



## HOW TO APPLY AS EXCHANGE STUDENT TO UNIVERSIDAD COMPLUTENSE

### I. APPLY TO YOUR HOME UNIVERSITY

If you are planning to apply for a place at the Complutense University as an incoming Erasmus student, the first thing you need to do is contact your coordinator/s at your home university to discuss your plans with them and to put your name forward. We can only accept incoming students for the areas of studies specified in bilateral agreements between universities. So, check with your local International Relations officers which universities and which departments or faculties have established agreements with your university.

### II . YOUR OFFICIAL NOMINATION MUST BE SENT TO UCM BY YOUR HOME INSTITUTION

UCM has established its nomination procedure for incoming students through **email to [erasmus1@ucm.es](mailto:erasmus1@ucm.es)**

**Only** the coordinators of each institution inform UCM about nominated student data: name, gender, date of birth, e-mail, area of studies, level and number of semesters.

### III LEDGEMENT

After receiving the nomination the UCM will send an automated acknowledgment email to confirm receipt of the nominations to the partner university and to the student, providing further information related to the application procedure. **This acknowledgement e-mail DOES NOT imply acceptance!!!**



#### IV. APPLICATION PROCEDURE

- All Erasmus students need to complete the UCM on-line **Application Form**.
- The link to the application form will be provided with the nomination acknowledgment
- All sections should be completed.
- You have the option to complete and save your application in multiple sessions.

If any modification to the application is needed, it will be done by e-mail to:

ERASMUS/AEN/MAUI/TASSEP	NON ERASMUS
<a href="mailto:erasmus1@pas.ucm.es">erasmus1@pas.ucm.es</a> / <a href="mailto:erasmus2@pas.ucm.es">erasmus2@pas.ucm.es</a>	<a href="mailto:conveniosin@rect.ucm.es">conveniosin@rect.ucm.es</a>

You must upload the following documents to your application:

- Photo (.jpg, .jpeg)
- Learning Agreement (signed and/or validated by your home Institution) (.pdf)
- Transcript (.pdf)

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!

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

#### V. APPLICATION DEADLINES

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



## 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 she/he 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.

A **double** UCM acceptance is needed for students enrolled in doctoral studies, master's degree or dissertation:

1. **Academic acceptance**: Made by the Faculty, through the approval of the Learning agreement before mobility.
2. **Administrative acceptance**: Made by the International Relations Office, through the present confirmation e-mail.