



## Universidad de Valladolid

Servicio de Relaciones Internacionales

### INCOMING PROFESSIONALS AT UVA UNDER ERASMUS+ PROCEDURES

#### BEFORE YOUR VISIT

Prior to your visit, you have to negotiate your “Erasmus + Mobility Agreement” with the professor that has presented your candidature so as to establish the dates and teaching contents of your stay.

Once you have agreed your Mobility Agreement and have bought your flight tickets, please contact [movilidad.staff@uva.es](mailto:movilidad.staff@uva.es) to inform us about the exact dates of your mobility so that we can submit you your medical insurance policy via e-mail. We would appreciate if you could contact us at least one month before your arrival.

Within the same message, please do not forget to attach the documents listed below:

- **Erasmus+ Mobility Agreement (signed by you).**
- **Erasmus+ Grant Agreement (signed by you).**
- **Declaration of being up to date with Tax and Social Security obligations (signed by you).**
- **Evidence showing that you work at a firm located in a country that belongs to the European Higher Education Area.**

The three first documents are available on the following link  
<http://relint.uva.es/personal-uva/programa-incoming-professionals/>

#### DURING YOUR VISIT

**The first day** of your visit, it will be necessary that you appear in person to deliver the **original version of these documents** together with the **boarding passes** at the corresponding office among the ones listed below:

- Campus of Valladolid: International Relations Office located at Casa del Estudiante, Calle Real de Burgos s/n, 47011 Valladolid. Contact person: Alejandro Alonso.



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- Campus of Palencia: Unidad de Gestión Integrada located at Avenida de Madrid 50, 34004 Palencia. Contact person: Ana Salmón.
- Campus of Segovia: Unidad Administrativa Territorial del Campus María Zambrano, located at Plaza de la Universidad 1, 40005 Segovia. Contact person: Eduardo Martínez Rojo.
- Campus of Soria: Unidad Administrativa del Campus Duques de Soria located at Calle Universidad s/n 42004 Soria. Contact person: Lucía Cacho.

Once you have delivered the original documents mentioned above, you will receive that very moment a cheque which includes the Erasmus+ grant as well as an economical contribution from University of Valladolid.

### AFTER YOUR VISIT

Through the mentioned link please fill in a questionnaire concerning some personal data and other data related to your origin enterprise (compulsory for the Erasmus+ Mobility Tool) and the satisfaction survey.

Finally, you will receive an European Union on-line questionnaire from the e-mail address "[REPLIED-WILL-BE-DISCARDED@ec.europa.eu](mailto:REPLIED-WILL-BE-DISCARDED@ec.europa.eu)" that you will have to complete within the deadline established.