

Guide to Admissions and Registration in the University of Alcalá for Exchange Students (except Erasmus Programme)

Exchange students should take the following steps regarding their academic stay at the University of Alcalá:

A) PRIOR TO ARRIVAL

1. SENDING LIST OF NOMINATED STUDENTS

By April 30 As first step, the home university should email **the list of nominated students with their email addresses** to the University of Alcalá (UAH) to the following address: internacional@uah.es. This message should be sent before **April 30** for first-semester students (or whole-year students) and before **September 30** for second-semester students.

The University of Alcalá will send an email to each student to confirm whether or not they have been admitted. Admission doesn't guarantee that the student can register in all of the courses that he/she has applied for, as some courses have a limited number of places.

KNOWLEDGE OF SPANISH LANGUAGE: As a general rule, in order to study at the UAH, students must have prior knowledge of the language in which they are going to study, which is equivalent to or higher than the **B1** level of the Common European Framework of Reference for Languages. Taking courses in the Hispanic Studies degree requires at least a C1 level of Spanish. Enrollment in the English Studies and Modern Languages and Translation degrees requires at least a C1 level of English.

STUDENTS OF MASTER: The students registered in a Master in their home university and wishing to attend subjects from an equivalent Master in UAH, will only be allowed to do it if there is an existing [agreement of double degree](#) signed by both universities for that Master. Only in exceptional cases, and only if the student obtains in advance a letter of acceptance from the Director of that Master in UAH, he/she will be admitted without the existence of such agreement of double degree and he/she will be able to register in a maximum of 24 ECTS credits in that Master.

The students registered in a Bachelor degree in their home university who wish to attend some subjects belonging to Master degrees in UAH, can apply for a maximum of **24 ECTS credits** per academic year in those Masters, credits that can be distributed in subjects from different Masters, without needing a signed agreement of double degree with his home university. Anyway, the Directors of these Masters should emit a favourable report (letter of acceptance) for these students accepting them in those subjects. This letter should be emitted before 30th June for annual or first semester subjects and before 15th November for second semester subjects.

2. SENDING APPLICATION DOCUMENTS

Students who have been admitted to the University of Alcalá should fill in, print and send on-line (**in this order**) the electronic document [International Student Application Form and Learning Agreement between May 1 and June 30](#) for first-semester students (or whole-year students), and [between October 15 and November 15](#) for second-semester students.

This document can be found, together with all the other documents needed for admission and registration, at the following link in the International Portal of the UAH's website:

https://portal.uah.es/portal/page/portal/portal_internacional/nuestros_estudios/admision_matricula/impresos_intercambio

The [International Student Application Form and Learning Agreement](#) requests information regarding the student and the courses which he/she wishes to enroll in. It also includes a space to sign up for reserve courses in case there aren't enough places available in the student's first choice. Reserve courses should be listed by order of preference.

In order to fill in this document, students need to consult the course time-tables and exam dates, to ensure that they are offered during the period of intended stay at UAH and that they do not overlap. By **June 15** as latest, updated information regarding courses and time-tables will be published on the websites of all Faculties/Schools, and it will also be included in the section "[Our Studies](#)" in the International Portal of the UAH's website. Applications received before this date, without knowing this updated information, may incur in course time-table overlappings that should be solved by the student when he/she arrives to Alcalá University, during the registration process (see point 3 below).

Students should print the electronic document before sending it on-line, in order to be able to sign it. The printed version must also contain their international coordinator's signature. Finally it must be posted to the UAH, together with all the documents listed below, to ensure its arrival before **July 10** for first-semester students (or whole-year students), or before **November 30** for second-semester students. In courses with limited number of places, these places will be assigned by order of postal reception of application documents.

All documentation must be completed and posted to the UAH. The envelope must contain:

- a) [International Student Application Form and Learning Agreement](#) printed, signed and stamped.
- b) **Copy of certificate of Spanish language level**, or letter from home university stating the required language level of the student, necessary to carry out the desired studies in UAH.
- c) [Application Form for Visa Support Letter](#) (only for students from countries which are not members of the European Union or other countries which are exempt from visa requirements).
- d) **Copy of the personal pages in a valid passport.**
- e) **Copy of the European Health Insurance Card or Private Health and Accident Insurance Card:** All international students and researchers are required to have health and accident insurance for the entire duration of their stay at the University of Alcalá. Those originating from any European Union Member State or from Iceland, Liechtenstein, Norway or Switzerland can apply for the European Health Card in their own country, which allows them access to public sector health care in Spain. Students and researchers originating from countries with special agreements regarding access to health care should apply for the document that certifies this condition and entitles access to the public health system.

All other international students and researchers are required to obtain private comprehensive health and accident insurance that includes coverage of all expenses pertaining to repatriation to the country of origin in case of death or severe injury. Information regarding companies that issue students health insurance is available at:

https://portal.uah.es/portal/page/portal/portal_internacional/internacionalizacion/seguro_medico

- f) **One original passport-sized photo** (no photocopy or printed version).
- g) Only for Master students without agreement of double degree between universities: **Acceptance letter from the Director of the Master** in UAH.

The documents should be sent to:

**Vicerrectorado de Relaciones Internacionales
Universidad de Alcalá
Plaza de San Diego s/n
28801 Alcalá de Henares (Madrid) - SPAIN
ESTUDIANTES DE INTERCAMBIO**

The University of Alcalá will send students an email confirming receipt of these documents and their acceptance on to the program.

Students who wish to apply for a **Student Tutor (optional)** should fill in and send the **[Student Tutor Application Form](#)** to the email address guias.esn.alcala@gmail.com. The Student Tutor is a Spanish student who will accompany and help the international student during his/her first few weeks in Alcalá.

3. REGISTRATION

Upon receipt of the original documents and **before the academic year begins**, the UAH will register the student for the courses listed in his/her Learning Agreement. However, the University of Alcalá cannot guarantee that all the courses requested will be available, since some of them can only admit a limited number of students. If any of the requested courses ceases to be available, the University of Alcalá will register the student for the reserve courses listed in the Learning Agreement by order of preference. If the student hasn't listed reserve courses or these are also unavailable, the student will be registered only in the courses for which there are available places, among those listed in the Learning Agreement.

After arriving at the University and during the registration process (see point 5 below), the student will receive a user name and password for accessing the University's computer network in order to consult the subjects in which he/she has been registered.

If the student wishes to add, remove or replace any subject, he/she must inform the **[International Relations Office](#)** ("Oficina de Relaciones Internacionales" or "ORI") of the Centre/Faculty in which he/she is enrolled, during the week before the course starts. In order to modify the initial registration, the student must complete the form **[Changes to Learning Agreement](#)**, sign it and obtain the approval and signature of the Academic Coordinator of the home university. This signature can be accepted in scanned format. Finally this form will be presented in the ORI.

If a student wishes to change the group to which he/she has been assigned but not the course, he/she must seek authorization from the relevant Centre.

4. ACCOMMODATION

Students can book accommodation prior to their arrival in one of the University Residence Halls or arrange to stay with a family, in a private flat, in a hotel or hostel in the cities of Alcalá and Guadalajara. For information regarding accommodation, please consult the following website:
https://portal.uah.es/portal/page/portal/portal_internacional/vida_universitaria/alojamiento

Following their arrival in Alcalá (but not before), students may request the list of single or shared rental apartments available at that time in the building of the Vice-President of International Relations ("Vicerrectorado de Relaciones Internacionales" or "VRII", Edificio del Rectorado, Plaza de San Diego). Students who wish to live in Guadalajara may obtain a list of rental apartments from the ORI located in the Multi-Departmental Building in this city.

B) AFTER ARRIVAL

5. ARRIVAL PROCEDURES

Immediately after arriving in the city of Alcalá de Henares and before beginning classes, students should visit the Vicerrectorado de Relaciones Internacionales (VRRII, Rectorate Building, Plaza de San Diego) to carry out the following procedures:

- a)** Obtain their username and password which will allow them to access the website of the University of Alcalá ("My Portal" section) and consult the subjects in which they have been registered.
- b)** If the student is required to certify his/her arrival at the University of Alcalá, he/she should present a **Certificate of Arrival or Attendance** as specified by the home university. This document can be signed and sealed either at the VRRII or by the ORI for the Centre/Faculty in which the student is enrolled.
- c)** Acquire the Intelligent Electronic Card (TUI).
- d)** Obtain the **Public Transport Card** (optional and only for students living or studying in the *Guadalajara* campus).
- e)** Present their European Health Insurance Card or proof of other acquired insurance.
- f)** Upon request, the VRRII will provide students with information regarding available apartments to rent in the city (please refer to the accommodation section above).

6. TUITION FEES

When the exchange agreement that governs the mobility period specifies that the student should pay all or part of the tuition fees, he/she will receive an invoice after classes have begun indicating where and when the payment should be made.

7. SPANISH LANGUAGE COURSES

The University of Alcalá's Spanish language school, [Alcalingua](#), offers an intensive Spanish language course for foreign students before classes begin. Students who wish to take this course must arrive at the University of Alcalá in time to enroll and take the initial evaluation test to determine their level.

Up-to-date information regarding prices, time-tables and registration for this and other Spanish language courses available throughout the academic year can be obtained at www.alcalingua.com.

8. STUDENT TUTORS PROGRAMME

International students may apply for a student tutor who will help them with the basic tasks that they will encounter upon arrival, and introduce them to the Spanish way of life. This programme is organized by the Erasmus Student Network of the University of Alcalá (ESN-UAH) and you can find more information at the web page: <http://www.esn.org/>

9. LANGUAGE EXCHANGE PROGRAMME (TANDEM PROGRAMME)

ESN-UAH organizes a language exchange programme called TANDEM, through which it matches students who wish to converse in different languages, according to their preferences. Students interested

in participating should fill out the application form available at <http://www.esn-uah.org/content/inscripcion-tandem> or send a message requesting admission to info@esn-uah.org. The application period is open up to the end of the second week of each semester, after which period ESN will proceed to match the students according to the languages they know and those they wish to practice. Applicants will be informed of the results via email.

C) END OF STUDY PERIOD

10. CERTIFICATE OF ATTENDANCE

If the student is required to certify his/her attendance at the University of Alcalá, he/she should request a **Certificate of Attendance** in the International Relations Office of the Centre/Faculty in which the student is enrolled. The starting date will be the date specified in the Certificate of Arrival or Attendance, a copy of which should be presented by the student. The ending date is the day the UAH signs this certificate.

11. TRANSCRIPT OF GRADES

The ORI will post the academic transcript with the grades obtained for all courses to the student's home university. Students who wish to receive the academic transcripts in English should notify the ORI before **February 15** if they are first-semester students and before **June 15** if they are year-long students or second-semester students.

For first-semester students, the transcript will be sent before **March 15**. For year-long or second-semester students, the transcript will be sent before **July 31**.

12. MORE INFORMATION REGARDING REGISTRATION AND ENROLLMENT

http://www.uah.es/acceso_informacion_academica/primero_segundo_ciclo/normativa_academica/inicio.shtm

13. EXTENSION OF THE MOBILITY PERIOD

Exchange students may apply for a mobility stay at UAH of up to one academic year (9 months). However, students who initially apply for a shorter period may apply for an extension of the mobility period up to the maximum length of nine months by filling in, printing and signing the [Application for extension of mobility period](#) form which may be found in the International Portal of the UAH's website. This form must be submitted to the International Relations Office.

If the student wishes to extend their study period in the UAH in order to study in a different academic year he/she must repeat the mobility program admission process.

In certain conditions and with the prior approval of the international coordinators of both institutions, extending the mobility period beyond one academic year may permit the student to receive a double degree from both the home university and the University of Alcalá.

14. RENUNCIATION OF MOBILITY PERIOD

Students who wish to renounce all or part of the period of stay initially agreed on at the University of Alcalá, must fill out, print, and sign the [Application for Renunciation of Mobility Period](#) form available in the International Portal of the UAH webpage. This document should be sent via email or fax to the VRRII, whose email address is indicated on the form.

15. DIRECTORY

Questions regarding the process of admission and registration should be directed to: internacional@uah.es.

The list of Coordinators of International Programs at the UAH by field of study is available at: www.uah.es/internacionales/documentos/tabla03.pdf.

Email address and phone numbers for the **International Student Offices** for each field of study may be found at: www.uah.es/internacionales/documentos/tabla04.pdf.

General information for international students in our web site in English: www.universityofalcala.com

Multimedia documents as well as a Powerpoint presentation of our university:
https://portal.uah.es/portal/page/portal/portal_internacional/la_universidad/area_multimedia

Information about our studies (Undergraduate, Masters and PhD, Spanish, Courses for international students, etc.):
https://portal.uah.es/portal/page/portal/portal_internacional/nuestros_estudios/

Courses taught in English:
https://portal.uah.es/portal/page/portal/portal_internacional/nuestros_estudios/docencia_en_ingles

Tuition fees: https://portal.uah.es/portal/page/portal/portal_internacional/nuestros_estudios/precios_matricula

List of grants and scholarships to study at the University of Alcalá:
https://portal.uah.es/portal/page/portal/portal_internacional/internacionalizacion/becas_ayudas

The list of Universities with which UAH has agreements:
https://portal.uah.es/portal/page/portal/portal_internacional/internacionalizacion/convenios_internacionales

Application process: Guide, application forms and deadlines:
https://portal.uah.es/portal/page/portal/portal_internacional/internacionalizacion/programas_intercambio

Accommodation:
https://portal.uah.es/portal/page/portal/portal_internacional/vida_universitaria/alojamiento

Health and accident insurance:
https://portal.uah.es/portal/page/portal/portal_internacional/internacionalizacion/seguro_medico

Directory:
https://portal.uah.es/portal/page/portal/portal_internacional/internacionalizacion/directorios