PROCEDURES FOR ERASMUS INCOMING STUDENTS

Academic year: 2019-2020

Erasmus Exchange students coming to Universidad Complutense de Madrid (UCM) need to contact the Erasmus Coordinator at their home institution.

An Erasmus+ agreement between both institutions in the specific subject area is needed otherwise mobility will not be possible.

Students must be nominated by their Erasmus Coordinator, by following next

UCM e-nomination procedure for incoming students is managed through **moveonnet,** of which our institution is user. (See www.moveonnet.eu)

Only information received through moveonnet will be processed.

To nominate your students, please follow this link:

www.moveonnet.eu/institutions/myinstitution/enomination

To proceed with the e-nomination, the institution will be asked to register and obtain the login and password. This registration is free of charge and is possible only once per institution;
usually the person in charge for the exchange programmes at the international relations office has already obtained this access.

Using this link, the partner university informs UCM about nominated student data:
 name, sex, date of birth, Email, subject, level of study and number of semesters.

UCM confirms the receipt of the nominations by sending an email both to the partner university and to the student. This email provides with further information related to the application procedure.

This acknowledgement email to the nomination does not imply acceptance!!!
Once students have received this acknowledgement e-mail they can start the application

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

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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

Philology students, please see:

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

http://forms.moveon4.com/1160/form/53038cf80f9d302c69000003/en

All sections should be completed.
You have the option to complete and save your application in multiple
sessions. If any modification to the application is needed once it has been
submitted online, please, do it by e-mail to:
erasmus1@ucm.es

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)
* Languages certificate (only compulsory for Philology students)

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!

If any modification to the application is needed once it has been
submitted online, it will be done by e-mail.
Only complete applications sent within the application period can be accepted.

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

Two other situations are possible:

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

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

We thank our partners for their cooperation.