

PROCEDURES FOR INTERNATIONAL STUDENTS 2018/2019

Dear students,

Firstly, welcome to our University. We hope your study period here will be satisfactory and pleasant.

1. COURSES CHANGES

If you need to make some changes in your courses registration or you didn't do it during the oficial period (4th - 13th July) , you will be able to do it from 17th to 28th September [here](#) with your username and password:

<https://www.upo.es/aric/foreign-students/durante-la-estancia/>

2. BLACKBOARD (WebCT)

This is a virtual area where you can check the content of each registered course, such as exercices, exams, etc.

You can access by using your username and password via the following path:

www.upo.es >> UPO Virtual >> Aula virtual

3. SCHEDULE

You can see schedules via the following link and clicking on ACCESO

PERSONALIZADO: ww.upo.es

4. ACADEMIC COORDINATORS

We encourage you to talk to your **academic coordinator** as they will be able to advise you on module issues. You can find the name of your Spanish coordinator on Internet:

<https://www.upo.es/aric/estudiantes-upo/tutores-docentes/2018-2019/index.html>

5. STUDENT ID CARD

The student ID card allows you to use all the services and facilities the University offers (e.g. borrow books from the library, use computers in the computer rooms, access the WebCT, etc.). With this card, you may benefit from some additional discounts offered for students in the city.

In order to obtain your student card, you need to give us an ID photograph at your arrival in our office.

6. ZONA INCOMING - CERTIFICATES

From the *Zona Incoming* you will be able to download some documents as the certificate of arrival or the transcript of records when **available**. In order to access, please enter your username and password:



ÁREA DE RELACIONES INTERNACIONALES Y COOPERACIÓN
SOLICITUDES ON-LINE

Acceso a Zona Erasmus/Erasmus Zone Access

Usuario:/login:
Contraseña:/password:

Datos estancia /Stay Data

Apellidos/Family Name:		Programa/Program:	Erasmus
Nombre/Fist Name:		Curso_academico:	
e_mail:		Dirección Sevilla/Address Sevilla:	
Universidad:	Universitá degli studi di Cagliari	Teléfono sevilla:	
Duración:	ANUAL		

Documentación disponible / available documents

* Certificado de llegada / Certificate of arrival

* Certificado de Notas / Transcript of records

* Acceso inscripción asignaturas/ Access to courses inscription form

IMPORTANT: The Certificate of attendance will be signed at the end of your study period and will be **given only to the student concerned**. If you cannot bring it by yourself, the **departure date** will be that of the **last exam done**.

Any certificate of departure will be signed with a final date no longer than 11th February 2019 (1st semester students) or 16th July 2019 (full year and 2nd semester students).

7. WIFI-CONFIGURATION

You will have access to internet by introducing your user name and password. Nevertheless it could be necessary to configure your laptop; in that case, please go to the **Centro de Informática y Comunicaciones**, in building 9, ground floor.

8. INSCRIPTION AS RESIDENTS

You have to hand in the following application at the *Oficina de Extranjería* (Office responsible for Foreigners – Plaza de España) or at the relevant *Comisaría* (Police Station):

http://extranjeros.empleo.gob.es/es/ModelosSolicitudes/Mod_solicitudes2/18-Certificado_Residencia_comunitaria.pdf

You will need also the following documents jointly with your application:

- Passport or national identity card
- European Health Insurance Card
- Certificate proving you are Erasmus student

For any additional information, you can contact us in our office **from Monday to Friday, from 9 am to 2 pm:**

ÁREA DE RELACIONES INTERNACIONALES Y COOPERACIÓN

Building 6, ground floor

0034 954 34 93 72 / 0034 954 34 93 98

Email: aric@upo.es

Fax: 0034 954 34 93 04

Página web <http://www.upo.es/aric>