



5 tips to
settle
smoothly
in Madrid



Quilantro

What to expect?

Is this ebook worth reading?	2
What do I need to arrange	4
What can you do?	7
Tip 1. Make a to-do list	8
Tip 2. Learn Spanish	13
Tip 3. Make an appointment for a NIE	16
Tip 4. Create a social network quickly	18
Tip 5. Research the neighborhoods or area you want to live in	20
About Lilian Hermans – founder Quilantro	23
Need more information?	26

Is this ebook worth reading?

If you fit one of the following descriptions then this ebook is meant for you:

- you will be moving soon or have just relocated to Madrid
- you are an expat from the Netherlands or another EU country
- you lack the time to arrange everything yourself
- your priority is your work, family or other business
- you are unfamiliar with Madrid and don't know exactly how to arrange everything
- you don't speak the language

Do you fit the bill? Then, you are the target reader of this ebook as it contains valuable information for you.

4

What do I need to arrange?

Sometimes you hear that you are being sent abroad at very short notice. That doesn't give you a lot of time for making arrangements.

But, even if you do have the time, there is a lot that comes at you. Your work is different, new colleagues, and you, your partner and children need to settle in a new environment.

A new country means that there are many things that need to be arranged.

What if you don't speak Spanish? What exactly needs to be arranged and how do you do it? Where are you going to live? Where do you have to go to register? What kind of schools and child-care are there?

3

This is the fourth and revised edition of the ebook *5 tips to settle smoothly in Madrid*. Did somebody send you this ebook?

Visit our website Quilantro to request your own sample and to ensure that you have the most up-to-date version.

5

Many newcomers suffer from stress, sleepless nights and become a bit desperate when they look at their to-do lists. A lot needs to be done, but where do you start?

These feelings are normal. Research shows that relocating to another country is one of the most far-reaching events of your life. Many newcomers suffer from 'culture shock'.

Madrid differs largely from the city or country where they come from. They have problems adjusting to the new situation and the Spanish lifestyle.

6

It can be different. Many newcomers stay calm and handle the situation well. They adjust to their new life easily and see the change as a challenge. They just let it happen. They do not experience stress from everyday arrangements and they have a good overview of what needs to be done. They have the contacts needed to arrange everything.

Then, why is it such a struggle for so many people? In order to arrange everything well and quickly, local knowledge and experience is a `must` as is knowledge of the Spanish language. You need to know how to apply for your NIE (*Número de Identidad de Extranjero*), a type of fiscal number, where you can learn Spanish and what are the interesting neighborhoods to live in.

What can you do?

You realize that there is a lot that needs to be arranged. What actions require your immediate attention? What do you have to think of? In this ebook you will find 5 tips.

Tip 1. Make a to-do list

Look at your own situation closely. It is wise to think of everything that needs to be arranged, besides looking for accommodation, arranging the NIE, opening a bank account and registering for a Spanish course. Do you have children? You will need information about how the school system functions and the various schools available to you before making a choice. Do you have a car that needs to be imported? How do you arrange insurances? Make a to-do list so you are sure not to forget anything.

The more complete your list, the clearer it is what needs to be arranged. It also allows you to prioritize your activities.

On the next page you will find a checklist you can use.

Prepare for your own departure and arrange the following beforehand:

- organize accommodation (permanent or temporary)
- sell or let your home
- follow a Spanish language course providing you with basic knowledge
- research the city, the neighborhoods and Madrid surroundings to determine where you may want to live
- request quotes from different moving companies and organize your move to Madrid
- arrange private health insurance for yourself and your family

10

- research schools and child-care
- collect official documents, such as birth certificates and degrees
- sign out at the municipal registry of your current place of residence
- cancel your car insurance policy if you decide to sell your car (note: do not cancel it if you are importing the car to Madrid; you will need it for a while)
- renew your driver's license in your current place of residence if it is due to expire soon

Arrange the following after you have arrived in Madrid:

- arrange utilities: water, gas, electricity, telephone, internet and satellite TV
- arrange fire and theft insurance for your home
- choose a school or arrange child-care
- arrange a NIE (Spanish fiscal number)
- open a bank account
- register for a Spanish language course

- arrange a subscription or prepaid card for your mobile phone
- register at the municipal registry (*empadronamiento*)
- if you take your car: arrange its import and license plates or, buy a car and register it
- arrange car insurance
- register at the social security office

Note, this list is not exhaustive. Every situation varies and there are always extra things that need to be arranged.

Tip 2. Learn Spanish

Integrate as quickly as possible. It's important that you build up a basic knowledge of the Spanish language fast. To avoid frustrations, you must learn to make yourself understandable because many of Madrid's citizens do not, or hardly, speak English. It is also good for your self confidence.

There are plenty of options. You could:

- follow a Spanish course at a private institute
- hire a private teacher
- learn Spanish online
- (i.e. via Skype) follow conversation lessons
- participate in native language exchanges: help each other to speak your native language (or another language you know well)

There are various language institutes where you can learn Spanish. Below you will find three of these institutes that are either subsidized by the federal government or by the municipality of Madrid. They come highly recommended.

- Instituto Cervantes was set up by the Spanish government with the goal of promoting the Spanish language (*castellano*) globally.

Cervantes has many institutes located throughout the world. You can, therefore, start your language course before moving to Spain if there is an institute nearby where you live. If there isn't then Cervantes also offers online courses. Visit www.cervantes.es

- Another institute is Ceba Joaquin Sorolla, part of the municipality of Madrid. You can follow a Spanish course here at a reasonable price. Visit: [Joaquín Sorolla](#).
- Are you already living in Madrid and looking for a Spanish language institute? The Escuela Oficial de Idiomas can be recommended. It is a good school and also affordable. Madrid: www.eoidiomas.com or in Las Rozas: www.eoilasrozas.es

Tip 3. Make an appointment for a NIE

Applying for a NIE should be one of your top priorities when you arrive in Madrid. But what is a NIE and how do you get one?

A NIE (*Número de Identidad de Extranjero*) is required for almost everything in Spain. If you have economical, professional or social interests in Spain, you need to apply for a NIE. It is a unique identification number used as a type of fiscal number for foreigners who conduct financial activities in Spain.

Without a NIE, it will be more complicated and in some cases even impossible to, for example, register at the town hall, pay taxes, buy a car, open a bank account or apply for a Spanish driving license. It's also recommended to apply for a NIE for children. Spaniards have a NIF (*Número de Identidad Fiscal*).

It's relatively easy for Europeans to apply for a NIE. An address is required even if it's temporary. If you need some help, take a look at the [NIE package](#).

If all documents are approved, you will receive your NIE-card at the same time. Safeguard this card. You will be automatically registered in the Register for European Union Citizens (*Certificado de Registro como Residente Comunitario*).

Please note that procedures, locations and necessary documentation change from time to time. Make sure to remain informed and updated.

Tip 4. Create a social network quickly

It's important to create a social network quickly in order to integrate more smoothly and to adjust to your new life with pleasure.

This can be accomplished in different ways: through school, sports club, but also by becoming a member of an expat association. A lot of expats live in Madrid and the city offers many associations.

A fun thing about these associations is that you meet like-minded people who find themselves in similar situations.

Examples of (expat) associations:

- International Newcomers Club: www.incmadrid.org
- The American clubs: www.americanclubofmadrid.com or www.awcmadrid.com
- InterNations: www.internations.org/expat/madrid
- Madrid für Deutsche: www.madridfuerdeutsche.com
(German expat association)
- Professional Women's Network: www.pwnglobal.net
- For expats with children: www.kidsinmadrid.com and www.mumabroad.com

Tip 5. Research the neighborhoods or area you want to live in

Drive around and walk through the neighborhoods where you think you want to live. Make sure you get a good feel for Madrid and have thought through your accommodation requirements.

Do you wish to live near your children's schools? Would you rather live in the city or in the suburbs? Or maybe in nature (*en el campo*)? What is a reasonable travel distance that you need to cover daily to and from work (or airport)?

Do you wish to make use of a swimming pool? Can this be a shared/municipal pool? These are all details to be considered.

If you do your research well, there is a bigger chance that you will find accommodation that fits your needs. You will have also increased the chance of finding your ideal home, one where you will want to stay.

In **Madrid**, there are a few residential areas that are favored by expat families, such as Mirasierra and Aravaca.

North of Madrid: La Moraleja or *urbanizaciones* like Ciudadalcampo, Santo Domingo, Fuente del Fresno.

West of Madrid: Pozuelo de Alarcón. Las Rozas, Majadahonda and Boadilla del Monte are also popular.

If you don't have a lot of money to spend, you could also consider to live further away from Madrid. The further away you go, the lower the cost of accommodation (for example Torreloaón, Majadahonda, El Escorial or Villanueva de la Cañada).

Useful websites for accommodation

Some websites to find the ideal accommodation are:

- www.idealista.com
- www.fotocasa.es

About Lilian Hermans – founder Quilantro



In 2006 Lilian moved to Madrid after 10 years of working as a lawyer in the Netherlands. Her area of expertise was real estate and labor law. She decided to put her experience to practice in Madrid and started her company, Quilantro, in order to assist expats with their first practical arrangements.

She knows how important it is to be supported those first few months. She was a newcomer herself and the period before the relocation, as well as the months thereafter, were hectic.

By providing useful information and offering services specifically for expats, she is convinced that integration will be easier. In the end, it's all about building a new life for yourself and your family and to enjoy the life that Madrid has to offer.

Do you wish to know how Quilantro can assist you further?
Please contact us at info@quilantro.com

¡Hasta luego en Madrid!

Need more information?

Good preparation is half the work and increases your chance at success! In the end, it's all about having a fruitful expat period while living in Madrid. Would you like to receive more information on what we can do for you?

Learn more about the [Home finder package](#)



Or connect with us:      



Copyright © 2010-2015 Lilian Hermans www.quilantro.com