

Mobility (UCM Outgoing students)

Summarize Guide for BAES students applying for an Erasmus grant AY 2027/28

(please, read carefully before starting to apply)

Updated, Sept 2026

(before the Erasmus Call for applications is published, this guide will be updated with the exact dates)

How do I apply for an outgoing mobility from UCM?

Firstly, to initiate the process for participating in the Erasmus programme, it is essential to thoroughly review the Erasmus Call for Applications for Programme Countries (EU and assimilated) for the academic year 2027/28, accessible on the [official UCM website](#) *(to be published)*

The application process is conducted online, and the relevant link will be provided in the relevant section of this guide.

Who has to Apply?

. **2nd year UCM BAES students** who will be going on compulsory mobility in their **5th semester** (from September 2027 to January 2028). Duration: 1 semester. Semester: 1st semester. Exchange Course: 3

. **1st year UCM BAES students** who will be going on compulsory mobility in their **3 & 4th semester** (from September 2027 to June 2028). Duration: 2 semester. Semester: 1st & 2nd. Exchange Course: 2

IMPORTANT: You must request the destination (or major) assigned by Leuven

Deadlines

Submission of Applications	pending
Publication of the provisional list of Accepted and Rejected Applications	pending
Deadline for Substantiation (10 working days)	pending
Publication of the Final List Accepted and Rejected Applications	pending
Publication of the Provisional list of Allocated Places	pending
Online Acceptance of Placement	pending
Publication of the final list Awarded Places 2027/2028	pending

Online Application procedure

The electronic application form corresponding to each type of Erasmus+ mobility **(it's mandatory to use the UCM Account and use a desktop or laptop computer, PC not MAC (never from a cell phone, tablet, or similar device))** must be completed and is available at the following web address:
<https://ucm.moveon4.de/form/53bd38820f9d308854000001/spa>

The student must select the following mobility option: *"Solicitud Convocatoria Erasmus+ con países del Programa (Unión Europea y asimilados)"*

All sections should be completed. The application can be modified, saved and finally completed in multiple sessions before final submission.

Until 22.05.2026 (11:55 p.m.), you must apply for the Erasmus Grant and upload all the documentation. After, the application will no longer work and no documentation can be uploaded.

Documents required

- **Spanish students:** photocopy of ID National card.
- **EU students:** photocopy of NIE - TIE (Foreign Identity Card) or certificate of registration as a citizen of the European Union.
- **Non-EU students:** photocopy of NIE - TIE (Foreign Identity Card).
- **Bank ownership certificate of the applicant:** valid IBAN Number (do not enter XXX), which can be downloaded from your cell phone.
(For applicants who are beneficiaries of the Santander Grant, please provide your Banco Santander account details)
- **EUROPASS CV (English or Spanish)** including all merits not included in the academic transcript, including photocopies of diplomas, courses or professional experience.
- **Language certificate:** BAES students are **exempt** from the language proficiency requirement. During the application period, the student must upload the language certificate that was sent to Leuven in the application period or a blank document in the "language certificate" section in order to complete the application within the given deadline.

Additional Aids for students with fewer opportunities If you meet any of the requirements listed in section 8, 1-6, Erasmus Grant for Applications for Programme Countries (EU & assimilated):

1. Have a legally recognized and certified disability of 33% or more, or an equivalent degree of disability in the case of foreign students.

2-3. Economic barriers.

4-5. Social barriers: large family (family register), single-parent family (1. Family register showing that only one parent is supporting the student and the death certificate if both parents are listed in the family register / or 2. Family registration certificate)

6. Refugee status or entitlement to subsidiary protection, or having submitted an application for international protection in Spain.

You must provide proof by uploading the document to the application (in Spanish or in English) until 22.03.2026 (11:55 p.m.).

Additional Aids: point 11 Erasmus Grant for Applications for Programme Countries (EU & assimilated)

If any **modification to the application is needed** once it has been submitted please: baes@ucm.es

Acceptance and Administrative documents for the mobility

Applications will be reviewed by the BAES administration office. Publication of the final list Awarded Places 2027/2028 (BAES UCM Website): March 22.03.2027

One or two months before the start of the mobility period, the UCM IRO will send the following

Administrative documents:

1. **Financial Agreement:** this document must be signed through the electronic platform before the start of the mobility period. Instructions for managing the agreement's signature on the electronic platform will be sent beforehand.
2. **A compilation of documents,** among which are:
 - Erasmus Student Checklist – steps to follow
 - Erasmus Credential
 - Statement of Responsibility
 - Certificate of Arrival
 - Certificate of End of Stay

To receive the Erasmus Grant, during the mobility, the student must upload to “Portal para la movilidad de alumnos UCM” (<https://ucm.moveon4.de/form/53bd38820f9d308854000001/spa>), through UCM email account:

- **The Certificate of Arrival,** signed and stamped by the responsible person for mobility at the host university **upon your arrival** to receive 80% of your Erasmus grant.

The expenditure date (signature date) must always be on or after the first date of mobility.

- **The certificate of End of Stay,** signed and stamped by the responsible person for mobility at the host university, **before you leave** to receive the remaining 20% of your Erasmus grant.

The expenditure date (signature date) must always be on or after the end date of mobility *(the date of the last day you are required to be at the host faculty due to lectures, exams, compulsory activities, etc.)*

Official documents must not contain any deletions or amendments (e.g., correction fluid, writing over text, etc.).

How much Erasmus funding does the student receive?

Please, visit the following link: <https://www.ucm.es/importe-erasmus>.

When will I receive my Erasmus grant? and

The first payment, which is 80% of the total, is calculated using the estimated mobility date as a reference. Once the student has completed their mobility and we have registered their attendance certificate, the second payment of 20% is made (the Erasmus grant is linked to the arrival and end-of-stay certificates).

Therefore the respective percentages of the Erasmus grant mentioned above are received two or three months after uploading each of the aforementioned documents.

Academic document: ONLINE LEARNING AGREEMENT (OLA)

. **2nd year UCM BAES students** who will be going on compulsory mobility in their **5th semester** (from September 2026 to January 2027) &

. **1st year UCM BAES students** who will be going on compulsory mobility in their **3 & 4 semester** (from September 2027 to June 2028)

Following the publication of the final list Awarded places 2027/28 (not before or during the Erasmus grant application process), you will need to complete the Online Learning Agreement by following the steps set out in the Guide on creating the OLA, available in the section "[Mobility Grants](#)" (BAES UCM website)

This Learning Agreement is compulsory for all of you, and it lists the courses (name, code and ECTS credits) that you will be taking **during the first part of your major at your host university**. It's very easy to do, but you'll need to set aside a little time for it.

Students going to the University of Zurich will complete the learning agreement on paper (not online). The BAES UCM office will provide you with a copy of the official document.

According to point 12 of the Erasmus call for applications:

Exchange students are solely responsible for:

a) Have a valid **Health Insurance** ([European Health Insurance Card](#) or equivalent) and **Travel Insurance**, complementary to health insurance. This travel insurance must have coverage for: accidents, civil liability and repatriation.

You can purchase the travel insurance through, for example: [ERGO](#) or [Oncampus seguros](#) (is valid from any other insurance company)

"The European Health Insurance Card and travel insurance must be valid throughout the entire period of mobility"

b) Obtaining at their own cost passports, visas and other travel documents (*Acceptance by the host institution of an exchange student onto an exchange programme does not guarantee that the student will obtain a visa or necessary travel documents to enter the host country*).

c) Meeting all entry requirements of the host country.

d) Finding and paying for their own accommodation and living expenses.

However, the Host Institution will make all reasonable efforts to provide incoming Exchange Students

with assistance in finding residential accommodation for the exchange period, provided that host institution's application procedures are fulfilled. See [Private Housing Agencies | Complutense University of Madrid \(ucm.es\)](#).

- e) Travel expenses to and from the host country and within the host country.

If you have any questions, please contact us: baes@ucm.es

BAES UCM

Updated, Sept 2026

