

Dear Student,

We welcome you to the **Pablo de Olavide University**.

This is the information you need in order to become an **EXCHANGE STUDENT** at our university:

**1. ACCEPTANCE as Exchange Student:**

1.- You need to register as exchange student in our [online application](#). You must follow the steps you will find in the document attached to our registration message.

Please save a copy of your application as a receipt.

2.- We do not need your learning agreement. So please, send it just in case you need it signed by us before your arrival. If you do not need it, we will sign it when you arrive at our institution.

**\*\*\* IMPORTANT:** the learning agreement can only include a 20% maximum of courses from a Faculty different to yours (i.e. 6 E.C.T.C. maximum by semester). We recommend you to ask to your University under which Faculty agreement you are coming.

<b>REGISTRATION DEADLINE <u>30<sup>th</sup> NOVEMBER</u></b>
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**2. WELCOME MEETING**

The **information meetings for international students** will take place on September 23<sup>rd</sup>, where we will give you all relevant information about your stay in Seville. You must inform us if you will attend to it or not by clicking it in the application form.

Attendance is **COMPULSORY**.

### 3.- COURSES

The academic offer 2017-2018 is available in:

<http://www1.upo.es/matricula/oferta-academica/>

For further information about academic issues, you can contact **your faculty coordinator** assigned to your University:

[http://www.upo.es/aric/estudiantes\\_upo/Tutores\\_Docentes/index.jsp](http://www.upo.es/aric/estudiantes_upo/Tutores_Docentes/index.jsp)

### 4. INSCRIPTION IN THE COURSES

The official period for courses enrolment took place in July but, as your nomination was sent later, you will be able to do it in January (we will explain how to do it in our information meeting).

You must take into account that there are limited places for all our courses so some of them are already full as places have been taken by those students who did it during the official period.

IMPORTANT: We will be able to sign your learning agreement only after you complete your courses enrolment, therefore we would be very grateful if you don't send them to us until the course registration period has finished.

### 5.- ACCOMMODATION

The International Relations Office **do not offer accommodation service** but we recommend the students to rent a room in a shared flat. In the following links, you can find a lot of possibilities:

You will find further information about accommodation in our International Student Guide.

## **6. HOW TO GET TO UPO?**

Our university is in an outlying area of the city:

- Carretera de Utrera, km. 1, 41013-Sevilla (España / Spain)

For further information about how to get to UPO, you can check our Guide for International Students.

When you will arrive to the university, please come to our office (Relaciones Internacionales y Cooperación, Building 6, Office 20, ground floor).

## **7. FURTHER INFORMATION**

- **Certificate of attendance:** if by the end of your stay, you need us to sign a document stating your stay period in our University. You have to take into account that we will not sign any document with date later than 16<sup>th</sup> July for second semester students.

We recommend you to inform your University about this fact, if necessary, to avoid future problems in relation to your grant.

- **Spanish course**

**Free Spanish course for beginners** (maximum two groups of 15 students):

The International Relations Office together with *Centro Universitario Internacional* offers a Spanish course for beginners of 30 hours. Those students who achieve the course goals will receive a course certificate.

All the information regarding to the inscription, level test and start dates will be provided later.

- Spanish courses (all levels):

The International University Center offers you a wide Spanish course catalogue for all levels, including intensive courses before the semester and extensive courses during the semester.

For further information, please contact to [intl@upo.es](mailto:intl@upo.es) or just wait for them to contact you later.

- Visit our website:

You will find all the necessary information about your stay in our University (Infoupo, academic calendar, academic offer, campus map, etc.). This information is available in: [www.upo.es/aric](http://www.upo.es/aric) - Foreign students

We hope this information will be useful for you and if you have any question, contact with us!

[erasmus@upo.es](mailto:erasmus@upo.es)

Best regards,

International Relations and Cooperation Office

Pablo de Olavide University