



UNIVERSIDAD COMPLUTENSE DE MADRID – MADRID 03

Dear Colleague,

We kindly inform you that all necessary information for **Erasmus Exchange Student application** is available in the following web sites:

Step by step:	http://www.ucm.es/dir/1015.htm
Registration form (ON-LINE)	<p>NEW: http://www.ucm.es/info/descargas/?Application</p> <p>Every Local Erasmus Co-ordinator will provide the student with the following Username and Password, essential to access and fill in the on-line application:</p> <p style="text-align: center;"> USERNAME: Gli studenti selezionati dovranno PASSWORD: richiederle all'Ufficio Relazioni Internazionali </p> <p>Deadline:</p> <ul style="list-style-type: none"> • From March 30th to 30TH June for the first semester or Full Academic course • Mid October to 30 November for the second semester <p>MEDICINE STUDENTS:</p> <ul style="list-style-type: none"> • From March 30th to 30TH May for the first semester or Full Academic course <p>The Erasmus Student Application Form is provided by the Socrates/Erasmus officers of your home university (in some universities even on Faculty level) and include:</p> <ol style="list-style-type: none"> 1. Student Registration you filled ON LINE and printed 2. Academic Recognition /Learning Agreement (please check with the UCM area coordinator for details on the Curricula) 3. Academic Transcript <p>These documents should be signed and stamped for the application to be accepted.</p>
Erasmus Offices	http://www.ucm.es/dir/799.htm
Learning Agreement	http://www.ucm.es/info/ucmp/cont/descargas/documento561.doc
Academic Transcript:	http://www.ucm.es/info/ucmp/cont/descargas/documento562.doc
Academic Calendar:	http://www.ucm.es/dir/1001.htm
Housing application	<p>Exchange students may find accommodation in shared flats (aprox -prices 280€ to 450€, a one month deposit is required.) The University helps to find lodging, but early information is needed about the needs of each student (arrival date, stay duration, etc.).</p> <p>The housing application form must be received as soon as possible: http://casaestudiante.ucm.es/encuentra-tu-alquiler </p> <p>IN ALL CASES STUDENTS MUST SEND THE HOUSING APPLICATION TO:</p> <p>Alojamiento en la UCM Real Jardín Botánico Alfonso XIII</p>



	<p>Avenida Complutense, s/n (esquina José Antonio Nováis) Madrid 28040, España</p> <p>Tel.: 91 394 1897 / 60 / 2061 - Fax: 91 394 2063 E-mail: alojamientoenlaucm@rect.ucm.es</p>
<p>Spanish Course A B1 Level is advised</p>	<p>http://www.ucm.es/dir/1003.htm</p> <p>Students <u>must choose</u> if they want to attend the Free Intensive Spanish Course when they fill in the on-line application. PLEASE REMEMBER it is important you mark if you want the Spanish Language Course when applying ON LINE. Forms sent to any other office would not be considered.</p> <p>There are two possibilities:</p> <p><u>September</u> (1st Semester or Full Course Students):</p> <ul style="list-style-type: none">• Level Test: Aprox. 1st week september-Compulsory• Course dates: Not yet available <p>In any case to be admitted to the language course students must take the compulsory Level Test</p>

Allow us, dear partner, to remind you some important aspects related to the **procedure** of Erasmus Exchange Students proposal:

- We can only accept incoming students for the study areas specified in the bilateral agreements between Universities.
- **The ECTS Student Application includes:**
 - 1.Student Registration filled ON LINE once printed
 - 2.Academic Recognition / Learning Agreement (please check with the [UCM area coordinator](#) for details on the Curricula)
 - 3.Academic Transcript

These documents, with the original signatures and stamps from the home university have to be sent to us, by post. Its reception in our Erasmus Central Office closes the whole inscription process.

- Students must choose their courses among those offered by the Faculty in our University (exceptionally, they would be allowed to take a maximum of two annual or two semester courses each semester in a different area)
- Due to the overpopulation of our University, we are not able to split semesters, neither to accept extra students.
- We can only accept applications from students who have been nominated by their home university with which we have a formal bilateral agreement. *We regret we are unable to accept Erasmus free movers.*

IMPORTANT: Please, send this information to all the Area Coordinators in your Institution.

If you have any queries, do not hesitate to contact us.

Yours faithfully,

Juana Amorós