

# BAES Mobility

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## GUIDELINES FOR BAES STUDENTS APPLYING FOR A MOBILITY SEMESTER AT THE UCM (INCOMING STUDENTS)

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### How do I apply for a mobility at UCM?

First of all, you need to be nominated by your BAES «start university». A nomination is a formal presentation of a mobility candidate among universities, confirming their selection. In order to start your nomination process, contact the mobility department or service at your «start university» ; they will be in charge of presenting you as a mobility candidate to UCM.

UCM will confirm the receipt of your nomination by sending an email to both the partner university and the student. This email will include all the info you need, including a complete **application procedure**, the **link** to access and complete your online application form and, **very important**, the deadlines to submit your application.

Please note that this email **does not imply the definitive UCM Erasmus acceptance**. **Once received this acknowledgement e-mail, you can start your online application process.**

### Deadlines

Check the deadlines that apply to you in the email you will receive after being nominated. **This is very important: late applications will not be accepted.** No exceptions will be made.

For your reference, here are the regular deadlines for applying for Erasmus grants. Most of BAES students apply for a **second semester (January – June) mobility**. If this is the case, you must submit your application before November 30 the year before.

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

### Fill out your application

All sections must be completed. Note that your application form can be modified, saved and finally completed in multiple sessions **before final submission**.

#### **You will be asked to attach the following documents:**

- **Portrait photo** (submit a passport or ID photo in JPG, JPEG or PNG format).
- **Learning Agreement** : it is an academic document that includes the details of your proposed study plan at the UCM. Students can submit a draft copy with the contents and ECTS included, and later on it will be approved by the UCM academic coordinator.



- **Transcript of Records** . A Transcript of Records refers to a copy of the student's academic record with the courses and grades received at your home university.
- **Languages certificate**. BAES students are **exempt** from the Spanish proficiency requirement.

If any **modification to the application is needed** once it has been submitted please, contact us: [movunaeuropa@ucm.es](mailto:movunaeuropa@ucm.es)

## Acceptance

After checking applications, UCM will send an **administrative acceptance email** to you and the partner institution (your «start university»). You must receive a double confirmation:

1. **Administrative acceptance**: Sent by UCM International Relations Office. It includes your acceptance letter and a special credential for the Spanish Embassy and the visa application if needed.
2. **Academic acceptance**: Made by the BAES academic coordinator, through the approval of the Learning agreement before mobility.

Should you need a different letter of acceptance or an embassy letter for the VISA, contact us ([movunaeuropa@ucm.es](mailto:movunaeuropa@ucm.es)) with your planned mobility dates (start and end of stay).

## Free Spanish language course

UCM offers an intensive **Spanish Language Course**. If you would like to take part on it, **you must apply by checking the corresponding box in the Application Form**.

More information: <https://www.ucm.es/ccee/erasmus>, and [erasmusfgucm@ucm.es](mailto:erasmusfgucm@ucm.es)

## Academic Calendar

Please check <https://www.ucm.es/calendarios>

## About Incoming students

Please bear in mind that exchange students are **solely responsible** for:

- a) 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).
- b) Meeting all entry requirements of the host country.
- c) 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 \(ucm.es\)](#)

- d) Travel expenses to and from the host country and within the host country;



f) Obtaining any additional insurance policies (including health insurance) or vaccinations if required by the Host Institution. Check the European health Insurance Card : [European Health Insurance Card - Employment, Social Affairs & Inclusion - European Commission \(europa.eu\)](#)

If you have any questions, please contact us :

- **Academic issues** (Learning Agreement, course selection, timetable, location of your courses)  
[baes@ucm.es](mailto:baes@ucm.es)
- **Questions related to mobility and the online application form** [movunaeuropa@ucm.es](mailto:movunaeuropa@ucm.es)

