

Dear Student,

We are pleased to 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 complete the [online application](#) form. Please 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 your University under which Faculty agreement you are coming.**

<b>REGISTRATION DEADLINE: JUNE 1st</b>
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**2. WELCOME MEETINGS**

At the beginning of the semester we will organise some **information meetings for international students** and there we will give you all relevant information about your stay in Seville. Attendance is **COMPULSORY**.

Once the academic calendar 2020-2021 will be established, you will be told the exact dates for these meetings. Now, due to the situation caused by COVID19 we do not know the start dates of next semester yet.

Those students coming to UPO during the 2nd semester do not have to attend to any meeting in September as we will organise new meetings for them in January.

### **3.- COURSES**

The academic offer 2019/2020 is available under the following link:

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

Academic offer for 2020/2021 will be available there once published

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

<https://www.upo.es/aric/estudiantes-upo/tutores-docentes/2020-2021/index.html>

### **4. ENROLMENT-INSCRIPTION IN THE COURSES**

In July (except if dates change due to administrative reorganisation) you must complete your courses enrolment (you will be given further information about dates and how to enrol by the end of June). Afterwards, we will be able to sign your learning agreement, therefore we would be very grateful if you don't send them to us until the course enrolment period is over.

### **5.- ACCOMMODATION**

The International Relations Office **does not offer an 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 ARRIVE 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 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 the official end of the semester.

We recommend you to inform your University about this fact, if necessary, to avoid future problems with 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 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 starts 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:

[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, please, contact to IRO by using our new contact system TIKKA (<https://www.upo.es/tika>) > personas no vinculadas a la universidad

**Best regards,**

**International Relations and Cooperation Office**

**Pablo de Olavide University**