



VNIVERSIDAD
D SALAMANCA

CAMPUS OF INTERNATIONAL EXCELLENCE

SERVICIO DE RELACIONES INTERNACIONALES

Cardenal Pla y Deniel 22, 1ª planta - 37008 Salamanca
Tel.: +34 923 29 44 26 Fax: +34 923 29 45 07
<http://rel-int.usal.es/>
erasmus@usal.es

ERASMUS+ 2016/17

Dear Partners,

Please find below detailed information about the application procedure for 2016/17 Erasmus incoming students at the University of Salamanca:

1st STEP: NOMINATION from home university

Nomination deadline:

July 15th 2016 for all students (winter semester, summer semester or full academic year). 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 by email their official nomination lists to the **International Relations Office**: erasmus@usal.es. The email must **necessarily** include the following data:

1. **Full name** of the student/s
2. **Email address**
3. **Subject Area** (ISCED code)
4. **Level of Study** (Undergraduate/Bachelor, Master or Doctorate)
5. **Proposed period** of study in Salamanca (winter semester, summer semester or full academic year)

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 semester, so that the balance set out in the agreement is observed.

2nd STEP: REGISTRATION by nominated students

Registration deadline:

July 15th 2016 for all students (winter semester, summer semester or full academic year).



Application Form:

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 email to the **International Relations Office: erasmus@usal.es**, including the following:

- a recent **photograph**
- a copy of the **ID document** or **passport**

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" -> "Solicitud online Erasmus extranjeros"

3rd STEP: OTHER DOCUMENTS

Letter of Acceptance:

An **Acceptance Letter** will be sent **by email** to the students following the correct reception of the Application Form (in any case, not before **June, 20th 2016**). Students must **bring along** this Acceptance Letter **when enrolling** at the corresponding centre of the university.

Hard copies of the acceptance letter will be sent only upon request to students needing to apply for a visa.

Compulsory Mobility and Health Insurances:

- **Mobility 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/>
- **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**.

Students must send, **before their arrival in Salamanca**, a copy of **both documents by e-mail** to the International Relations Office (erasmus@usal.es) as a **mandatory requirement** in order to **complete their 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).

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 these documents.



VNIVERSIDAD
D SALAMANCA

CAMPUS OF INTERNATIONAL EXCELLENCE

SERVICIO DE RELACIONES INTERNACIONALES

Cardenal Pla y Deniel 22, 1ª planta - 37008 Salamanca
Tel.: +34 923 29 44 26 Fax: +34 923 29 45 07
<http://rel-int.usal.es/>
erasmus@usal.es

Other useful information

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/residencias>
- Private accommodation: the *Servicio de Promoción, Información y Orientación* (SPIO) may provide some help to find it: <http://spio.usal.es/>

Academic Calendar:

A detailed 2016/17 Academic Calendar will be made available on the University website in May, 2016. In the meantime, 2015/16 Academic Calendar may be taken by way of guidance:

http://www.usal.es/webusal/files/Calendario_Actividades_Docentes2015-2016.pdf

Academic Guides:

2016/17 Academic Guides will be made available on the university web site in May, 2016. In the meantime, 2015/16 Guides can prove useful with regards to relevant information about available subjects, subject programmes, credit points, etc...:

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

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, although no certificate is required.

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, 2016.

Academic Coordinators:

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

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

International Students Info Brochure:

Available on the website in English and in Spanish in May, 2016. In the meantime, 2015/16 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"

We look forward to welcoming your students next year.

For further questions, please contact us at: erasmus@usal.es