

Dear Partners,

Please find below detailed information about the application procedure for 2013/14 Erasmus incoming students at the University of Salamanca:

### **Nomination and Application Deadlines:**

**July 16<sup>th</sup> 2013** (either for the 1<sup>st</sup> semester, 2<sup>nd</sup> semester or full academic year 2013/14). 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 Level (Undergraduate, Master or Doctorate)
5. 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.

Nominations must conform to the terms of each Erasmus agreement with regard to the area of studies, level of studies and number of students. Any change to these conditions must have the prior approval of the University of Salamanca.

It is recommended to keep the balance in the distribution of students between 1st semester and 2nd semester. When splitting a full year mobility into two single semester mobilities, one should be for the 1st semester and the other for the 2nd, so that the balance set out in the agreement is observed.

### **Application:**

Upon reception of the nomination **sent by the home University**, the University of Salamanca will contact the students 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 post, together with two photographs, to the International Relations Office:

Universidad de Salamanca  
Servicio de Relaciones Internacionales y Cooperación  
Cardenal Pla y Deniel 22, 1ª planta  
37008 Salamanca  
SPAIN

This document is a **MANDATORY REQUIREMENT** for the enrolment of Erasmus students at the University of Salamanca. Incomplete forms or photographs not complying the required characteristics won't be considered.

The on-line Erasmus Application Form is available on our 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, 17<sup>th</sup> 2013**). 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 an 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:

Available on the website in English and in Spanish:

<http://campus.usal.es/~rrii/guiaEstudiantesInternacionales.php>

### Academic Calendar:

A detailed 2013/14 Academic Calendar will be made available on the University website in **May, 2013**:

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

In the meantime, 2012/13 Academic Calendar may be taken by way of guidance:

[http://www.usal.es/webusal/files/Calendario\\_Actividades\\_Docentes2012-2013.pdf](http://www.usal.es/webusal/files/Calendario_Actividades_Docentes2012-2013.pdf)

### **Academic Guides:**

2013/14 Academic Guides will be made available on our web site in **May, 2013**. In the meantime, 2012/13 Guides can prove useful with regards to relevant information about available subjects, subject programmes, credit points, etc....:

[http://www.usal.es/webusal/usal\\_guias\\_repositorio](http://www.usal.es/webusal/usal_guias_repositorio)

### **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.

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 the fees for course materials and linguistic consulting service (which in 2012/13 were of 165€). 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 available on our website in **May 2013**.

### **Health Insurance:**

- All foreign Erasmus students **must take out the mobility insurance of the University of Salamanca**, regardless the requirements of the student's home institution on this regard. This insurance policy shall be signed up by each student directly via the website [www.oncampus.es](http://www.oncampus.es). A proof of having taken out this insurance will be a **mandatory requirement** in order to receive the student card of the University of Salamanca (which allows access to University services, such as libraries, computer rooms or the University digital platform).
- **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**.

Students must send, **before their arrival in Salamanca**, a copy of **both documents** either **by e-mail** to the International Relations Office ([erasmus@usal.es](mailto:erasmus@usal.es)) or by regular post to the postal address:

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