



## Important dates and documents – Master Incoming Students

	WHAT	WHEN	DOCUMENTS/PROCEDURE
<b>PRIOR TO ARRIVAL</b>	<b>NOMINATION</b>	Before April 30 <sup>th</sup> (winter term and whole year students)	On-line form sent and filled by your home institution coordinators
		Before September 30 <sup>th</sup> (spring term)	<b>Coordinators will be asked to provide a Spanish language level certificate for each nominated student.</b>
	<b>VISA ACCEPTANCE LETTER REQUEST</b>	During nomination	Incorporated in nomination form. You will receive it as soon as you are admitted.
	<b>DOCUMENTS REQUIRED</b>	Before Admission	Send by e-mail to <a href="mailto:economicas.ori@uah.es">economicas.ori@uah.es</a> : <ul style="list-style-type: none"> <li>• Updated CV</li> <li>• List of subjects you want to study</li> <li>• Learning Agreement</li> </ul> <p>E-mail subject must be: SURNAME_NAME_MasterDocuments</p>
	<b>ADMISSION</b>	Before May 20 <sup>th</sup> (winter term and whole year students)  Before October 15 <sup>th</sup> (spring term)	Economicas ORI will send an e-mail to student and coordinator
<b>APPLICATION</b>	Before June 30 <sup>th</sup> (winter term and whole year students)  Before November 15 <sup>th</sup> (spring term)	Send by e-mail to <a href="mailto:economicas.ori@uah.es">economicas.ori@uah.es</a> : <ul style="list-style-type: none"> <li>• International student form (passport-size picture included)</li> <li>• Copy of personal pages in a valid passport</li> <li>• Copy of the European Health Insurance Card or Private Health and Accident Insurance Card</li> <li>• Courses enrollment document</li> </ul> <p>E-mail subject must be: SURNAME_NAME_ApplicationDocuments</p>	



	WHAT	WHEN	DOCUMENTS/PROCEDURE
ON ARRIVAL	ARRIVAL	Before the beginning of the academic year / semester	Check <i>Guide for Master Incoming Students</i> for further information
	COURSES MODIFICATION		Ask in the ORI about procedure: <a href="mailto:economicas.ori@uah.es">economicas.ori@uah.es</a>
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: <a href="mailto:economicas.ori@uah.es">economicas.ori@uah.es</a>
	TRANSCRIPT OF GRADES	Depending on each master exam calendar. We cannot provide fixed dates.	Will be automatically sent scanned and by post, to both student and coordinator.  If you need your transcript at any other moment contact: <a href="mailto:economicas.ori@uah.es">economicas.ori@uah.es</a>

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