

Dear Partners,

Please find below detailed information about the application procedure for 2015/16 Erasmus incoming students at the University of Salamanca:

Nomination and Application Deadlines:

July 16th 2015 (either for the 1st semester, 2nd semester or full academic year 2015/16). Exceptionally, we could accept later nominations for 2nd semester students upon request.

Nomination:

Nomination is a **MANDATORY REQUIREMENT** for the acceptance of Erasmus students at the University of Salamanca. Partner Universities must send their official nomination lists by e-mail to the address: erasmus@usal.es. The email must **necessarily** include the following data:

1. Full name of the student/s
2. Email address
3. Subject Area
4. Level of Study (Undergraduate/Bachelor, Master or Doctorate)
5. Proposed period of study in Salamanca

Nominations lacking any of these requested data will be considered as **incomplete**, and therefore **will not be validated** until amended by the home university.

Nominations must conform to the **terms of each Erasmus agreement** with regard to the area of studies, level of studies and number of students. Any change to these conditions must have the prior approval of the University of Salamanca.

It is recommended to **keep the balance in the distribution of students** between 1st semester and 2nd semester. When **splitting a full year mobility** into two single semester mobilities, one should be for the 1st semester and the other for the 2nd, so that the **balance** set out in the agreement **is observed**.

Application:

Upon reception of the **nomination sent by the home University**, the University of Salamanca will contact the students by email and send them detailed information about registration procedures. Students **duly nominated** by their home institution must complete the on-line Erasmus Application Form, print it and send it by post, together with a passport photograph, to the International Relations Office:

Universidad de Salamanca
Servicio de Relaciones Internacionales y Cooperación
Cardenal Pla y Deniel 22, 1ª planta
37008 Salamanca
SPAIN

This document is a **MANDATORY REQUIREMENT** for the correct enrolment of Erasmus students at the University of Salamanca. Incomplete forms or lacking the photograph won't be considered.

The on-line Erasmus Application Form is available on our web site:

<http://rel-int.usal.es/> -> "Erasmus" -> "Estudiantes Extranjeros Erasmus" -> "Becas Erasmus de estudios"

Confirmation of Acceptance:

An **Acceptance Letter** will be sent to the students following the correct reception of the Application Form and photographs (in any case, not before **June, 20th 2015**). Students must **bring along** this Acceptance Letter **when registering** at the corresponding Centre of the University).

Learning Agreement:

The University of Salamanca does **not** require the Learning Agreement prior to the beginning of the Erasmus stay, so it can be agreed with the corresponding International Departmental Coordinator **after the student's arrival in Salamanca**. In the event that the home university requires this document prior to the student's departure, it will have to be sent for approval and signature to the corresponding **International Departmental Coordinator**. There is not an Institutional Coordinator at the University of Salamanca; therefore, only Departmental Coordinators can sign Erasmus documents.

Academic Coordinators:

A list with all the International Departmental Coordinators of the University of Salamanca is available on the web:

<http://rel-int.usal.es/> -> "Erasmus" -> "Coordinadores Internacionales"

Accommodation:

The International Relations Office of the University of Salamanca does **not** arrange accommodation for Erasmus students; they must find accommodation by themselves, following their particular needs or preferences:

- University Residences: <http://www.usal.es/webusal/node/4185>
- Private accommodation: the *Servicio de Promoción, Información y Orientación* (SPIO) offers some help to find it: <http://sou.usal.es/>

International Student Info Brochure:

Available on the website in English and in Spanish in May, 2015. In the meantime, 2014/15 Info Brochure may be taken by way of guidance:

<http://rel-int.usal.es/> -> "Erasmus" -> "Estudiantes Extranjeros Erasmus" -> "Becas Erasmus de estudios" -> "Información para estudiantes extranjeros"

Academic Calendar:

A detailed 2015/16 Academic Calendar will be made available on the University website in May, 2015. In the meantime, 2014/15 Academic Calendar may be taken by way of guidance:

http://www.usal.es/webusal/files/Calendario_Actividades_Docentes2014-2015.pdf

Academic Guides:

2015/16 Academic Guides will be made available on the University web site in May, 2015. In the meantime, 2014/15 Guides can prove useful with regards to relevant information about available subjects, subject programmes, credit points, etc...:

http://www.usal.es/webusal/guias_2014

Language of instruction / Spanish Language Courses:

The language of instruction at our institution is **Spanish**. Students must have sufficient Spanish skills before coming in order to be able to follow lectures. A minimum level of B1 is recommended.

The University of Salamanca offers, at the beginning of each semester (September, October and November for the 1st semester, and February/March for the 2nd semester), a Spanish intensive course to all Erasmus students who wish to take it. Students must pay fees for course materials and linguistic consulting. Interested students must indicate it by marking the corresponding box on the on-line Erasmus Application Form.

A more detailed information about this course (updated fees, dates of the courses and timetables) will be made available on our website in May, 2015.

Health Insurance:

- All Erasmus students **must take out the mobility insurance of the University of Salamanca**, regardless the requirements of the student's home institution on this regard. This insurance policy shall be signed up by each student directly via the website <http://www.oncampus.es/common/alumnos>.
- **Health Care:** Students from the **EU and Switzerland** are entitled to medical care in the medical centres and hospitals that form part of or have agreements with the Spanish National Health System (Seguridad Social). To be able to use these services, students must apply for the **European Health Card** at the health service offices in their country of origin. Foreign students from **other countries** than the above mentioned or who are not covered by national health plans, must have **private health insurance**.

A proof of having taken out **both insurances** will be a **mandatory requirement** in order to **formalise the inscription** at the University of Salamanca and receive the **student card** (which allows access to University services, such as libraries, computer rooms or the University digital platform).

Students must send, **before their arrival in Salamanca**, a copy of **both documents** either **by e-mail** to the International Relations Office (erasmus@usal.es) or by regular post to the postal address:

Universidad de Salamanca
Servicio de Relaciones Internacionales y Cooperación
Cardenal Pla y Deniel 22, 1ª planta
37008 Salamanca
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Should you have any queries please do not hesitate to contact us at erasmus@usal.es