

Welcome Guide



COLLEGIATE

Madrid Chamartín



Welcome

Hello. Welcome to Collegiate Madrid Chamartín.

We look forward to welcoming you to Collegiate Madrid Chamartín.

To make sure you have all the information you need before you move, we've put together a handy rundown of everything you need to know.

You can reserve a time slot for your check-in on [our portal](#). If you need to check in outside of these available dates or times, please contact us directly to check if it is possible to provide you with other options.

How to get to Collegiate Madrid Chamartín

If you need advice on how to get there by public transport or help with the nearest car park, please contact madridchamartin@collegiate-ac.eu and the Front Desk Team will be able to assist you.

1. Car park

There is an underground car park at Collegiate Madrid Chamartín.

Parking will be available for students and parents only on the day of the move-in. Please let the reception team know that you will need access to the car park before your arrival.

2. Luggage

Please note that luggage cannot be sent to the residence in advance of arrival, as we do not have space to store it. You will need to bring all your belongings with you on the day of the move.

3. Local accommodation

If you arrive at Collegiate Madrid Chamartín outside office hours (from 11.00PM to 07.00AM) or with a member of your family, we leave at your disposal some nearby accommodation options:

- [Barceló Imagine](#), Agustín de Foxá 32, Madrid, distance from Collegiate Madrid Chamartín 45m
- [Hotel Madrid Chamartín](#), affiliated with Meliá, Mauricio Ravel 10, Madrid, distance from Collegiate Madrid Chamartín 250m
- [Hotel Chamartín The One](#), Agustín de Foxá S/N, Chamartín, distance from Collegiate Madrid Chamartín 350m

4. Check-in

To make check-in as smooth as possible, you will be asked to provide the following documentation in your Portal before your arrival:

- Signed Hosting Agreement
- Copies of your identity documents
- Payment of rent according to the contract

You can check this detail in point 6 of this same document.

In addition, you will need to:

- Read the welcome information
- Providing your phone number at the front desk - Making sure WhatsApp is active on that number
- Save the phone number of the residence in your address book

Once you have checked in on the day and time booked, you will be provided with the keys to your studio.

5. Wellness and community

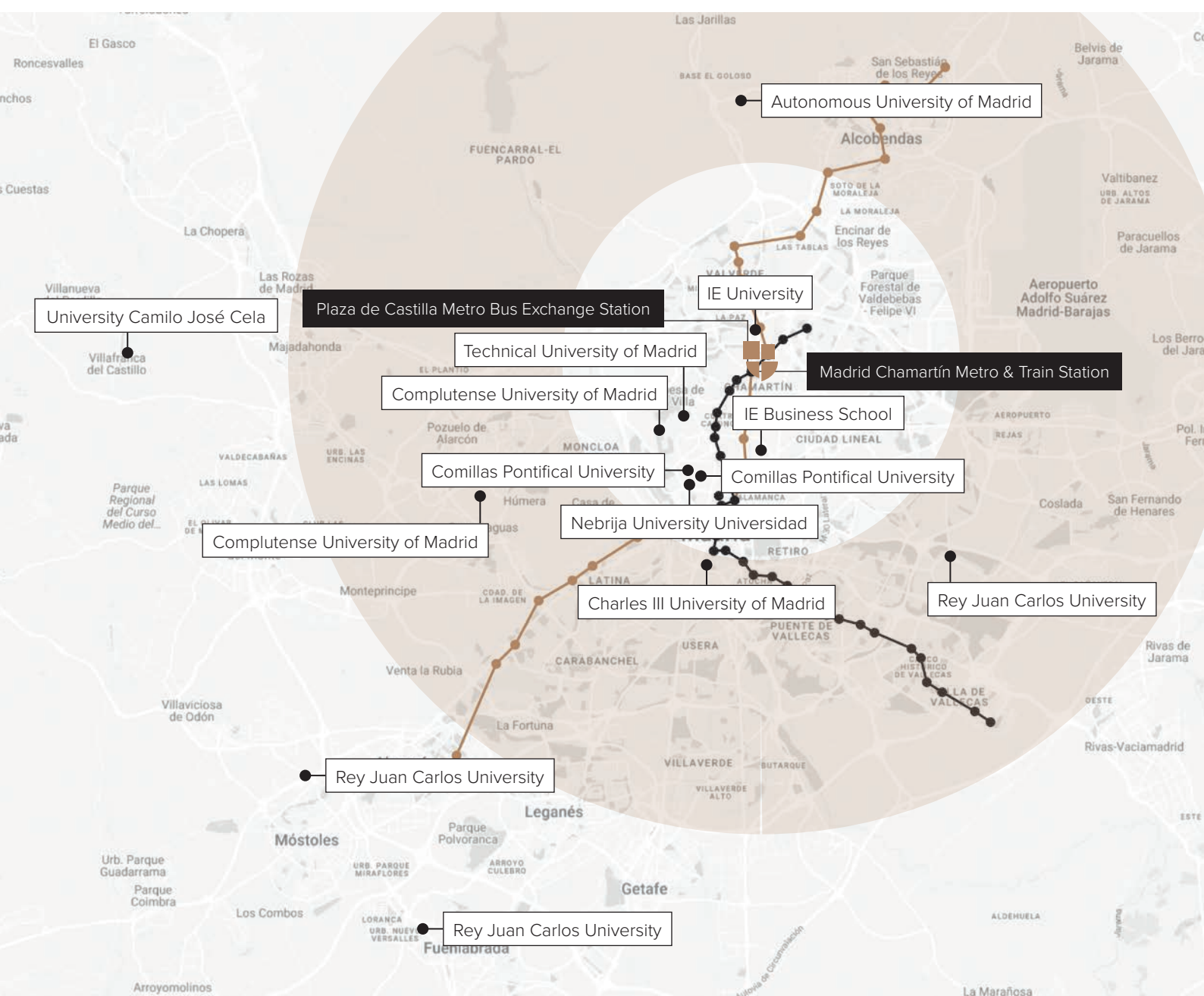
Our Front Desk Team is here to help you settle into your new home. There will always be someone to help you.

In addition, we have exciting events planned throughout the academic year. These events are designed to help you make new friends and build community in your new home. We will communicate this information to you through the different communication channels. Stay tuned!

6. Universities in Madrid

Collegiate Madrid Chamartín is very well located and connected.

Map of Universities





Requirements to proceed with the Check in

You must ensure that you have completed the following through the Portal:

- Paid the 500 euros deposit
- Paid the first installment of the rental, or the full rent if applicable. Please note that you will not be given the keys if you have not paid the rent.
- Provided: x1 photo ID x1 proof of address x1 proof of student status.
- Read and accept gym, pool, parcel and fire procedures

If you haven't done so before you move, you **MUST** bring all of this with you on the day of your arrival.

Without complete documentation, you will not be able to check-in.

Keys will not be handed over if the resident has not complied with any of the above requirements.

IMPORTANT: WE DO NOT ACCEPT CASH PAYMENTS.

What should you bring?

- Duvet and duvet cover
- Induction pots and pans
- Towels
- Sheets
- Silverware
- Toilet paper
- Pillow and pillowcases
- Plates and bowls
- Soap and toiletries
- Photos of family and friends
- Cups and glasses
- Cleaning products
- Foods
- Teapot and toaster

You can bring what you need directly or buy it and have the packages sent to the residence. In case you need it, here is a list of home accessory stores that can help you organize your room:

- Ikea San Sebastián de los Reyes
- Zara Home, Paseo de la Habana 28
- Primark, Gran Vía 32

When you need your own space to work or enjoy a moment of calm, you will have it all in your studio. All rooms are bright, fully equipped and have high quality finishes. Always-on broadband and Wi-Fi keep you connected, and our Front Desk Team is always there for you. In addition, you can feel safe: We have CCTV and a secure entrance door for your maximum peace of mind.

If you need us

If you have any questions, please do not hesitate to contact us:

Collegiate Madrid Chamartín

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