

DOCUMENTACIÓN OBLIGATORIA ESTUDIANTES “outgoing”

1.- DOCS STUDENT HAS TO SEND TO ORI before departure:

All the required docs of this point, must be sent scanned by email (in a same email you will attach all the docs, each doc scanned individually) to the ORI person in charge of the country you will go, they day you will be asked to. Still we ask you to have ready all the following documents by the end of March⁽²⁾: <https://www.ucam.edu/servicios/oficina-relaciones-internacionales/programas-movilidad>, Programa Erasmus estudio, Documentos alumnos Outgoing. You may be asked to fill in this step vía Laura app.

1. Student Application Form. See the doc English explanation
2. Convenio between Ucam and the student: write your data, approximate period of stay (ex: sept 21 feb 22) and bank acc with IBAN code and Swift (and 20 digits if spanish one).
3. Photocopy of the bank account written in the above doc.
4. Learning Agreement: should be elaborated between ucam tutor and student (our office doesn't deal with this issue). This doc can be provisional ⁽¹⁾. Must be filled in compulsory by computer.

Same time it would be mandatory to make the LA via <https://learning-agreement.eu/> however we will inform you later about this part.

5. Photocopy of your identity card or passport
6. An identity photo in jpg
- 7 Photocopy of your European insurance health card

Or private insurance

Or UCAM and Mapfre Company agreed insurance: information sent by email.

It is highly recommended to arrange a private medical and liability insurance. If not, by signing the doc Convenio you will exempt UCAM from any responsibility.

- 8 Language certificate. See the doc English explanation.
- 9 Accommodation request, only in case the university has its own residence and the student wants to apply for.
- 10 Students will receive an access to make online a linguistic test, called OLS. This test is mandatory and must be done prior departure and at the end of your stay.

(1) Changes in the learning agreement can be made later and must be given to us no later than 1 of june.

(2) This date may change according to the deadline of the partner university. Pay attention to the procedure of the partner.

2.- DOCS STUDENT HAS TO CARRY start of the exchange:

1. **CREDENTIAL** of being Erasmus student: only if the host university requires it. This paper will be given to you by this office once you asked for it by email.
2. **Arrival Certificate.** This doc must be signed and stamped by the host university and you should send it to ORI person in charge of your file, no later than 15 days after your arrival. **WITHOUT THIS DOCUMENT YOU WONT RECEIVE THE FIRST PAYMENT OF THE GRANT.**
<https://www.ucam.edu/servicios/oficina-relaciones-internacionales/programas-movilidad>, Programa Erasmus estudio, Documentos alumnos Outgoing, Arrival certificate.
3. **Copy of your insurance.**
4. **Your identity card and Passport, even bring photocopy too.**
5. **Copy of Learning Agreement.** As certainly you will have to make some changes once you will arrive to the host institution.

In order to keep the Erasmus UCAM Tutor properly informed, it is advised to contact your Tutor from time to time.

3.- DOCS TO BRING BACK end of your exchange:

1. **STAY CERTIFICATE.** Make it to be **ORIGINAL** (means the one signed by pencil by the partner university, if not because of the pandemia situation, we could accept digital version). Doc that states the dates of your stay, dully signed and stamped by the host institution. **Without this paper you wont receive the last grant payment** and even you will be asked to refund the money you previously received. <https://www.ucam.edu/servicios/oficina-relaciones-internacionales/programas-movilidad>, Programa Erasmus estudio, Documentos alumnos Outgoing, Stay certificate.
2. **TRANSCRIPT OF RECORDS.** This compulsory document should be original, signed and stamped by host institution (all its sheets). It must include marks and ect. Without this doc we wont be able to transfer your results to your ucam academic files.
3. **Informe del Estudiante and OLS,** Erasmus agency SEPIE will send to your emails a link to complete them as a conclusion of your stay. **Without these surveys, along with the Stay certificate you wont receive the last grant payment.**

4.- CLARIFICATIONS AND RECOMMENDATION.

Any stay of 3 or 6 months may be extended provided that the following conditions happen:

- written acceptance of the host university, either by the International Relations Office or by the tutor, and written acceptance of your Erasmus UCAM tutor= doc called Ampliación.
- learning agreement corresponding to the extension, signed by the host university and your UCAM tutor.
- the grant only covers up to 7 months. In case you wish to extend for a full academic year, the grant will be extended till this limit.

-Exams failed at the host university, should be resat in the host institution as far as possible. If not, the student will be able to make the retake exams here but with UCAM syllabus and without changing the modality of your registration at UCAM (Erasmus courses should appear in your ucam registration under “Programa de intercambio”). The student must notify his/her Erasmus tutor of his/her intention to make the recovery in the UCAM in July, so that he can be included in the list of exam attendance.

-The Call for M.E.C. grants are COMPATIBLE with ERASMUS grants.

-We recommend you to have a look at Embassies and Tourist Offices of the country you will go to solve practical aspects. On the Ministry of Foreign Affairs page you will find information on foreign representations in Spain and Spanish representations abroad (<http://www.exteriores.gob.es/Portal/es/Paginas/inicio.aspx>)

-It is the student's duty to be informed at all times of the COVID 19 restrictions on entry to the country of destination, and to follow the guidelines on preventive measures issued by the host university.

-It is also advisable to obtain the International Student Card (ISIC) <https://isic.es/> with which you will get numerous advantages and discounts: Iberia, Burger King, Eurolines... This card can be requested directly on their website or going to the Tourist Office Jóven, Tel.: 34 96 820 43 00 Website: <https://www.mundojoven.org/web/mundojoven>

-We would appreciate it if, at the end of your exchange, you could tell us the balance of your experience and advice for future students.