

GUIDE FOR ERAMUS INCOMING STUDENTS

Admission and Registration
Procedures for Business,
Economics and Tourism Faculty



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PRIOR TO ARRIVAL

1. 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.

Admission doesn't guarantee that the student can register in all of the courses that he/she has applied for, as some courses have a limited number of places.

Admission will not only depend on the number of students/semesters signed in the bilateral agreement between institutions, we will also consider language skills and certificates provided for each student. Your coordinator/international office will have to send a language level certificate proving you have at least a B1 in Spanish¹.

2. SENDING DOCUMENTS

2.1. Application Form and Profile Documents

Students who have been admitted should fill in the electronic document International Student Application Form before June 30th for first-semester students (or whole-year students), and before November 15th for 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:

¹ We accept any language certificate



- 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
- AlcalinguaSpanish course payment + inscription (elective, see section 3 for further information)

2.2. Learning Agreement

Students will receive updated information about courses offered, timetables and exams as soon as they are approved by the Faculty Board. As this does not depend on the International Relations service we cannot guarantee when it will be definitive.

Learning Agreement must be sent before July 31st by for first-semester students (or whole-year students), and before January 10th for second-semester students.

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

Please note that sending Learning Agreement does not doesn't guarantee that the student can register in all of the courses that he/she has applied for, as some courses have a limited number of places.

It also includes a space to sign up for reserving courses in case there aren't enough places available in the student's first choices. Reserve courses should be listed by order of preference.

2.3. 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



3. 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/>

4. STUDENT TUTOR AND LANGUAGE EXCHANGE PROGRAM

4.1. Student Tutor Program

Students who wish to apply for a Student Tutor (optional) should fill in and send the Student Tutor and Language Exchange Form to the email address guias.esn.alcala@gmail.com.

Document can be found here:

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

The Student Tutor is a Spanish student who will accompany and help the international student during his/her first few weeks in Alcalá.

Finding tutors is not always possible because it depends on Spanish volunteer students but program organizers try to do their best to fit everyone.

This programme is organized by the Erasmus Student Network of the University of Alcalá (ESN-UAH) and you can find more information at the web page: <http://www.esn.org/>

4.2. Language Exchange Program (TANDEM)

ESN-UAH also organizes a language exchange programme called TANDEM, through which it matches students who wish to have conversation in different languages, according to their preferences. Students interested in participating should fill out the application form available at <http://www.intranet.esn-uah.org/content/inscripcion-tandem> or send a message requesting admission to info@esn-uah.org.

The application period is open up to the end of the second week of each semester. After that, the ESN will proceed to match the students according to the languages they know and those they wish to practice.

Applicants will be informed of the results via email.



5. 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).

Students who wish to live in Guadalajara may obtain a list of rental apartments from the ORI located in the Multi-Departmental Building in this city.

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. GOING TO THE INTERNATIONAL RELATIONS OFFICE (ORI) IN ECONOMICS, BUSINESS AND TOURISM FACULTY

After going to the Vicerrectorate student can come to the ORI to finish courses enrollment procedure and get Learning Agreement or any other document he needs to be signed by Academic Coordinators.

All the information related to courses enrollment will be provided by e-mail to the student before July 31st.



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.

For first semester students **who have passed all courses** transcript will be sent before March 15th. Rest of students (second semester, whole year, and first semester students who failed any course) transcript will be sent before July 31st.

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.

After approving the extension student will have to go to the International Relations Office in Economics Faculty in order to enroll in the courses for the extension period.

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