



## PROCEDURES FOR ERASMUS INCOMING STUDENTS

Academic year: 2018-2019

### I. ACKNOWLEDGEMENT

Dear student,

We are glad to inform you that you have been nominated by your home University to come to Universidad Complutense de Madrid (UCM) as Erasmus student.

In order to complete your acceptance process, you must fill in your UCM on-line application form. Please, follow the instructions below.

Should you need further information, please, do not hesitate to contact us:

[erasmus1@ucm.es](mailto:erasmus1@ucm.es) / [erasmus2@ucm.es](mailto:erasmus2@ucm.es)

### II. APPLICATION DEADLINES

Semesters	From	To
Full academic year (September-June)	2 April	30 May
First semester (September-February)	2 April	30 May
Second semester (January to June)	15 October	30 November

For Philology (languages) Students	From	To
Full academic year (September-June)	2 April	15 May
First semester (September-February)	2 April	15 May
Second semester (January-June)	15 October	15 November



### III. REQUIREMENTS

An adequate knowledge of the Spanish Language is required, given that classes at UCM are mainly taught in Spanish.

**At least B1 Level is required (According to the European Common Framework of Languages)**

<http://www.ucm.es/language-requirements>

**\*\*\*** Specific requirements for students coming to the Faculty of

**Philology students, please see:** <https://www.ucm.es/language-requirements>

### IV. APPLICATION PROCEDURE

All Erasmus students need to complete the UCM on-line **Application Form**. Please, click on the following link:

<https://ucm.moveon4.com/locallogin/53038cf80f9d302c69000003/eng>

All sections should be completed.

You have the option to complete and save your application in multiple sessions.

Once you have submitted the application online, any modification will be done

by e-mail: [erasmus1@ucm.es](mailto:erasmus1@ucm.es)

[erasmus2@ucm.es](mailto:erasmus2@ucm.es)

**You must upload the following documents to your application:**

- Photo (jpg,jpeg)
- Learning Agreement (signed and stamped by your home institution) (pdf)
- Transcript (pdf)

You can submit your application once all the sections on the menu are marked with green checkmarks. No more changes will be possible after submitting the application!

**Only complete applications sent within the application period can be accepted.**



## V. ACCEPTANCE

After checking applications, UCM will send an **acceptance email** both to the student and the partner institution.

Should you need a special acceptance letter or an invitation letter for your visa, please contact:

[erasmus1@ucm.es](mailto:erasmus1@ucm.es)

[erasmus2@ucm.es](mailto:erasmus2@ucm.es)

Two other situations are possible:

**Refusal:** If UCM cannot accept a student, both she/he and the partner institution will receive an email.

**Cancellation:** If a student withdraws from the programme, the partner institution will inform UCM as soon as possible.

A **double** UCM acceptance is needed for students enrolled in **doctoral studies, master's degree or dissertation:**

1. **Academic acceptance:** Made by the Faculty, through the approval of the Learning agreement, previous to mobility.
2. **Administrative acceptance:** Made by the International Relations Office, through the present confirmation e-mail.

## VI. INFORMATION

- Welcome to Madrid: <https://www.ucm.es/english/the-city-of-madrid>
- UCM Web Site: <https://www.ucm.es/english>
- La Casa del Estudiante: <https://www.ucm.es/english/the-student-house>  
Housing, NIE, students unions...
- Sports: <https://www.ucm.es/english/sports>
- Cultural live: <https://www.ucm.es/english/culture>
- European Health Insurance Card: <http://ec.europa.eu/social/main.jsp?langId=en&catId=559>