



# GUIDE FOR ERASMUS INCOMING STUDENTS ACADEMIC YEAR 2022/23



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

If your Institution uses **Moveon4 software** please use the e-nomination functionality. Otherwise, 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:**  
**Faculty at UCM:**  
**Study level:**  
**Exchange period:**  
**\*Language Level: (Spanish & English)**  
**E-mail address:**

**\*LANGUAGE REQUIREMENTS. It is mandatory to send by email: the student's nomination and his/her LANGUAGE CERTIFICATE according to the faculty.** An adequate knowledge of the Spanish Language is required, given that classes at UCM are mainly taught in Spanish.

- **B1 Level is required** (According to the European Common Framework of Languages)
- **B2 SIELE, DELE Certificates** are requested for:
  - **Facultad de Geografía e Historia** (Geography and History): B1 in Undergraduate / B2 in Master
  - **Facultad de Ciencias de la Información** (Information Sciences)
  - **Facultad de Bellas Artes** (Fine Arts)
  - **Facultad de Comercio y Turismo** (Commerce and Tourism)
  - **Facultad de Ciencias Económicas y Empresariales** (Business Administration): B2 level of English is recommended for students studying in English. B2 level of Spanish is recommended for students studying in Spanish.
- For **Philology studies** please check specific requirements: <https://www.ucm.es/english/language-requirements>
- However **C1 in Spanish is highly recommended for Master and Phd programs**, because we are not able to guarantee any courses or research in other languages.

Detailed requirements and additional information (<http://www.ucm.es/alumnos-students>)

The number of students you will send may by no means exceed the number of students mentioned in this agreement. More specifically, we do not accept the mechanism by which shorter periods of stay allow for the sending of more students, i.e. on an exchange of one student for 10 months, you may not freely send two students for 5 months, not even if their stay covers different semesters.



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## II. ACKNOWLEDGEMENT

UCM confirms the receipt of the nominations by sending an email to both 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. NOMINATION & APPLICATIONS DEADLINES

### Nominations Deadlines

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

### Applications Deadlines

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

**We will not accept nominations and applications after the deadline**

## IV. APPLICATION PROCEDURE

All Erasmus nominated students need to complete the UCM on-line Application Form. 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](mailto: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

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!**



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### V. ACCEPTANCE

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

Two other situations are possible:

- **Refusal:** If UCM cannot accept a student, 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.

If students need a different letter of acceptance or an embassy letter for the VISA, they should contact us ([erasmus1@ucm.es](mailto:erasmus1@ucm.es)) indicating the planned mobility dates (start and end of stay).

**We can only accept incoming students for the study areas specified in the bilateral agreements between Universities.**

**We can only accept applications from students who have been nominated by their home university with which we have a formal bilateral agreement. We regret we are unable to accept Erasmus free movers.**

Thanks for your cooperation!