



Important dates and documents – Bachelor Erasmus Incoming Students

	WHAT	WHEN	DOCUMENTS/PROCEDURE
PRIOR TO ARRIVAL	NOMINATION	Before April 30 th (winter term and whole year students)	On-line form sent and filled by your home institution coordinators
		Before September 30 th (spring term)	Coordinators will be asked to provide a language level certificate for each nominated student. You need at least B1 level to be accepted.
	VISA ACCEPTANCE LETTER REQUEST	During nomination	Incorporated in nomination form. You will receive it as soon as you are admitted.
	ADMISSION	Before May 20 th (winter term and whole year students)	Economicas ORI will send an e-mail to student and coordinator
		Before October 15 th (spring term)	
APPLICATION	Before June 30 th (winter term and whole year students) Before November 15 th (spring term)	Send by e-mail to economicas.ori@uah.es : <ul style="list-style-type: none"> • International student form (passport-size picture included) • Copy of personal pages in a valid passport • Copy of the European Health Insurance Card or Private Health and Accident Insurance Card • Alcalingua Spanish course payment + inscription (elective) E-mail subject must be: SURNAME_NAME_ApplicationDocuments	
LEARNING AGREEMENT	Before July 31 st (winter term and whole year students) Before January 10 th (spring term)	Send by e-mail to economicas.ori@uah.es : E-mail subject must be: SURNAME_NAME_LearningAgreement	



	WHAT	WHEN	DOCUMENTS/PROCEDURE
ON ARRIVAL	ARRIVAL	Before the beginning of the academic year / semester	Check <i>Guide for Erasmus Incoming Students</i> for further information
	COURSES INSCRIPTION	Before the beginning of the academic year / semester	You will receive an e-mail indicating you important dates and whole procedure
	COURSES MODIFICATION		You will receive an e-mail indicating you important dates and whole procedure
END OF STAY	LIBRARY BOOKS RETURN	Before leaving you must return library books	Please note that we will check you are not pending to return books, in case you are we will not be able to sign attendance certificate and send transcript of grades
	CERTIFICATE OF ATTENDANCE	When you are about to leave	Economicas Academic Coordinator will sign it at your request: economicas.ori@uah.es
	TRANSCRIPT OF GRADES	Before March 15 th (winter term students who passed all courses) Before July 31 st (spring term, whole year and winter term students who failed any course)	Will be automatically sent scanned and by post, to both student and coordinator. If you need your transcript at any other moment contact: economicas.ori@uah.es

	WHAT	WHEN	DOCUMENTS/PROCEDURE
	EXTENSION OF THE MOBILITY PERIOD		Check <i>Guide for Erasmus Incoming Students</i> for further information
	RENUNCIATION TO MOBILITY PERIOD		Check <i>Guide for Erasmus Incoming Students</i> for further information