Once you receive the acceptance of your nomination you can apply.

Please follow this link to enter the application process: [https://sede.urjc.es/en/movilidad](https://sede.urjc.es/en/movilidad)

**DO NOT COMPLETE THE ONLINE APPLICATION IF YOU HAVEN’T RECEIVED THE ACKNOWLEDGEMENT EMAIL**

**Deadline for applications: May 20th 2017**

**Procedure:** fill out the online application form as required.

You should choose the study area and language for which you are nominated for (Annex 1)

**Required application documents:**
- Passport/ID photocopy
- Learning Agreement (LA) (Annex 2)
- Language Certificate (Annex 2)

Please don’t send hardcopies of the documents by postal mail. You have to upload them in the platform

For more information please check our website: [https://www.urjc.es/en/international/erasmus-mobility](https://www.urjc.es/en/international/erasmus-mobility)
ARRIVAL AND ORIENTATION

We request that students arrive for the Welcome Day on 6th September 2017. Attendance to the Welcome Day is highly recommended in order to get important information about the procedures for the mobility. If you can’t come to the Welcome day, please come to the International Relations Office as soon as you arrive.

LANGUAGE SUPPORT

Spanish Intensive Course
Erasmus and Munde students can attend a 34-hour intensive Spanish course that will take place two weeks before the start of the classes. Language courses can be validated for free election credits (a 34-hour course equals 2 ECTS). This course costs approximately 200€.
Further information: University Language Center centro.cui@urjc.es

Spanish Courses
Erasmus and Munde students can also attend a 45-hour Spanish course that will take place during one semester (October – December or January – April). Language courses can be validated for free election credits (a 45-hour course equals 2 ECTS). This course costs approximately 245€.
Further information: University Languages Center centro.cui@urjc.es

Spanish courses do not have to be added to the Learning Agreement, they will not appear on the Transcript of Records since they are subjects from the Language Center and they have an extra cost. When the students finish the course they will receive a certificate indicating their attendance.

FACILITIES AND STUDENT SERVICES

Facilities
- Access to computer facilities including wireless internet access and university e-mail account.
- Student card: in order to request your Student Card, you need to have your URJC username, you have to be enrolled (preregistered) in order to get it.
- Access to University sports facilities.
- University restaurants.
- University libraries.

Special need and Disability Support
Unity of Attention to Disabled People (UAD DISCAPACIDAD)
Unity of Attention to Disabled People principal target is that those members of the university community: students, teachers or administration personnel and services that represent any kind of functional diversity or special educational need, are able to enjoy the same opportunities than the rest for the development of their university studies or performing their jobs, under the prism of equal opportunities. For more information contact discapacidad.programa@urjc.es

Buddy Program
The Buddy Program, a URJC welcome program, helps all international students to integrate into the university and to know the city.
More information here.
Accommodation on Campus
Residencia Universitaria José Pérez de Vargas is located at Vicálvaro Campus. It has 217 rooms, of which 180 single rooms and 37 double rooms. Each room has a surface of approximately 18m², 34m² in the case of double rooms, and has an ensuite bathroom and office with refrigerator and microwave. (Places are limited)
http://www.residenciavicalvarourjc.es/en/

For more accommodation offers check our website.

EU members are exempted from having to purchase Spanish health insurance, if they have the European Health Insurance Card, they can be assisted in any public Healthcare center.

Non-EU members, we strongly recommend all our exchange students from non-EU countries to purchase a private health insurance (Mapfre, Sanitas, etc.)

EU members and of the EFTA (i.e. Iceland, Liechtenstein, Norway and Switzerland) do not need an entrance visa/student visa.

Students of all other countries should obtain a visa as soon as they have received their Acceptance Letter.

The advantages of studying in Spanish
- Spanish is a language in expansion.
- Spanish is spoken by around 500 million people in the World.
- It is the official language of 21 countries.
- It is the most studied language as a second language: currently more than 46 million people study Spanish in the World.
- It is currently considered the second language for international communication.
- The UNESCO estimates that in the 21st Century, Spanish will be more important than English and there will be more speakers of Spanish than English.
# ANNEX 1 - STUDY AREAS WITH CAMPUS

<table>
<thead>
<tr>
<th>Campus</th>
<th>Study Areas</th>
<th>Language</th>
<th>Study Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Madrid-Vicálvaro</strong></td>
<td>Criminology, Law, Economy, Education (English), Marketing, Marketing (English)</td>
<td></td>
<td>Protocol, Event and Corporate Communications, International Relations (English), Tourism (English)</td>
</tr>
<tr>
<td><strong>Madrid- Ferraz</strong></td>
<td>Master in International Tourism, Master in International Tourism, Directorate (English)</td>
<td></td>
<td>Protocol, Event and Corporate Communications (English)</td>
</tr>
<tr>
<td><strong>Móstoles</strong></td>
<td>Experimental Science, Game design and Development, Education, Environmental Engineering, Industrial Technology Engineering, Materials Engineering</td>
<td></td>
<td>Industrial Organization Engineering, Computer engineering (informatics), Chemical Engineering, Mathematics</td>
</tr>
<tr>
<td><strong>Fuenlabrada</strong></td>
<td>Political Science and Public Administration, Fundamentals of Architecture, History, Aeronautical and Aerospace Engineering, Media studies and Audiovisual Systems engineering</td>
<td></td>
<td>Telecommunications systems engineering, Telematics Engineering, Spanish Language and Literature, Journalism, Advertising and Public Relations, International Relations, Tourism</td>
</tr>
<tr>
<td><strong>Alcorcón</strong></td>
<td>Spanish Sign Language and Deaf Community, Medicine, Dentistry, Psychology</td>
<td></td>
<td>Human Resources and labor relations, Social Work, Occupational Therapy</td>
</tr>
<tr>
<td><strong>Aranjuez</strong></td>
<td>Landscaping, Translation and interpretation</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Manuel Becerra</strong></td>
<td>Service Science, Management and Engineering</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ANNEX 2- How to fill the Learning Agreement

To correctly complete your learning agreement you must follow the instructions listed below:

The learning agreement **MUST** be the one in this form. If you have your own form from your university please upload it.

The Learning agreement (LA) **MUST BE** signed and stamped by YOU and your home university.

### 1. The Receiving Institution

- **Faculty/Campus**: on the acknowledgement email we sent you with all the instructions, it says the degree and the campus you will be studying at URJC.

  *Despite the fact that some courses are taught at several Campuses, exchange students MUST enroll in the Campus detailed on the confirmation email you received.*

### 2. Before the mobility

#### Table A: Study Programme at the RECEIVING INSTITUTION

In Table A you must specify the subjects you are taking at URJC.

- You should choose subjects **ONLY of the study area/GRADO** for which you are nominated for, **only in:** English/Spanish or English-Spanish and all in the **same campus**.

  If you decided to mix areas you must choose **ALWAYS a majority** of courses from the area you have been nominated for.

  *If the language of the mobility is English, the student will need a B2 certificate provided by a Language Institute (Cambridge, TOEFL, TOEIC ...) or a document from the home university certifying that level of language.*

  *If the language of mobility is Spanish, the student will need a B1 certificate, official or a document from the home university that accredits that level of language.*

  *If the student is going to study in English-Spanish will have to provide the required certificates for each language.*

  *If the student is going to study one of Health Science study areas (except Occupational Therapy) B2 certificate of Spanish is required.*

  *If the mother tongue of the student is SPANISH and goes to study in Spanish, the student will not need any certificate.*

  *If the student’s mother tongue is ENGLISH and will study in English, the student will not need a certificate.*

- The number of credits for **one semester** CANNOT be less than **18 ECTS** (URJC credits).

- **Component code**: You **MUST** also provide the code for each subject, [here is the list of codes*](#) of the different subjects.

  *On the list of codes always chose the one titled just GRADO.*

  **Make sure not to choose from our Titulación sin docencia, Diplomado or Licenciado.**

  **Online courses (Semipresencial) are not available for exchange student.**

  **You cannot choose the subjects : Trabajo de Fin de Grado or Prácticas Externas.**
***** Do not add to the LA Spanish courses, they will not appear on the Transcript of Records since they are subjects from the Language Center and they have an extra cost. When the students finish the course they will receive a certificate indicating their attendance. For more information contact centro.cui@urjc.es

- The Learning Agreement is a Word document, so you can add more lines per table.
- Find the **content/syllabus** of each subject [here](#).
- **Exams**
  *Take in account that the exams of the subject IDIOMA MODERNO can be out of the ordinary period of exams.
  **There are two periods of exams, the ordinary at the end of the semester and the extraordinary in June.
  ***The calendar of exams can suffer changes.