



Dear Partners,

Please find below detailed information about the application procedure for 2012/13 Erasmus students coming to the University of Salamanca:

**Nomination and Application Deadlines:**

**July 16<sup>th</sup> 2012** (either for the 1<sup>st</sup> semester, 2<sup>nd</sup> semester or full academic year 2012/13). Exceptionally, we could accept later nominations for 2<sup>nd</sup> semester students upon request.

**Nomination:**

Details of nominated students must be emailed as soon as possible to [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
4. Study Period in Salamanca

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

**Application:**

Upon reception of the nomination, the University of Salamanca will contact the students and send them detailed information about registration procedures. **Nominated** students should complete the on-line Erasmus Application Form, print it and send it by regular post, together with two photographs, to the International Relations Office. This document is a **NECESSARY REQUIREMENT** for the enrolment of Erasmus students at the University of Salamanca. Incomplete forms or photographs not meeting the required characteristics won't be accepted.

The on-line Application Form is made available on the web site:

<http://rel-int.usal.es/> -> "Programas" -> "Erasmus" -> "Estudiantes Extranjeros" -> "Solicitud e Instrucciones"

**Confirmation of Acceptance:**

An **Acceptance Letter** will be sent to the students following the correct reception of the Application Form and photographs (in any case, not before **June, 18<sup>th</sup> 2012**). Students must **bring along** this Acceptance Letter **when registering** at the corresponding Faculty in Salamanca.

**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 Institutional Coordinator at the University of Salamanca; therefore, only Departmental Coordinators can sign Erasmus documents.

### **Academic Coordinators:**

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

<http://rel-int.usal.es/> -> "Programas" -> "Erasmus" -> "Estudiantes Extranjeros" -> "Coordinadores Internacionales USAL"

### **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/webusal/node/4185>
- Private accommodation: the *Servicio de Orientación al Universitario* (SOU) offers some help to find it: <http://sou.usal.es/>

### **International Student Info Brochure 2012/13:**

Available on the website in English and in Spanish:

<http://rel-int.usal.es/> -> "Programas Internacionales" -> "Programa Erasmus" -> **Información para estudiantes extranjeros de Programas de Movilidad Internacional.**

### **Academic Calendar:**

A detailed 2012/13 Academic Calendar will be made available on the University website in **May, 2012**:

[http://www.usal.es/webusal/los\\_estudios](http://www.usal.es/webusal/los_estudios) -> "Calendario Académico"

In the meantime, 2011/12 Academic Calendar may be taken by way of guidance:

[http://www.usal.es/webusal/files/Calendario\\_Actividades\\_Docentes2011-2012.pdf](http://www.usal.es/webusal/files/Calendario_Actividades_Docentes2011-2012.pdf)

### **Academic Guides 2012/13:**

2012/13 Academic Guides will be made available on our web site in **May, 2012**. In the meantime, 2010/11 Guides can prove useful with regards to relevant information about available subjects, subject programmes, credit points, etc...:

<http://campus.usal.es/~guias2011/>

### **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 the lectures.



The University of Salamanca offers, at the beginning of each semester (September, October and November for the 1<sup>st</sup> semester, and February and March for the 2<sup>nd</sup> semester), a Spanish intensive course to all Erasmus students who wish to take it. Students must pay 160€ for the course materials and linguistic consulting service. Interested students must indicate it by marking the corresponding box on the on-line Erasmus Application Form.

A more detailed information about this course will be available on our website in **May 2012**.

### **Health Insurance:**

Erasmus students must have **full health-care coverage** and a **repatriation insurance** covering their entire stay in Spain.

- **Health Care:** Students from the **EU 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**.
- **Repatriation insurance:** **All** Erasmus students, whether from the EU or not, must have some travel insurance converging repatriation costs if necessary.

Students must send **by e-mail** a copy of **both documents** to this International Relations Office ([erasmus@usal.es](mailto:erasmus@usal.es)) **before their arrival to Salamanca**.

Should you have any queries please do not hesitate to contact us at [erasmus@usal.es](mailto:erasmus@usal.es)