



IE University
Explorer Student Program
AY 2026/27 Exchange Partnership Fact Sheet



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 student body coming from outside of Spain.

Global Experience Office

Contact information:

MADRID CAMPUS

P.º de la Castellana, 259E
Offices T-9.05 / T-9.10
28046 Madrid – Spain

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

SEGOVIA CAMPUS

Main Segovia Campus:
Santa Cruz la Real Campus, Cardenal Zúñiga 12
Office SG-350
40003 Segovia – Spain

Segovia Creative Campus (BAS, BID & BIFD):
Palacio de Mansilla, Calle San Nicolás, 5
40001 Segovia – Spain

PHONE: +34 91 568 96 00

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

Meet the team:

Alberto García, Director
alberto.garcia@ie.edu

Incoming Students to IEU

geo.incoming@ie.edu

Leanna Lovely, Junior Manager
Marisa Torola, Coordinator
Raquel Parreño, Assistant

Outgoing Students from IEU

geo.outgoing@ie.edu

Cathrine Cozad, Junior Manager (North America)
Francesca Iacovelli, Coordinator (APAC, SA, MEA)
Natalie Joos, Coordinator (Europe)
Francesca Diotalevi, Assistant & Erasmus+

AY 26/27 Undergraduate Explorer Student Program Key Dates

		FALL 26	SPRING 27
First Day of Classes * & mandatory student orientation		August 31st, 2026	January 11th, 2027
Last Day of Classes * (final exams included)		December 18th, 2026	May 21st, 2027
Partner University Nomination Period**	Nominations Open	February 25th, 2026	August 25th, 2026
	Nomination Deadline	March 15th, 2026	September 10th, 2026
Explorer Student Application Period (NON-EU students are recommended to complete their application ASAP)	Applications Open	March 16th, 2026	September 11th, 2026
	Application Deadline***	March 26th, 2026	September 20th, 2026
Explorer Student Admission	NON-EU*** (Visa-Supporting Documents)	Late May 2026	Mid October 2026
	EU (Acceptance Letter)	Early June 2026	Early November 2026
Explorer Student Enrollment		Early July 2026	Early December 2026
Transcripts Available **** (we are unable to issue transcripts prior to this)		Sent by email to partners ~ 8 weeks after the official end of the semester	Sent by email to partners ~ 8 weeks after the official end of the semester

*These dates are subject to change slightly.

***Note:** The IEU Attendance Policy (below) applies from the first day of class. Students are expected to arrive a few days before the official start of the term. Students enrolled in BAS may have courses until May 28th during the Spring 27 semester.

****Note:** Kindly note, Fall and Full-Year students must both 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, our nomination/application/admission timeline has been moved forward 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 as soon as possible!

******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 that 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 students, both local and exchange. It is very important that your students are aware of this policy when considering IEU.

According to IE University policy, attendance is mandatory. All students are expected to attend 100% of the sessions in person, on campus as classroom participation is an essential component of IE's learning methodology.

Health problems, visa delays, travel restrictions, personal trips, appointments, family celebrations, interviews, late enrollment in the course, and all 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, scheduling overlaps higher than 20% are not allowed. If students surpass the 20% limit, they must justify these absences with their academic offices. Failure to do so will translate into a failed class. This attendance policy is strictly enforced by each IEU academic office and the Global Experience Office cannot interfere in these matters.



Bilateral Exchange Spots

Number of exchange seats for AY 26/27: To determine the number of students you may nominate through our bilateral exchange partnership for the current academic year, please refer to your previous correspondences with our team (alberto.garcia@ie.edu). Should you have more students show an interest than our agreed-upon numbers, kindly do not nominate them via our online form. Instead, you can nominate them through the **Explorer Student Program (Fee-paying Partnership)**. [See information 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 our agreed-upon 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, you may contact geo.incoming@ie.edu with GlobalAcademicPartnerships@ie.edu in copy.



English Proficiency Requirements

The possession of an English certificate is mandatory.

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

*TOEFL scores as of January 2026 are reported on a 1-6 scale, and IE University accepts **TOEFL 5**.

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 form, coordinators must confirm that English is the medium of instruction at their home institution and their students consequently have sufficient proficiency in English to study at IEU.

We cannot be flexible with these scores or validity dates, as these requirements apply to all IEU students. We cannot accept any other document besides the ones indicated above to fulfill this application requirement.

Explorer Student Eligibility

All students nominated to our Explorer Student Program must:

- Have successfully completed at least one-year of full-time study at the home institution.
- Be in good academic standing at the home institution.
- Be proficient in English (See English proficiency requirements)

Kindly note that Fall and Full-Year students must both be nominated during the Fall nomination period. If a Fall student wishes to extend their exchange to Full Year, they must be nominated again during our Spring nomination period. We cannot consider any requests to extend a student's exchange after the nomination period has finished.





Partner University Nomination

- **Nominations must be made via IEU's online form**, which we will send to all Partners at the opening of each Nomination period. We do not accept nominations via email. Coordinators must fill out the nomination form once for each student they are nominating, providing personal information matching the student's passport - full legal name, gender, date of birth, nationality, passport number, etc.
- Coordinators must nominate their students to **1 IEU Bachelor Program and Campus**, using the tentative course offering list and course offering chart below to select the Program that best fits their home study plan. The student will then be required to enroll in at least **60% of their total ECTS** from that Program, with 40% flexibility to choose courses from other study areas on their campus, depending on course availability/scheduling.
- Kindly note students can only be nominated for 1 IEU Bachelor Program. Campus and Degree changes are only permitted prior to the first enrollment period.
- **Coordinators must confirm English proficiency** for each of their nominated students inside the nomination form, using the criteria on the previous page.
- Coordinators may indicate if their nominated students have any **Special Educational Needs** inside the nomination form. The GEO team will then follow up with these students to request the relevant medical documentation and put them in contact with our Functional Diversity team to start the process to request academic accommodations.
- Coordinators should keep a copy of their nominations and inform their nominated students of their chosen IEU Campus and Bachelor Program (students need 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 & Program of Nomination

Bachelor's Program	Madrid Course Offer	Segovia Course Offer
BBA (Bachelor in Business Administration)	1st, 2nd, 3rd, 4th year & electives	1st & 2nd year
BCDM (Bachelor in Communication and Digital Media)	3rd year & electives	/
BBSS (Bachelor in Behavior and Social Sciences)	2nd, 3rd year & electives**	/
BIR (Bachelor in International Relations)	1st, 2nd, 3rd year & electives	1st & 2nd year
BIE (Bachelor in Economics)	1st, 3rd year & electives	1st & 2nd year
LLB (Bachelor in Laws)	1st, 2nd, 3rd year & electives	1st & 2nd year
PPL (Bachelor in Philosophy, Politics, Laws and Economics)	1st, 2nd, 3rd year & electives	1st & 2nd year
BAS (Bachelor in Architectural Studies)*	/	2nd, 3rd & 4th year*
BID (Bachelor in Design)	3rd, 4th year & electives	2nd year
BD (Bachelor in Data and Business Analytics)	1st, 2nd, 3rd, & 4th year & electives	1st year
BCSAI (Bachelor in Computer Science & Artificial Intelligence)	1st, 2nd, 3rd, & 4th year & electives	1st year
BAM (Bachelor in Applied Mathematics)	1st, 2nd, 3rd, & 4th year & electives	1st & 2nd year
BESS (Bachelor in Environmental Sciences and Sustainability)	/	1st, 2nd, 3rd & 4th year
BHUM (Bachelor in Humanities)	3rd year & electives	1st & 2nd year
BIFD (Bachelor in Fashion Design)	3rd year	1st & 2nd year

*Note: BAS courses are only open to Architecture students & 4th year BAS courses in Segovia are only open to students in their last year of studies.

**Note: BBSS elective courses are only available in the 2nd (Spring) semester.

Explorer Student Application

- Nominated students will be contacted by the GEO team with the online application link and instructions at the opening of the application period (see key dates).
- Students should use the time leading up to the application period to **prepare the required application documents** and to review the course offer for their Program to ensure they were nominated appropriately.
- Students must select their **Campus & IEU Bachelor Program** inside the application and provide all the required application documents. *Applications without all the following documents will not be considered complete:
 - **Passport** - Must be valid for at least the duration of the exchange (for questions, check with your Spanish consulate). EU citizens can upload a copy of their valid EU National ID instead.
 - **Official Undergraduate Academic Transcript (English or Spanish)** - An unofficial copy can only be accepted if it is signed/stamped by the home university to confirm its' validity.
 - **Proof of English Proficiency** - See the English language proficiency requirements section on the previous page.
 - **JPEG photo** - For student identification
 - **Additional documents:** Students requesting academic accommodations must provide the supporting medical documentation along with their IEU application.



Explorer Student Admission

- **After the application deadline**, the GEO team will review all complete applications. If screening is successful, admission letters and/or 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 their arrival in Spain.
 - **Where?** Students must submit their application to the Spanish consulate with jurisdiction in their place of legal residence.
 - **When?** Students should book a visa appointment following the timeline laid out by the GEO team after Nomination.
 - **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 or National ID 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) so that their living situation is settled before classes start. *Find more information in the Immigration & Relocation section.
 - **Check the short term 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 this useful tool:
 - [Estimated Cost of Living Calculator](#)
- After admission, students will receive instructions on how to activate their IEU credentials (username and password) to access BB ULTRA (the academic portal) and the **Academic Catalog** platform where they can review the final list of available courses and their corresponding syllabi.
- Students are advised to use this time leading up to Enrollment to 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 Course Enrollment

- **Before Enrollment:** The final list of courses and syllabi approved by the Academic Offices for each campus will be made available to students in our Academic Catalog platform upon Admission. Students are advised to thoroughly research their potential courses in the platform and make a wide pre-selection of their desired subjects.
- **Enrollment Platform:** The link to the platform will be shared with students in due time by the GEO Team. Course 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 we cannot guarantee the availability of any course. Students must enter the platform with a wide list of courses pre-approved by 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 must enroll in **60% of their ECTS** from the IEU Bachelor Program they were nominated to, with the possibility to select the remaining 40% of their ECTS from other study areas offered on their campus (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 on the Academic Catalog 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:** Course schedules are not available beforehand but will be visible on the enrollment platform in real time once students start selecting courses. This is because many courses have several groups with different timetables that may change from week to week. The enrollment platform automatically compares students' chosen courses' schedules for them over the entire semester to help ensure that students are creating a viable schedule with no major course overlaps.
- **Attendance & Absences Policy:** All students are expected to attend 100% of the sessions live and in-person. However, IEU provides a 20% buffer to address unexpected circumstances (personal issues, illnesses, visa problems, etc.). 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. Consequently, scheduling overlaps higher than 20% are not allowed.
- **Maximum ECTS credits per semester:** 30 ECTS + optional 3 ECTS Spanish language course = 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 = 25 hours of work** including classes and related academic activities.
- **Spanish Language Course Enrollment:** Offered in 1st & 2nd semester (Madrid & Segovia). Students who are interested in taking a free, optional, 3 ECTS 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 additional enrollment adjustments according to the enrollment policy.
- **Labs** - Only offered in 2nd semester (Madrid & Segovia) and include an additional intensive period in June that is not included in the official Program dates. Click [HERE](#) for more information.
- **Seminars** - Offered in 1st & 2nd semester (Madrid & Segovia).
- **English is the main language of instruction** for all classes at IE University. However, there is a very limited course offer taught in Spanish. For students wishing to take courses taught in Spanish, we strongly recommend that they have a minimum level of B2 CEFR.



Orientation & Arrival

- There will be a **mandatory Orientation & Welcome session** on the first day of classes on both Madrid and Segovia campuses each semester.
- Students may make their travel arrangements with that date in mind (since the IEU Attendance Policy applies from the first day of classes). Recommended arrival date: at least a few days before classes start.
- All incoming students will be required to check in with the Global Experience office, so we can confirm your students have arrived safely on campus.
- Before the official start of the semester, the GEO team will share the **Orientation Week Agenda** with all incoming students. Each semester, we plan two weeks filled with activities and events for the incoming students to get to know each other and learn about Spain & IE University!

Transcripts & Learning Expectations

The official transcript of grades will be sent directly to Partners by email about 8 weeks after the official end of each academic semester (end of February for Fall semester & mid-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

Learning Agreements & Documents

- IE University is connected to the **EWP Platform** to sign Online Learning Agreements. *This is the preferred channel to receive and sign LAs.

Receiving Institution Contact Information

Erasmus Code: E SEGOVIA 01 (for both campuses)

Email: geo.incoming@ie.edu

Raquel Parreño, Incoming Assistant

- If you are not connected to the EWP network, students will need to submit their Learning Agreement and Certificates of Arrival/Departure as PDFs 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.

IEU Examination Periods

Midterm exams take place about halfway through the course.

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

Exam Retakes/Resits take place in June for both 1st and 2nd semester courses and are not guaranteed for Explorer Students. *These dates are not included in the official program 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.

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 ieustudentservices@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 expectations.

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 welcome the students on campus!