

## ERASMUS+ 2018/19

Dear Partners,

Please find below detailed information about the application procedure for 2018/19 Erasmus incoming students at the University of Salamanca:

### 1<sup>st</sup> STEP: NOMINATION from home university

#### Nomination deadline:

**July 16<sup>th</sup> 2018** for **ALL STUDENTS (WINTER SEMESTER, SUMMER SEMESTER or FULL ACADEMIC YEAR)**. Exceptionally, we could accept later nominations for 2<sup>nd</sup> semester students upon request.

#### Nomination:

Nomination is a **MANDATORY REQUIREMENT** for the acceptance of Erasmus students at the University of Salamanca. Partner universities must send by email their official nomination lists to the **International Relations Office**: [erasmus@usal.es](mailto:erasmus@usal.es). The email must **necessarily** include the following data:

1. **Full name** of the student/s
2. **Email address**
3. **Subject Area** (ISCED code)
4. **Proposed Level of Study at Salamanca** (Undergraduate/Bachelor, Master or Doctorate)
5. **Proposed Period of Study at Salamanca** (winter semester, summer semester or full academic year)

Nominations lacking any of these requested data will be considered as **incomplete**, and therefore **will not be validated** until amended by the home university.

Nominations must conform to the **terms of each Erasmus agreement** with regard to the **area of studies, level of studies and number of students**. Any change to these conditions must have the prior approval of the University of Salamanca.

It is recommended to **keep the balance in the distribution of students between 1st semester and 2nd semester**. When splitting a full year mobility into two single semester mobilities, one should be for the 1st semester and the other for the 2<sup>nd</sup> semester, so that the balance set out in the agreement is observed.

### 2<sup>nd</sup> STEP: REGISTRATION by nominated students

#### Registration deadline:

**July 16<sup>th</sup> 2018** for **ALL STUDENTS (WINTER SEMESTER, SUMMER SEMESTER or FULL ACADEMIC YEAR)**.



UNIVERSIDAD  
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CAMPUS OF INTERNATIONAL EXCELLENCE



Erasmus+

## SERVICIO DE RELACIONES INTERNACIONALES

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Tel.: +34 923 29 4500 - ext. 1283 / 1256  
<http://rel-int.usal.es/>  
[erasmus@usal.es](mailto:erasmus@usal.es)

### Application Form:

Upon reception of the **nomination sent by the home university**, the University of Salamanca will contact the students by email and send them detailed information about registration procedures. Students **duly nominated** by their home institution must complete the on-line Erasmus Application Form, print it and send it by email to the **International Relations Office**: [erasmus@usal.es](mailto:erasmus@usal.es), including the following:

- a recent **passport size photograph**
- a copy of the **ID document or passport**

The on-line Erasmus Application Form is available on our web site:

<http://rel-int.usal.es/en/> -> "Erasmus" -> "Erasmus Incoming Students" -> "Erasmus Student Mobility for Studies"  
-> "Erasmus Incoming Students Online Application"

## 3<sup>rd</sup> STEP: OTHER DOCUMENTS

### Letter of Acceptance:

Starting on **June, 18th 2018**, and following the correct reception of the application documents, an **Acceptance Letter** will be sent **by email** to the students (with a copy to the Erasmus responsible at their institution). Students will be asked to **hand in** this Acceptance Letter **when enrolling** at the corresponding centre of the university.

Hard copies of the acceptance letter will be sent only upon request to students needing to apply for a visa.

### Compulsory Mobility and Health Insurances:

- **Mobility insurance:** all Erasmus students **must** take out the **mobility insurance of the University of Salamanca**, regardless the requirements and / or regulations of the student's home institution on the matter. This insurance policy shall be signed up by each student directly via the website:

<https://www.erv.es/EOS/agregadorflotante?lang=es&u=vVmCaj8k35sQwThuVvgmjg%3D%3D&p=K2w8Hnc2kKA%3D&numPoliza=07631000394>

- **Health Care:** Students from the **EU, EFTA and Switzerland** are entitled to medical care in the medical centres and hospitals that form part of or have agreements with the Spanish National Health System (Seguridad Social). To be able to use these services, students must apply for the **European Health Card** at the health service offices in their country of origin. Foreign students from **other countries** than the above mentioned or who are not covered by national health plans, must have **private health insurance**.

Students must send, **before their arrival in Salamanca**, a copy of **both documents by e-mail** to the International Relations Office ([erasmus@usal.es](mailto:erasmus@usal.es)) as a **mandatory requirement** in order to **complete their inscription** at the University of Salamanca and receive the **student card** (which allows access to university services, such as libraries, computer rooms or the university digital platform).

### Learning Agreement:

The University of Salamanca **does not require the Learning Agreement** prior to the beginning of the Erasmus stay, so it can be agreed with the corresponding International Departmental Coordinator **after the student's arrival in Salamanca**. In the event that the home university requires this document prior to the student's departure, it will have to be sent for approval and signature to the corresponding **International Departmental Coordinator**. There is not an Institutional Coordinator at the University of Salamanca; therefore, only Departmental Coordinators can sign these documents. **PLEASE DO NOT SEND LEARNING AGREEMENTS TO THE INTERNATIONAL RELATIONS OFFICE.**

## Other useful information

### Accommodation:

The International Relations Office of the University of Salamanca does **not** arrange accommodation for Erasmus students; they must find accommodation by themselves, following their particular needs or preferences:

- University Residences: <http://www.usal.es/colegios-residencias>
- Private accommodation: the *Servicio de Promoción, Información y Orientación* (SPIO) may provide some help to find it: <http://spio.usal.es/>

### Academic Calendar:

A detailed 2018/19 Academic Calendar is available on the University website:

[http://www.usal.es/files/calendario\\_academico\\_curso\\_2018-2019.pdf](http://www.usal.es/files/calendario_academico_curso_2018-2019.pdf)

### Academic Guides:

2018/19 Academic Guides are available on the university web site:

<http://www.usal.es/grados>

### Language of instruction / Spanish Language Courses:

The language of instruction at our institution is **Spanish**. Students must have sufficient Spanish skills before coming in order to be able to follow lectures. A minimum level of B1 is recommended, although no certificate is required.

The University of Salamanca offers, at the beginning of each semester (September, October and November for the 1<sup>st</sup> semester, and February/March for the 2<sup>nd</sup> semester), a Spanish intensive course to all Erasmus students who wish to take it. Students must pay fees for course materials and linguistic consulting. Interested students must indicate it by marking the corresponding box on the on-line Erasmus Application Form.

A more detailed information about this course (updated fees, dates of the courses and timetables) will be made available on our website in May, 2018.

### Academic Coordinators:

A list with all the International Departmental Coordinators of the University of Salamanca is available on our website:

<http://rel-int.usal.es/en/> -> "Information for Incoming Mobility Students" -> "Specific Information for Mobility Programmes" -> "International Departmental Coordinators"

### INFORMATION FOR INTERNATIONAL STUDENTS:

Please visit our website for detailed information aimed at incoming mobility students:

<http://rel-int.usal.es/en/> -> "Information for Incoming Mobility Students"

We look forward to welcoming your students next year.

**For further questions, please contact us at: [erasmus@usal.es](mailto:erasmus@usal.es)**