

Guide to Admissions and Registration in the University of Alcalá for Exchange Students (except Erasmus Programme)

Exchange students should take the following steps regarding their academic stay at the University of Alcalá:

A) PRIOR TO ARRIVAL

1. SENDING LIST OF NOMINATED STUDENTS

As first step, the home university should email the list of nominated students with their email addresses, and the passport copy, **from Mach 1st to April 30th** to the University of Alcalá (UAH) to the following address: noerasmus.incoming@uah.es. Or encarna.saez@uah.es This message should be sent **before April 30** for first-semester students (or whole-year students) and from September **15th to October 15th**, always **before October 15th** for second-semester students.

The University of Alcalá will send an email to each student to confirm whether they have been admitted. Admission does not 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.

KNOWLEDGE OF SPANISH LANGUAGE: As a rule, in order to study at the UAH, students must have prior knowledge of the language in which they are going to study, which is equivalent to or higher than the **B1** level of the Common European Framework of Reference for Languages. Taking courses in the Hispanic Studies degree requires at least a C1 level of Spanish. Enrolment in the English Studies and Modern Languages and Translation degrees requires at least a C1 level of English.

2. SENDING APPLICATION DOCUMENTS

When admitted, the coordinator should send the document you can get at this website: <https://www.uah.es/es/internacional/movilidad-entrante-incoming-mobility/admision-y-matricula/#estudiantes-de-intercambio-excepto-programa-erasmus>

- [International Student Application Form and Learning Agreement](#) printed, signed and stamped.
- **Copy of certificate of Spanish language level**, or letter from home university stating the required language level of the student, necessary to carry out the desired studies in UAH.
- **Passport copy just in case they do not have send it before.**
- **Copy of the European Health Insurance Card or Private Health and Accident Insurance Card:** 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. <https://www.uah.es/en/internacional/movilidad-entrante-incoming-mobility/informacion-de-interes/seguro-medico/#non-erasmus-students>

All documentation must be completed and sending to: noerasmus.incoming@uah.es or encarna.saez@uah.es .

Students who wish to apply for a **Student Tutor (optional)** should fill in and send the [Student Tutor Application Form](#) to the email address guias.esn.alcala@gmail.com. The Student Tutor is a Spanish student who will accompany and help the international student during his/her first few weeks in Alcalá.

B) AFTER ARRIVAL

3. ARRIVAL PROCEDURES

Immediately after arriving in the city of Alcalá de Henares and before beginning classes, students should visit the Vicerrectorado de Relaciones Internacionales (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 the University of Alcalá ("My Portal" section, Blackboard and WI FI in the eduroam domain) and consult the subjects in which they have been registered.
- b)* If the student is required to certify his/her arrival at the University of Alcalá, he/she should present a **Certificate of Arrival or Attendance** as specified by the home university. This document can be signed and sealed either at the VRRII or by the ORI for the Centre/Faculty in which the student is enrolled.
- c)* Manage to get the Intelligent Electronic Card (TUI).
- d)* Get information about the **Public Transport Card** (optional)
- e)* Present their European Health Insurance Card or proof of other acquired insurance.
- f)* **Regarding Accommodation:** Upon request, the VRRII will provide students with information. if the students are interested, they can consult the following website:
https://portal.uah.es/portal/page/portal/portal_internacional/vida_universitaria/alojamiento

4. REGISTRATION

After going to Central international relations office at Rectorado of UAH the students should go to the International [Relations Office](#) ("Oficina de Relaciones Internacionales" or "ORI") of the Centre/Faculty in which he/she is enrolled, in order to make the registration.

The University of Alcalá cannot guarantee that all the courses requested will be available, since some of them can only admit a limited number of students. If any of the requested courses ceases to be available, the University of Alcalá will register the student for the reserve courses listed in the Learning Agreement by order of preference. If the student has not listed reserve courses or these are also unavailable, the student will be registered only in the courses for which there are available places, among those listed in the Learning Agreement.

If the student wishes to add, remove or replace any subject, he/she must inform must complete the form [Changes to Learning Agreement](#), sign it and obtain the approval and signature of the Academic Coordinator

of the home university. This signature can be accepted in scanned format. Finally this form will be presented in the ORI.

If a student wishes to change the group to which he/she has been assigned but not the course, he/she must seek authorization from the relevant Centre.

5. SPANISH LANGUAGE COURSES

The University of Alcalá's Spanish language school, [Alcalingua](#), offers an intensive Spanish language course for foreign students before classes begin. Students who wish to take this course must arrive at the University of Alcalá in time to enroll and take the initial evaluation test to determine their level.

Up-to-date information regarding prices, time-tables and registration for this and other Spanish language courses available throughout the academic year can be obtained at www.alcalingua.com.

7. STUDENT TUTORS PROGRAMME

International students may apply for a student tutor who will help them with the basic tasks that they will encounter upon arrival, and introduce them to the Spanish way of life. The Erasmus Student Network of the University of Alcalá (ESN-UAH) organizes this programme and you can find more information at the web page: <http://www.esn.org/>

C) END OF STUDY PERIOD

8. 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** in the International Relations Office of the Centre/Faculty in which the student is enrolled. 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.

9. TRANSCRIPT OF RECORDS

The ORI will post the tOR, with the grades obtained for all courses to the student's home university. Students who wish to receive the academic transcripts in English should notify the ORI before **February 15** if they are first-semester students and before **June 15** if they are year-long students or second-semester students.

For first-semester students, the transcript will be sent before **March 15**. For year-long or second semester students, the transcript will be sent before **July 31**.

10. EXTENSION OF THE MOBILITY PERIOD

Exchange students may apply for a mobility stay at UAH of up to one academic year (9 months). However, students who initially apply for a shorter 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 in the International Portal of the UAH's website. This form must be submitted to the International Relations Office.

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.

11. RENUNCIATION OF 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 in the International Portal of the UAH webpage. This document should be sent via email or fax to the VRRII, whose email address is indicated on the form.

12. QUESTIONS

Questions regarding the process of admission and registration should be directed to: noerasmus.incoming@uah.es, or encarna.saez@uah.es.