

CUNEF (Colegio Universitario de Estudios Financieros)

STEP 1 CONTACT YOUR LOCAL ERASMUS CO-ORDINATOR IN YOUR HOME UNIVERSITY OR YOUR LOCAL IRO (International Relations Office)

If you want to come and study at the UCM, the first thing you need to do is to contact your coordinator in your home university and discuss your candidacy with him/her. We can only accept incoming students for the areas of studies specified in bilateral agreements between universities. So check with your local Socrates/Erasmus officers to which universities and to which departments or faculties of these universities you can travel next academic year.

STEP 2 APPLY

2.1 SEND your ON LINE Registration form and print it out. Your Local Erasmus Co-ordinator or IRO will provide you with the Username and Password required.

- <http://www.ucm.es/info/descargas/?Application>

There are different DEADLINES FOR EACH SEMESTER. If you have any queries please address them to erasmus1@rect.ucm.es

2.2 SEND your Erasmus Student Application Form and keep a copy

The next step is to send a completed Erasmus Student Application Form to the central Erasmus/Office at the UCM.

The deadline for sending us this Application Form is

- 30 June for the first semester or Full Academic course
- 31 November for the second semester

The Erasmus Student Application Form is provided by the Socrates/Erasmus officers of your home university (in some universities even on Faculty level) and include:

Student Registration you filled ON LINE and printed

1. Academic Recognition /Learning Agreement (please check with the UCM area coordinator for details on the Curricula)
2. Academic Transcript

These documents need several signatures and stamps from your home university so we advise you to start the procedure on time.

2.3 Learning Agreement or Proposed Study Programme Abroad once your Application is approved; all parties (student, host institution and sending institution) need to sign the Learning Agreement. This has to be done before the student leaves for Spain. In case the Learning Agreement should be altered due to unexpected changes in the programme, sickness of the teacher, this has to be done before 31st October 2004. The Learning Agreement includes all course units you are planning to follow at the UCM. Please pay attention to the fact that the list only contains course units that are taught during the period of your stay (meaning that some courses may be taught in one semester only).

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2.4 Language courses

Those who apply must demonstrate an adequate knowledge of the Spanish language, given that all classes are given in Spanish. As such, it is recommended that they sign up for the free Spanish Course at the beginning of each semester, both to improve their knowledge of the language and to familiarise themselves with the many university activities. PLEASE REMEMBER it is important you mark if you want the Spanish Language Course when applying ON LINE. Forms sent to any other office would not be considered.

September 2007 (1st Semester or Full Course Students):

- Level Test: Compulsory
- Course dates: To be determined

First weeks of February (2nd Semester students):

- Level Test: **Compulsory**
- Course dates: To be determined

2.5 Housing

Exchange students may find accommodation in shared flats (approx -prices 290 € to 350 €)(a one month deposit is required) The University helps to find lodging, but early information is needed about the needs of each student (arrival date, stay duration, particular wishes about board, economic restrictions, etc.). The housing application form must be received as soon as possible, but, in any case, at least three months in advance of the arrival date.

IN ALL CASES STUDENTS MUST SEND THE HOUSING APPLICATION TO:

ALOJAMIENTOS UCM/UCM HOUSING OFFICE
Student's Flats
Pabellón de Gobierno de la Ciudad Universitaria
C/ Isaac Peral s/n (Metro Moncloa)
28040 Madrid
TEL : +34 91 394 69 67 FAX : +34 91 394 69 27 e-mail: residenciaserasmus@rect.ucm.es

2.6. Enrol at YOUR home university before you leave your home country

Please make sure you are officially enrolled at your home university, even in the event that your stay at the UCM will cover a whole academic year. No additional fee should be paid at the UCM.

2.7. Check insurance information in your home country

You should go to the health department in your home country prior to your departure. This has to be done in order to inform whether -and which- possible costs are covered by the home insurance during your stay abroad and to ask which kind of form, certificates or papers are required in your particular situation.

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STEP 3 ARRIVALS AT UCM

3.1 Contact the Socrates / Erasmus Officers of the UCM at the Central IRO.

UNIVERSIDAD COMPLUTENSE DE MADRID
Relaciones Internacionales
Oficina Erasmus
Pabellón de Gobierno de la Ciudad Universitaria
C/Isaac Peral s/n
28040 Madrid
España
TEL: +34 91 394 6922 and +34 91 394 6923

NB: Please: DO NOT forget to bring with you, the ERASMUS Student credential/certificate provided by your IRO

3.2. Contact the housing department if proceeds to sign your housing contract and pick up your keys

STEP 4 STUDY COMPLETIONS

After you have completed your study programme successfully, a Transcript of Records will be handed out by the faculty and the (ECTS) credits for the course units mentioned in the Learning Agreement will be integrated into your curriculum at the home institution. This transcript is delivered by your local co-ordinator (never by the central Socrates Office).