



Comunidad de Madrid

Consejería de Educación

ESCUELA OFICIAL DE IDIOMAS

CARABANCHEL

C/. Portalegre, 52 - 28019 MADRID

Teléf. 91 469 58 12 - Fax: 91 460 29 01

SPANISH AS A FOREIGN LANGUAGE

HOW TO REGISTER

1. Collect from reception (conserjería) the pre-registration form plus another form (impreso 030) if you wish to take a placement test *
If that is the case, pay 6.01 Euros (subject to a rise in 2008) in any of the banks listed on the back or the 030 payment form
2. Hand in the filled-in pre registration form with the identification and relevant documents. Check the deadline at the school.
3. Check that your name and the information that appear on the provisional list of admitted people is correct.
4. Take the placement test (if you have paid for it) on the date that will be published on the notice board in the school .
5. Make sure that your name is on the final list of admitted candidates and take note of the date you will have to enrol formally.
6. Collect the envelope with the instructions to register formally and choose the time for the classes within the given possibilities.
7. Go to any of the banks that are printed on the back of the payment form (again a 030 form) to pay the course fees .
8. Submit all the necessary documents (two passport photos, validated 030 form and registration form) in the envelope (sobre de matrícula) at the school office.

***THE PLACEMENT TEST (PRUEBA DE NIVEL)**

It will enable you to enrol in a higher course than NB1 which is Basic Level 1, the first on any Official Language School (EOI).

It is compulsory for any student with previous knowledge of Spanish, because that is the only way you can sign in for NB2 (Basic Level 2) or any higher level.

Taking the test does not necessarily mean that you have been admitted; you can only be certain once your name is on the list of the admitted candidates.

You are now a student of the school and can get a student card from the school

DOCUMENTS

Applicants from member states of the European Union / European Economic Area

- Identification card or passport

- Certificate of validation of the degrees or studies finished in their country or form stating that this petition is underway. (Secondary School education is the level required)

Applicants from countries that are not member states of the European Union /European Economic Area

- Spanish identity card for foreign citizens (NIE) or a student visa
- Certificate of validation of the studies (degrees., qualifications...) finished in the country in line with the corresponding ones in Spain (Secondary Education minimum) or else proof of application for the validation.

Where to apply for this validation:

C/ Alcalá 36 28071 Madrid

Tel. 902 218500

Fax 917018648

Or visit : www.mec.es/mecd/titulos/convalidacion.html

THE COURSE: BASIC INFO

LENGTH : four months either at the beginning (October to January) or at midyear (January to May)

DAILY CLASSES OF 120 MINUTES

ATTENDANCE IS COMPULSORY

THE SCHOOL

The official language school of Carabanchel is a state school that depends on the Education Area of the Comunidad de Madrid.

The syllabus is in accordance with that of the EU for languages (the Common European Framework) and is organised around three levels: Basic, Intermediate and Advanced.

At the end of every level Students can sit an exam to get a certificate that proves that their command of the languages conforms to the one described in the Portfolio for each of the four skills: reading, listening ,writing and speaking.

More info: www.mec.es/programas-europeos or visit

www.mec.es/programas-europeos/docs/pel_adultos_impresos2004.pdf (págs. 10-19)

You can also visit our website:

www.educa.madrid.org/web/eoi.carabanchel.madrid/

or visit www.educa.madrid.org/eoi for model exam papers and information on the certificate exams

