



GUIDE FOR ERASMUS INCOMING STUDENTS

Academic year: 2021-2022

We welcome Erasmus Exchange students coming to Universidad Complutense de Madrid (UCM). To be nominated students you need to contact the Erasmus Coordinator at home institution.

An Erasmus+ interinstitutional agreement between both institutions in the specific subject area is needed, otherwise mobility will not be possible.

Students must be nominated by their Erasmus Coordinator, by following next steps:

I. NOMINATIONS:

UCM nomination procedure for incoming students is managed through **email**, sending your nominations to erasmus1@ucm.es following this scheme:

Home Institution: Name and code

Surname, First name:

Gender:

Date of birth:

Nationality:

Field of study: Name and code

Study level:

Exchange period:

E-mail address:

II. ACKNOWLEDGEMENT:

UCM confirms the receipt of the nominations by sending an email both to the partner university and the student. This email provides with further information related to the application procedure.

This acknowledgement email to the nomination does not imply acceptance!!!

Once students have received this acknowledgement e-mail, they can start the application process.

III. APPLICATION DEADLINES

Semesters	From	To
Full academic year (September-June)	April 1 st	May 31 st
First semester (September-February)	April 1 st	May 31 st
Second semester (January-June)	October 15 th	November 30 th

IV. LANGUAGE REQUIREMENTS:

An adequate knowledge of the Spanish Language is required, given that classes at UCM are mainly taught in Spanish.

At least B1 Level is required (According to the European Common Framework of Languages) **B2 is required in some faculties. Please see** <https://www.ucm.es/english/language-requirements>

Philology students, please see: <https://www.ucm.es/english/language-requirements#filol>

Fine Arts students: CERTIFICATE Level B2 of SPANISH is required. All classes are in Spanish.

V. APPLICATION PROCEDURE

All Erasmus nominated students need to complete the UCM on-line **Application Form**.

<https://ucm.moveon4.de/form/53038cf80f9d302c69000003/eng>

All sections should be completed.

The application can be modified, saved and finally completed in multiple sessions before final submission. If any modification to the application is needed once it has been submitted online, please, do it by e-mail to:

erasmus1@ucm.es

You must upload the following documents to your application:

- Photo (.jpg, .jpeg)
- Learning Agreement (signed and stamped by your home Institution) (.pdf)
- Transcript (.pdf)
- Languages certificate (only compulsory for Philology, Media & Communication Science, Commerce and Tourism and Geography & History and Fine Arts students)

You can submit your application once all the sections on the menu are marked with green checkmarks. No more changes will be possible after submitting the application!

If any modification to the application is needed once it has been submitted online, it will be done by e-mail.

Only complete applications sent within the application period can be accepted.

VI. ACCEPTANCE:

After checking applications, UCM will send an **acceptance email** both to the student and the partner institution.

Two other situations are possible:

Refusal: If UCM cannot accept a student, both the student and the partner institution will receive an email.

Cancellation: If a student withdraws from the program, the partner institution will inform UCM as soon as possible.

We thank our partners for their cooperation.