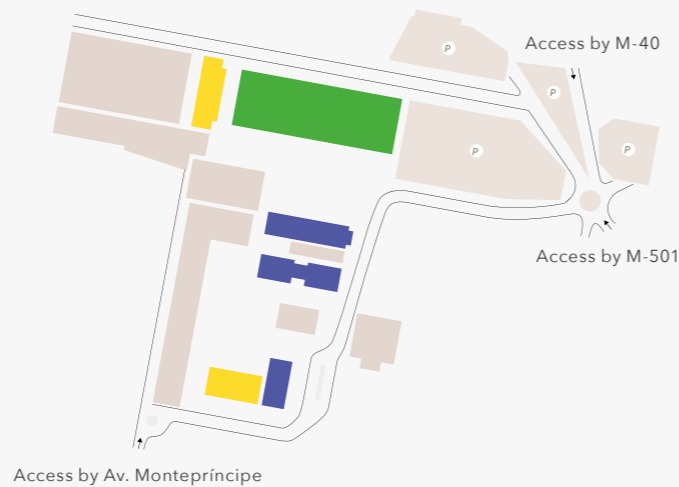
OPENING TIMES

AM: Monday - Friday
9.30-13.30
PM: Monday -Thursday
16.00-18.00

Welcome to Universidad CEU San Pablo

Montepríncipe Campus

-  Institute of Technology
-  School of Pharmacy
-  School of Medicine
-  Other Campus' Facilities



MONTEPRÍNCIPE CAMPUS

Urbanización Montepríncipe.
28925 Alcorcón - Madrid

Telf. 91 372 47 00

INTERNATIONAL MOBILITY OFFICE

Meet the team



ANA IBARRA
Administrative Officer
ana.ibarra@ceu.es



WHERE TO FIND US

Julián Romea 20,
28003, Madrid

Tel.: +34 91 514 01 05



OPENING TIMES

AM: Monday - Friday
9.30-13.30

PM: Monday -Thursday
16.00-18.00



To obtain your metro card access the website:

www.metromadrid.es

There is also a complete Bus Network:

www.emtmadrid.es

Prepare your arrival

How to get to Madrid



Airplane

From Madrid to Barajas Adolfo Suarez Airport to the center of Madrid.

BY METRO

Line 8 (PINK LINE)
5€

BY TAXI

Fixed Price
30€



Train

There are a lot of national and international train that depart daily from both Chamartín and Atocha stations.

High-speed trains depart from the Atocha station.

Customer Service: 902 240 202

Sale tickets for both stations in www.renfe.es

Public transport in Madrid

20 € Monthly transport pass
(Students UNDER 26)
BUS, METRO, METRO LIGERO AND CERCANÍAS RENFE COMBINED

55 € Monthly transport pass
(Students OVER 26)
BUS, METRO, METRO LIGERO AND CERCANÍAS RENFE COMBINED

12 € Metro
10 trips



Taxi

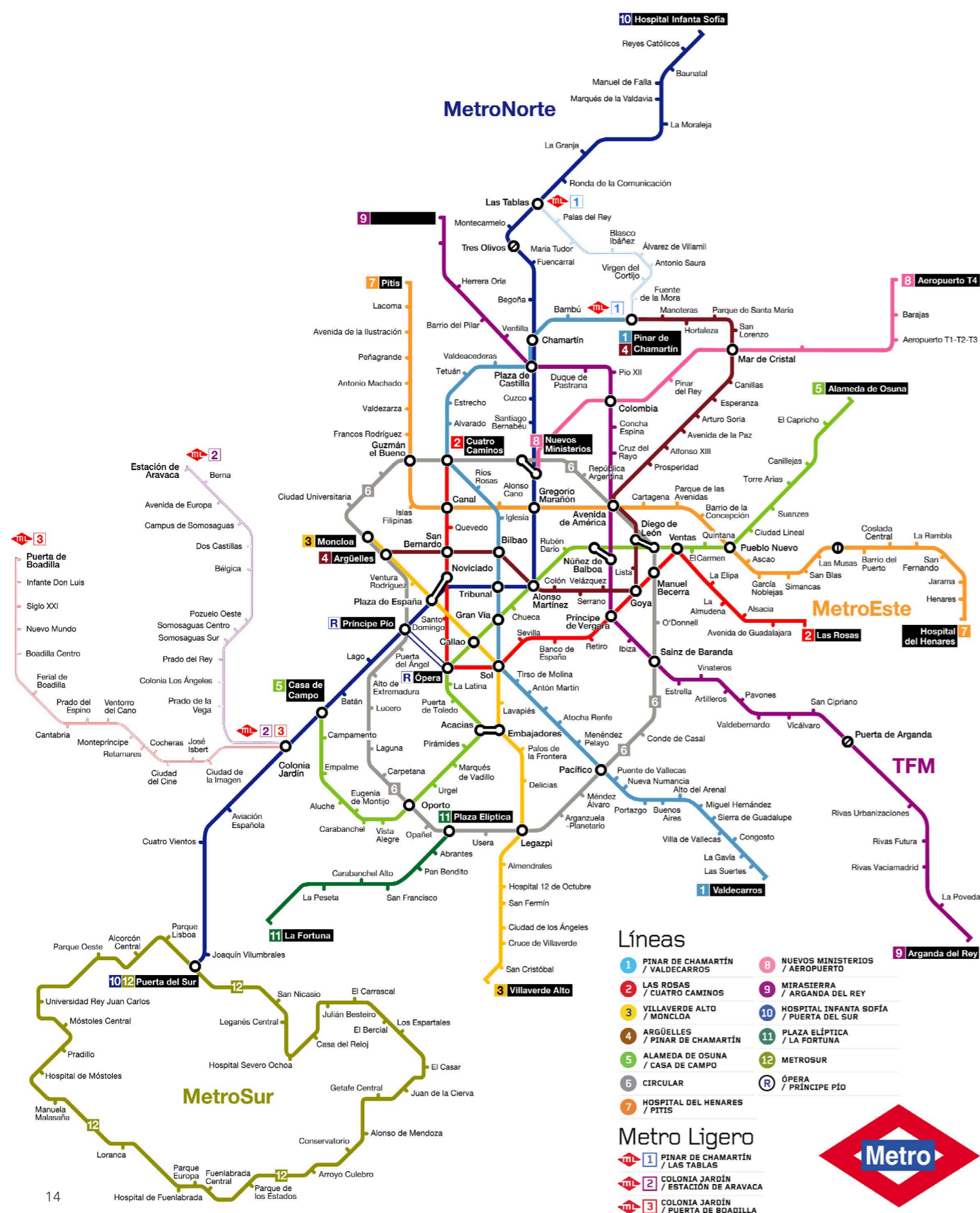
To get a taxi you can call:

RADIOTAXI

+ 34 914 473 232

Or download the [app: freenow](#)

+34 913 712 131



How to get to...

Moncloa Campus



METRO
 VICENTE ALEIXANDRE (line 6)
 GUZMÁN EL BUENO (lines 6 and 7)
www.planometromadrid.org



BUS
 2
 44
 45
 CIRCULAR (C17C2)
www.emtmadrid.es

Montepríncipe Campus

FREE UNIVERSITY BUS FOR MONTEPRÍNCIPE CAMPUS



LIGHT RAIL
 To get to the campus, you should take Line 3 to Montepríncipe
www.melimadrid.es

- Líneas**
- 1 PINAR DE CHAMARTÍN / VALDECARROS
 - 2 LAS ROSAS / CUATRO CAMINOS
 - 3 VILLAVEARDE ALTO / MONCLOA
 - 4 ARGÜELLES / PINAR DE CHAMARTÍN
 - 5 ALAMEDA DE OSUNA / CASA DE CAMPO
 - 6 CIRCULAR
 - 7 HOSPITAL DEL HENARES / PITTIS
 - 8 NUEVOS MINISTERIOS / AEROPUERTO
 - 9 MIRASIERRA / ARGANDA DEL REY
 - 10 HOSPITAL INFANTA SOFÍA / PUERTA DEL SUR
 - 11 PLAZA ELÍPTICA / LA FORTUNA
 - 12 METROSUR

Metro Ligero

- 1 PINAR DE CHAMARTÍN / LAS TABLAS
- 2 COLONIA JARDÍN / ESTACIÓN DE ARAVACA
- 3 COLONIA JARDÍN / PUERTA DE BOADILLA



NIE Application procedure

Important

Any citizen of a Member State of the European Union or of another State belonging to the Agreement on the European Economic Area residing in Spain for more than 3 months, is obliged to register as a resident through a procedure known as the *Certificado de Registro*.

This certificate is not valid as an identification document, it must always be accompanied by a passport or identity card.

EU Citizens

You must provide the following documents:

- Original and photocopy of your passport or identification document.
- Payment of the fee.
- Registration certificate, which we will provide you.
- Form EX15, available here.

Obtaining the Certificado de Registro is a long process, so we advise you to request a temporary NIE number. This process gets the name of Asignación de NIE, you can request it at the Spanish Embassy or consulate in your home country.

If you want to get it once you are in Spain:

Get an appointment through our website: <https://sede.administracionespublicas.gob.es/icpplustiem/citar>

The date of the appoint you'll have to submit:

- ID picture
- Form EX15
- Copy ID / Passport + original
- Tax Paid Form 790 cod.012 -
- Select: "Asignación de NIE" 9,64€

Visa application procedure

Important

If your only stay for just for 1 semester, the visa you will get will be valid for your stay. Your NIE number will be stated on your visa, which you may need to open a bank account, get a phone number etc. You have to apply for your Visa at least 3 months before arriving in Spain. Apply for student visa at the Spanish embassy or consulate in the country of origin.

Non-EU Citizens

Documents requested (may vary):

- Application Form.
- Recent color picture passport size.
- Original and copy of the valid Passport.
- Letter of acceptance at the Universidad CEU San Pablo.
- Medical Insurance arranged with an insurance agency authorized in Spain.
- Documents that justify the availability of financial means of subsistence.
- 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 of the 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 for the last five years.





Accommodation

01

There are discounts available. Please ask directly for them at the International Office.

www.aluni.net
www.citylifemadrid.com
www.helpmadrid.com



02

Other webs where you can also find students accommodation are:

www.pyr-solutions.COM
www.studybroadapartments.com
www.atmospherelivingsl.com
nexoresidencias-com
www.spotahome.com
www.micasainn.com
www.roomsinmadrid.com
www.homiii.com

03

If students prefer to wait until they arrive to meet other students and look for a shared flat, we recommend the following hostels which are close to our Moncloa Campus for the first days:

Hotel Angelines
Hilarión Eslava, 12
Tfn. +34915435640

Hostal Arrate
Gaztambide, 61
Tfn. +34915433066

Hostal Ártico
Donoso Cortés, 69
Tfn. +34915431512

Hostal Chocolate
Joaquín M^a López, 29
Tfn. +34915438323

Hostal Gago
Guzmán el Bueno, 57
Tfn. +34915491006



Apartment

370-600€

PER MONTH

Room

In shared apartment

Cost of living

The cost of living in Madrid can reach between 800 and 1.000 euros per month on average. This includes accommodation, maintenance, and various expenses.

Here is an estimate of different expenses:

Approx. price in euros:

- Room in shared flat 370 € - 600 €
- 1 liter of milk 0,85 €
- 1 loaf of bread 0,50 €
- Daily lunch menu at the University's canteen 6,45 €
- Daily lunch menu in restaurant 10 €
- Abono joven (monthly travel card for the Madrid area, students aged under 26): Approx. 20€
- Abono Adulto (monthly travel card for the Madrid area, students aged over 26): Approx. 55€
- 1 cinema ticket: 8 €



Tips to find accommodation

- 01 Do not wait until the last minute to find your accommodation.
- 02 Explore all options. Keep in mind your preferences.
- 03 Choose your flatmates carefully. Establish some co-habitation rules.
- 04 Check if expenses are included. Water, electricity or internet, prices are variable.
- 05 Carefully read the conditions of the contract.

Coordinators

Contact information

School of Humanities and Communication Science



MIGUEL
DELGADO YOLDI
delgado.fhm@ceu.es



CRISTINA
JARAMILLO SÁNCHEZ
cristina.jaramillosanchez@ceu.es



SARA
RUIZ GÓMEZ
sara.ruizgomez@ceu.es

School of Pharmacy



PAOLA
OTERO
paotero@ceu.es

School of Economics and Business Studies



SARA
LORENZO ROS
sara.lorenzoros@ceu.es



ELIZABETH
FRANK
elizabeth.frank@ceu.es



Mª GLORIA AZNAR
FERNÁNDEZ-MONTESINOS
mariagloria.aznarfernandezmonte@ceu.es



Mª FERNANDA
REY-STOLLE VALCARCE
frstolle@ceu.es

School of Law



LUIS
RODRIGO DE CASTRO
luis.rodrido1@ceu.es

ÁLVARO JOSÉ
SILVA SOTO
alvaro.silvasoto@ceu.es

NATALIA
DEL BARRIO FERNÁNDEZ
natalia.delbarrio@ceu.es

Institute of Technology



JUAN
ARANA
agiralt@ceu.es

School of Medicine



JUAN ANTONIO
ARDURA RODRÍGUEZ
juanantonioardurarodriguez@ceu.es



BEGOÑA
JIMÉNEZ
bjreguera@ceu.es



ÁNGELES
LÓPEZ MARTÍN
angiel@ceu.es



CRISTINA SÁNCHEZ
LÓPEZ DE PABLO
cristina.sanchezlopezpablo@usp.ceu.es

Intranet

Eduroam is a WiFi network promoted by the University in all its centers. Once you have accessed the Eduroam network with your intranet password, the system will not ask for your credentials again.

With the Eduroam password, you will have access to the WiFi network of many university centres throughout Europe.



Connect to the intranet

Go to www.uspceu.es and click on "Accesos" then click on "alumnos"

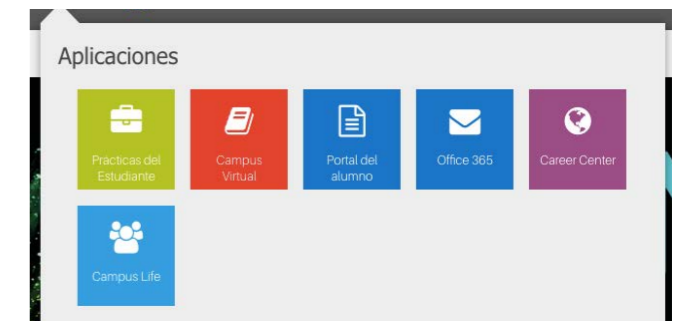
or directly access it through the URL:
<http://intranet.ceu.es>



Virtual campus

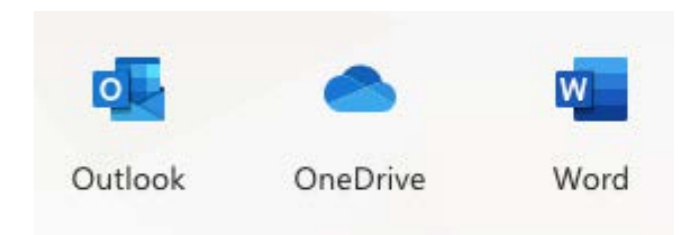
In this space you will find information related to the subjects and courses you are following: Activities, exams, grades...

Click on "access the virtual campus"



University email

1. Go to the uni apps (left hand corner)
2. Click on "office 365"
3. Enter to your email account



Student card

All students enrolled at Universidad CEU San Pablo can apply for a student card after arrival. The card has different functions:

- It is a personal identity card for the University
- It gives access to library services and University printers
- It can be used as a convenient prepaid or charge card (if activated at the bank)

We will send you an email once we have the dates confirmed that are available for the mobility students.



The mobility Office will provide a document *hace constar* which will serve as a replacement to access the library until you get your student card.

You may also be asked to show this document to obtain the public transport card for students or to get some other discounts.

Medical assistance

EU citizens with **European health** card must find "centro de salud" of the area where they live.

You can look for your designated centre at: www.centrossanitarios.com

Non EU citizens with **international insurance** must check their insurance company website or call them to find out where to go.

Universidad CEU San Pablo offers a **medical Service for the student community** on both campuses.

Opening times

Infirmery

Monday - Friday: 10.30 - 17:30

Doctor

Monday - Thursday: 13.30 - 15:30



Important things



In case of emergency
112 TOLL-FREE NUMBER

In Spain you can go to ER even if you DO NOT have a health insurance and you will always receive first aid or treatment.

If you don't have an insurance, the hospital will bill you the amount and you will receive an invoice.

Pharmacies on duty



Visit www.canaldefarmacia.com to find the closest pharmacy in duty.

You can also call 098

In case of doubts or difficulty with the language, please come to see us at the International Office, send us an e-mail to erasmus@ceu.es or call us on +34 91 514 01 05.

Student services

Campus Life:



Debate Club



Stock-Market Club



Etiquette Club



Fashion Club



Painting Workshop



Dancing Club



Mountaineering Club



Miniseries Club



E-Sports Club



Music Club



Chesterton Club



Illusionist Club



Dj Club



International Club



TEATROZ Theatre Company



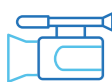
Ad-Lib Theatre Club



Wine-Tasting Club



Photography Club



Short Filmmaking Club



Guitar classes for beginners: rock, blues and country music



VR Club



Writing Club



Art Club



Gastronomy Club

Sports

The purpose of the Sports services is to bring the University's Students together through participation in sport.

The main objective is therefore to facilitate and encourage students participation in sporting activities as much as possible.

To achieve this, we organize multiple competitions, activities and events to promote a competitive spirit, health, education, an interest in nature and other benefits.



Clic-language centre

The Language Centre organises foreign language course in Spanish, English and French each semester. These allow you to improve your language skills and meet new people. You can also sign up for the international events organised by the Centre including meet-ups, workshops and exchanges.



Library services

- General Information and User Service
- Department for Acquisition of bibliographic material and Scientific exchange
- Periodicals Library (Hemeroteca)
- Technical processing and Standardization Department
- Media Library (Mediateca)
- Item Request Service (SOD)
- Institutional repository
- Bibliographic Information and User Education Service
- Bibliometrics Department
- Intellectual property Office Spreading of authors work al CEU (DAUCH)
- European Documentation Centre



Moncloa Campus

Julian Romea 22, 28033, Madrid

Montepríncipe Campus

Avenida Montepríncipe, 280668, Alcorcón, Madrid



Academic calendar

Patron Days

- 18 Oct.** School of Medicine's Patron Saint
- 3 Dec.** School of Pharmacy's Patron Saint
- 22 Feb.** School of Law's Patron Saint
- 23 March** Institute of Technology's Patron Saint
- 25 April** School of Humanities and Communication's Patron Saint
- 29 April** School of Economics's Patron Saint
- 25 Jan.** Conversion of Saint Paul
- 28 Jan.** St. Thomas Aquinas

Important dates

- 6 Sep.** Semester 1 begins
- 17 Sep.** Academic Year Opening Ceremony
- 7 - 20 Sep.** Resit Examinations - Final Exams
- 9 - 12 Oct.** Pilgrimage for the start of the academic year
- 20 Dec. - 18 Jan.** S1 Examinations
- 26 Jan. - 4 Feb.** Resit Examinations S1
- 7 Feb.** Semester 2 begins
- 30 May - 14 June** S2 Examinations
- 21 - 30 June** Resit Examinations S2

Holidays

- 23 Dec. - 9 Jan.** Christmas Break
- 11 April - 18 April** Easter Break
- Public Holiday*

*The 2nd, 3rd and 16th of May are subject to the decisions of the Central, Regional Administrations and Local Authorities.

SEPTEMBER 2021

M	Tue	W	Thu	F	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2021

M	Tue	W	Thu	F	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2021

M	Tue	W	Thu	F	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2021

M	Tue	W	Thu	F	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2022

M	Tue	W	Thu	F	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2022

M	Tue	W	Thu	F	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2022

M	Tue	W	Thu	F	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2022

M	Tue	W	Thu	F	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2022

M	Tue	W	Thu	F	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2021

M	Tue	W	Thu	F	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY 2021

M	Tue	W	Thu	F	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



Madrid: an overview

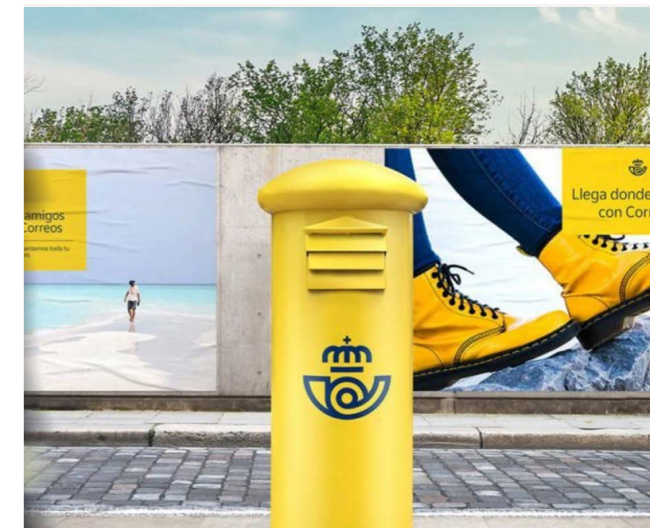
Electricity

The standard voltage in Spain is 220-240 V AC, 50 Hz. In Spain, the standard European socket with 2 plugs is used. If you come from other continents or from the United Kingdom, you will need an adapter. You will find adapters for sale in most hardware stores or large stores (large supermarkets). You can also try buying an adapter in your country of origin.

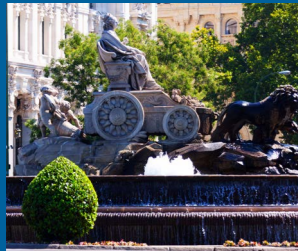
Postal service Post office

If you wish to send international mail in Madrid we have many post offices that arrange it. You can find the nearest one by searching in the Correos webpage: www.correos.es

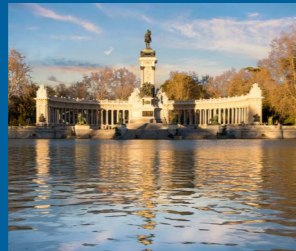
For ordinary mail, there are yellow mailboxes in most neighborhoods of the city. You will find stamps in the newsstands.



What you must visit!



Fuente de Cibeles



Parque El Retiro



Plaza Mayor



Templo Debod



Palacio Cibeles



Puerta de Alcalá



Catedral de la Almudena



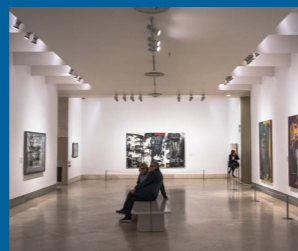
Gran Vía



Estadio Santiago Bernabéu



Museo del Prado

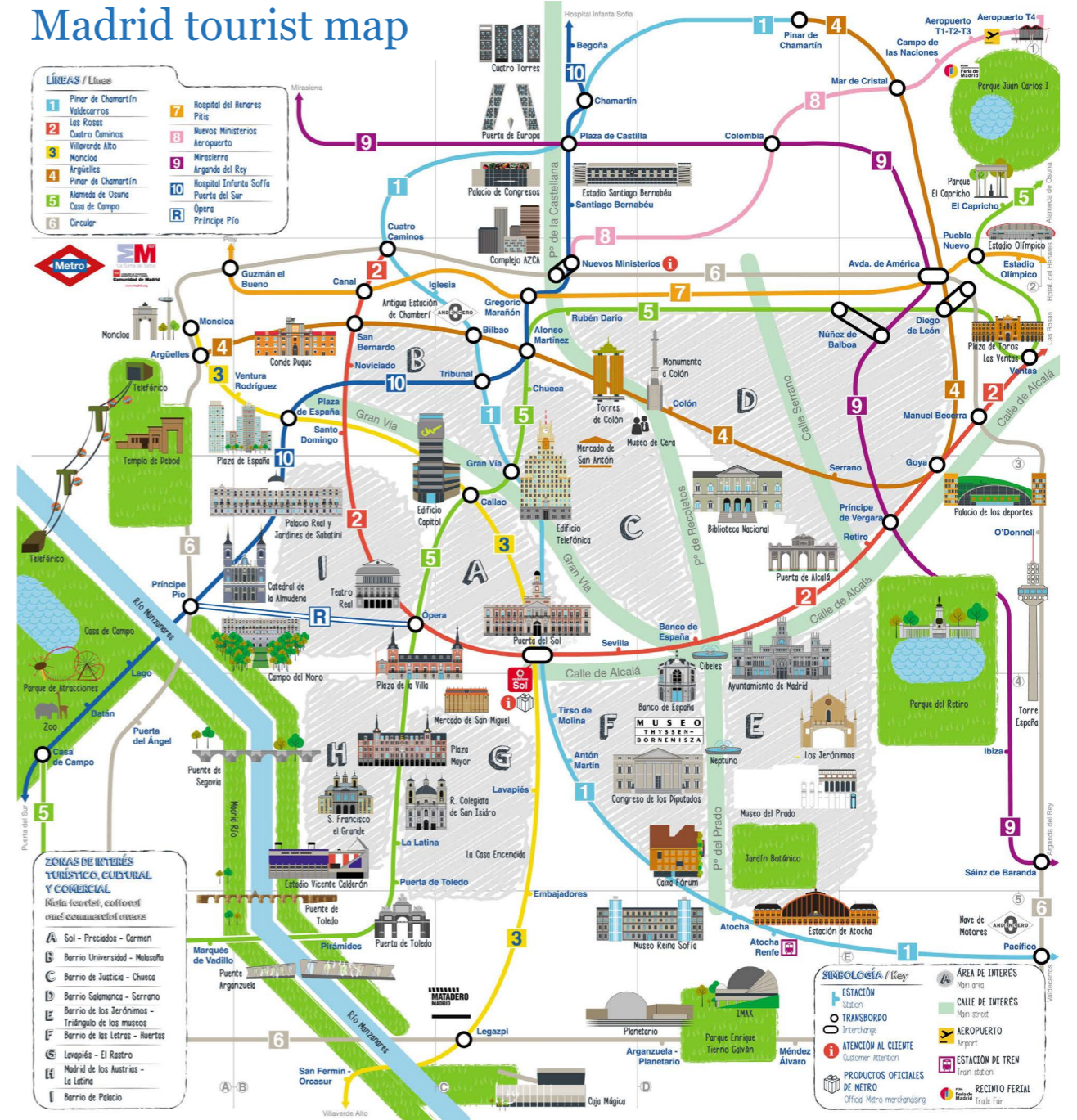


Museo Thyssen



Edificio Telefónica

Madrid tourist map



The weather in Madrid

The difference in temperature between winter and summer is rather severe and there are hardly any differences between seasons.

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
HIGH	11 °C	12 °C	16 °C	17 °C	22 °C	28 °C	32 °C	32 °C	28 °C	20 °C	14 °C	11 °C
	51,8 °F	53,6 °F	60,8 °F	62,6 °F	71,6 °F	82,4 °F	89,6 °F	89,6 °F	82,4 °F	68 °F	57,2 °F	51,8 °F
LOW	0 °C	2 °C	3 °C	6 °C	9 °C	13 °C	16 °C	16 °C	13 °C	8 °C	4 °C	2 °C
	32 °F	35,6 °F	37,4 °F	42,8 °F	48,2 °F	55,4 °F	60,8 °F	60,8 °F	55,4 °F	46,4 °F	39,2 °F	35,6 °F



Free time in Madrid

In Madrid, there are many ways to spend your free time. The erasmus buddies group organizes different activities every week and you can also find information in the City Life website:

www.citylifemadrid.com





Telephone calls



112 Emergency

NATIONAL POLICE: 091

CIVIL GUARD: 062

RED CROSS: 963 67 73 75



Phone calls

In order to call Spain from another country you should dial 0034 before the number. However, if you are calling a foreign country from a Spanish phone, remember to dial 00 (international prefix) and the country code of the country you are trying to reach, before dialing the rest of the phone number.



Skype

You can also call friends and family abroad via internet. Skype is probably the commonly used free software. It can be downloaded at www.skype.com. By registering, you can also call other registered users for free. It can also be used with various smartphones. Also, for external numbers Skype offers a variety of priced options according to your needs. Please note that you cannot make emergency calls though Skype.



Mobile Phone

If you have a mobile phone, we suggest that you buy a Spanish SIM Card. This will allow you to call Spanish numbers and to receive phone calls from your home country with affordable costs. A new Spanish SIM card costs about 5-10 Euros, and you can choose from 4 main mobile operators: Vodafone, Movistar, Orange and Yoigo. In order to buy a SIM Card you should present a copy of your passport or ID, a Spanish address and your Social Security Number (SSN).



Pre-paid cards

Pre-paid cards are the cheapest tool to call abroad if you do not have a mobile phone. You can purchase them at *estancos* (small stores around the city that sell postage stamps, phone cards, etc.), newsagents or phones shops. There are different kinds of cards according to the country you wish to call. Please note: Pre-paid cards can be used for a determined period (days, weeks or months). Companies such as OnSpanishTime.com will rent you a mobile if you'd prefer. Some rentals include minutes for calling internationally.

Basic expressions in spanish

Hello	Hola
Goodbye	Adiós
See you later	Hasta luego
Good afternoon	Buenas tardes
Good evening / Goodnight	Buenas noches
Yes	Sí
No	No
Sorry	Lo siento
Please	Por favor
Thank you	Gracias
You are welcome	De nada
How are you?	¿Cómo estás?
I am fine	Bien
What is your name?	¿Cómo te llamas? / ¿Cuál es tu nombre?
My name is...	Me llamo... / Mi nombre es...

Train station	Estación de tren
Bus station	Estación de autobus
Where is?	¿Dónde está?
What?	¿Qué?
Why?	¿Por qué?
When?	¿Cuándo?
I want...	Quiero...
I would like...	Quisiera...
Do you have?	¿Tienes?
I have / I don't have	Tengo / No tengo
What time is it?	¿Qué hora es?

Doctor	Doctor
Pharmacy	Farmacia
Hospital	Hospital
Maybe	Tal vez / Quizás
I am sick	Estoy enfermo
I do not understand	No entiendo
I do not speak spanish	No hablo español
Do you speak english?	¿Hablas inglés?
Passport	Pasaporte
Excuse me / Pardon me	Perdón / Disculpe
No problem	No pasa nada / No hay problema
Police	Policía
Can you help me, please?	¿Puedes ayudarme, por favor?
I need	Necesito
Restaurant	Restaurante



Glossary of the University terms

Campus

It is a point of reference for students. It helps students with educational activities.

Exam

For every exam passed, students are awarded a certain number of credits. The exam may be written or oral. The minimum passing mark is 5/10.

Learning agreements

Study plan during the mobility period. It must be approved and signed by the student, the home university and the host university.

Semester

One of the two parts into which an academic year is divided. The first one starts in September and ends in January while the second ends in June.

Transcript of records

Official certificate with the complete list of courses taken (with their corresponding grade/marks).

Department

Departments promote, coordinate and organise the academic activities of the Degree Programmes, for which they are responsible.

Exam dates

Each course includes 4 different dates in which the related exam can be taken. The exams will be organized by the students and teachers.

Office hours

Every professor is required to provide the student a support service in regard to their respective teaching material. Office hours take place at specific time.

Academic year

The Academic Year usually begins in September and ends in August/September of the following year. Each academic year is divided into two semesters.

Student card

Is given to each student, to be used for university services (libraries, copies, etc).

Attendance

Student's participation is required for all of the educational activities required by his/her Degree Programme. Attendance is compulsory.

Blackboard

Every student has a virtual personal area. You can access your Intranet with your student email id and password, given to you upon your registration.

University credit (ECTS)

The Spanish University System measures student workload with ECTS. Students should earn 60 university credits per academic year.



APPs of interest

Transport



METRO



RENFE



EMT



MOOVIT



RABIUS



CABIFY

Eating, delivery and free time



GLOVO



DELIVEROO



TENEDOR



FEVER

Communication



WORD R



BLABLA





More info:

Julián Romea, 20 - 28003 - Madrid | Ph.: +34 91 514 01 05
international.mobility@ceu.es | erasmus@ceu.es

www.uspceu.com

Opening times

AM: Monday - Friday 09.30 - 13.30
PM: Monday - Thursday 16.00-18.00

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