

GUIDE FOR MASTER INCOMING STUDENTS

Admission and Registration
Procedures for Business,
Economics and Tourism Faculty



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PRIOR TO ARRIVAL

1. MASTER INFORMATION

Master programs offered by Economics, Business and Tourism faculty are:

- [Análisis Económico Aplicado](#)
- [Auditoría de Cuentas](#)
- [Finance and Banking](#)
- [Ciencias Actuariales y Financieras](#)
- [Contabilidad Auditoría y sus efectos en los Mercados de Capitales](#)
- [International Business Administration](#)
- [Management y Gestión del Cambio](#)

You can access to updated information of each master by clicking in the name (course catalog, schedules, teachers...)

2. NOMINATED STUDENTS

Your home university should nominate students using the on-line form we provided to your coordinator/international office.

Important dates:

- First semester/whole year students: nominations must be done before April 30th
- Second semester: nominations must be done before September 30th

The International Relations Office (ORI) from Economics faculty will send an e-mail to both students and home coordinators to confirm whether or not they have been admitted before May 20th (first semester/whole year students) or before October 15th (second semester students).

Only students who require VISA will receive an acceptance letter by postal service. This letter will be sent to the address indicated in the on-line form. In case of VISA the length of stay must cover the beginning of the course and the exams period.

3. DOCUMENTS REQUIRED BEFORE ADMISSION

Economics ORI will ask you to provide additional documents to complete your profile before sending it to Master Director.



Master Director is responsible of master students admission (both national and international), and each master has different requirements, so the following list might be extended depending on the master you apply for.

Documents you will usually be asked to provide are:

- Updated CV
- List of subjects you want to study: please, keep in mind you cannot mix subjects from different masters, you have to chose from only one master program
- Learning Agreement already signed by your home institution coordinator

These documents will have to be send by e-mail to economicas.ori@uah.es , e-mail subject must be SURNAME_NAME_MasterDocuments.

4. ADMISSION

Admission will imply that the student has to register ONLY in the courses authorized by Master Director. In case of being interested in any modification it will have to be approved by Master Director.

Admission will not only depend on the number of students/semesters signed in the bilateral agreement between institutions, Master Director will also consider special requirements for each specific program.

4.1.Application Form and Profile Documents

Students who have been admitted should fill in the International Student Application Form before June 30thfor first-semester students (or whole-year students), and before November 15thfor second-semester students.

The document will be sent in the admission e-mail. Please print the form and sign it before sending it by e-mail to economicas.ori@uah.es indicating SURNAME_NAME_ApplicationDocuments in the subject.

This e-mail must contain attached:

- International Student Form (including passport-sized photo)
- Copy of personal pages in a valid passport
- Copy of the language certificate
- Copy of the European Health Insurance Card or Private Health and Accident Insurance Card
- Courses enrollment document:
https://portal.uah.es/portal/page/portal/posgrado/masteres_universitarios/documentos/doc_10_sape_intercambio.pdf



4.2. Health and Accident Insurance Information

All international students and researchers are required to have health and accident insurance for the entire duration of their stay at the University of Alcalá. Those originating from any European Union Member State or from Iceland, Liechtenstein, Norway or Switzerland can apply for the European Health Card in their own country, which allows them access to public sector health care in Spain. Students and researchers originating from countries with special agreements regarding access to health care should apply for the document that certifies this condition and entitles access to the public health system.

All other international students and researchers are required to obtain private comprehensive health and accident insurance that includes coverage of all expenses pertaining to repatriation to the country of origin in case of death or severe injury. Information regarding companies that issue students health insurance is available at:

https://portal.uah.es/portal/page/portal/portal_internacional/internacionalizacion/seguro_medico

5. SPANISH COURSES (OLS)

Prior Spanish classroom-based intensive courses have been substituted by OLS (Online Linguistic Support). Please find more information here: <http://erasmusplusols.eu/>

6. ACCOMODATION

Students can book accommodation prior to their arrival in one of the University Residence Halls or arrange to stay with a family, in a private flat, in a hotel or hostel in the cities of Alcalá and Guadalajara. For information regarding accommodation, please consult the following website:

https://portal.uah.es/portal/page/portal/portal_internacional/vida_universitaria/alojamiento

Following their arrival in Alcalá (but not before), students may request the list of single or shared rental apartments available at that time in the building of the Vice-President of International Relations (“Vicerrectorado de Relaciones Internacionales” or “VRII”, Edificio del Rectorado, Plaza de San Diego).

We can also recommend Aluni as an option for international students. Aluni is not part of the University but has proved to be reliable for our students. For further information go to their web site: <http://www.aluni.net/en/>





ARRIVAL PROCEDURES

1. GOING TO THE VICERRECTORATE OF INTERNATIONAL RELATIONS

Immediately after arriving in the city of Alcalá de Henares and before beginning classes, students should visit the Vicerrectorate of International Relations (VRRII, Rectorate Building, Plaza de San Diego) to carry out the following procedures:

- a) Obtain their username and password which will allow them to access the website of Alcalá University (“My Portal” to consult the subjects in which they will be registered and “BlackBoard” one of the main platforms teachers use to support teaching in their courses).
- b) If the student is required to certify his/her arrival at the University of Alcalá, he/she should present a Certificate of Arrival as specified by the home university. This document must be signed and sealed at the VRRII.
- c) Obtain the Public Transport Card (optional and only for students living or studying in the Guadalajara Campus).
- d) Present their European Health Insurance Card or proof of other acquired insurance.
- e) Upon request, the VRRII will provide students with information regarding available apartments to rent in the city (please refer to the accommodation section above)

2. REQUEST A MEETING WITH MASTER DIRECTOR / ADMINISTRATIVE OFFICE

Master director or the administrative office will provide you final information about schedules, teaching rooms and other issues you have to take into account for your courses, so please contact once you have arrived and passed by the Vicerrectorate of International Relations to collect this information.



END OF STUDY PERIOD

1. RETURN LIBRARY BOOKS

The student is required to return library books before leaving. As in many cases students forget this we will send an e-mail asking for the return at the beginning of the exam period.

Any student who appears pending of return library books will not receive certificate of attendance and transcript of grades.

2. CERTIFICATE OF ATTENDANCE

If the student is required to certify his/her attendance at the University of Alcalá, he/she should request a Certificate of Attendance that will be signed by the Faculty Academic Coordinator. In order to request send an e-mail to: economicas.ori@uah.es

The starting date will be the date specified in the Certificate of Arrival or Attendance, a copy of which should be presented by the student. The ending date is the day the UAH signs this certificate.

3. TRANSCRIPT OF GRADES

The ORI will post the academic transcript with the grades obtained for all courses to the student's home university.

Transcripts will be sent after master exam periods. As this dates vary from one Master to another and may suffer modifications depending on the master program we cannot provide a fixed date for sending them.

Both coordinator and student will also receive a scanned copy of transcript.

Students who need transcripts in different dates due to personal reasons should contact economicas.ori@uah.es to get them.

4. EXTENSION OF THE MOBILITY PERIOD

4.1. In the same academic year

Students who initially apply for only one term period may apply for an extension of the mobility period up to the maximum length of nine months by filling in, printing and signing the Application for extension of mobility period form which may be found here:



https://portal.uah.es/portal/page/portal/portal_internacional/nuestros_estudios/admision_maticula/impresos_erasmus.

This form must be signed by the Academic Coordinator of the student's home university and it must be submitted to economicas.ori@uah.es along with a new courses list for the extension period and a Learning Agreement modification.

Master Director will study the case and has to agree in order to allow students extend their mobility.

4.2. In a different academic year

If the student wishes to extend their study period in the UAH in order to study in a different academic year, he/she must repeat the mobility program admission process.

In certain conditions and with the prior approval of the international coordinators of both institutions, extending the mobility period beyond one academic year may permit the student to receive a double degree from both the home university and the University of Alcalá.

5. RENUNCIATION TO MOBILITY PERIOD

Students who wish to renounce all or part of the period of stay initially agreed on at the University of Alcalá, must fill out, print, and sign the Application for Renunciation of Mobility Period form available here: https://portal.uah.es/portal/page/portal/portal_internacional/nuestros_estudios/admision_maticula/impresos_erasmus.

This document should be sent via email to economicas.ori@uah.es