SERVICIO DE RELACIONES INTERNACIONALES

Benedicto XVI 22, 1º - 37008 Salamanca
Tel.: +34 923 29 4500 - ext. 1283 / 1256
http://rel-int.usal.es/
erasmus@usal.es

ERASMUS+ 2018/19

Dear student,

You can find below information about the application procedures for 2018/19 Erasmus incoming students at the University of Salamanca.

*Please take into account that we will not answer any message requesting information already provided or available on our website. In any case, this office will only see **specific administrative questions** that cannot be solved through any of the links offered here. Academic questions must be addressed to the **International Academic Coordinator** at the corresponding faculty or centre.*

1st STEP: REGISTRATION by nominated students

Registration deadline:

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

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 , 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"

This document is a **MANDATORY REQUIREMENT** for the correct enrolment of Erasmus students at the University of Salamanca. Incomplete forms or lacking the photograph won't be considered

2nd 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.

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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.
- ***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) 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 Orientacion* (SPIO) may provide some help to find it: http://spio.usal.es/

Academic Calendar:

A detailed 2018/19 Academic Calendar will be made available on the University website in May, 2018. In the meantime, 2017/18 Academic Calendar may be taken by way of guidance:

http://www.usal.es/files/Calendario_Academico_Curso_2017-2018.pdf

Academic Guides:

2018/19 Academic Guides will be made available on the university web site in May, 2018. In the meantime, 2017/18 Guides can prove useful with regards to relevant information about available subjects, subject programmes, credit points, etc...:

http://www.usal.es/grados

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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 1st semester, and February/March for the 2nd 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