



Universidad de Valladolid

GUIDE

EXCHANGE STUDENTS

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Servicio de Relaciones Internacionales
Casa del Estudiante
C/ Real de Burgos, s/n
47011, Valladolid

The International Relations Office welcomes you to the University of Valladolid and provides you with its guide for exchange students.

In this document, you will find instructions about the various procedures you need to do during your study mobility as well as information of interest for your stay in the city of Valladolid.

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1. STUDIES ENROLMENT

The international exchange student enrolment process takes place at the **International Relations Office** prior to the start of each semester.

Once you have completed this procedure, you will be sent the documents together with information concerning access to the services available to you as a University of Valladolid student (see section 3.1).

→ IMPORTANT

- As an exchange student, you will not have to pay any kind of academic fee, since these are included in the agreement between our institutions. However, **you will be charged the administrative fees**, which you will find at the end of your enrolment receipt.
- Together with your enrolment receipt, you will also be given a payment document for your administrative fees as well as instructions regarding payment.

1.1. REQUIRED DOCUMENTS _____

For us to be able to enrol you, it is **essential for you to have correctly sent us the required documentation** in your application for international mobility:

1. B1 LEVEL OR HIGHER LANGUAGE CERTIFICATE for the languages (Spanish and English) in which your chosen courses will be taught, when these are not your native languages.
2. MEDICAL INSURANCE AND ACCIDENT INSURANCE which includes international health care and repatriation transport, and which is valid in Spain for the full duration of your stay.
3. LEARNING AGREEMENT/ACADEMIC RECOGNITION COMMITMENT: the following section gives you the guidelines for filling this out correctly.

1.2. LEARNING AGREEMENT OR ACADEMIC RECOGNITION COMMITMENT _____

In order to prepare your Learning Agreement or Academic Recognition Commitment, you should do the following:

- 1st. Contact the academic officer responsible for your mobility at your **home university**, who should guide you in your choice of courses. Aspects to be taken into account when choosing which courses might interest you include:
 - You can choose from amongst all of the courses taught at the UVa faculty or school to which your mobility has been allocated, and you can also include courses from other UVA faculties or schools, provided that the person in charge of your mobility at the UVa gives their approval.
 - You should remember that the UVa has campuses in the cities of Valladolid, Palencia, Segovia, and Soria, such that you can only choose courses taught at the campus corresponding to your mobility.
 - You can find information on all of the courses taught at the UVa on the university webpage: bachelor's and master's degrees.

- Although most of the courses at the UVa are taught in Spanish, some courses are also offered in English:
 - o International Semester Programmes.
 - o Other courses taught in English at the UVa.
- 2nd. Present the document with the courses already included to the academic officer responsible for your mobility at your **home university** for them to sign and give their approval.
- 3rd. Send the document signed to the academic officer responsible for your mobility at the **University of Valladolid** for them also to give their approval. Before doing so, you should make sure:
- That the courses you have chosen are taught in the period during which you will be undertaking your mobility at the UVa. You can check this on the UVa webpage, in the information corresponding to each curriculum, in the tab “Courses”: Period 1C, first semester, 2C, second semester, or AN, annual.
 - That, in addition to the full name of the course, you have included the corresponding code. This can also be found on the UVa webpage, in the information corresponding to each curriculum, in the tab “Courses”.
 - If you have chosen master's degree courses, your learning agreement should also be signed by the person in charge of the corresponding master's degree. You can find their contact details on the UVa webpage, in the information corresponding to each curriculum, in the tab “Contact and Information” – Contactor - Coordinator.
 - That the courses you have chosen have compatible timetables. You should remember that some courses have more than one group, with different timetables. You can find information on the groups and timetables for each course on the UVa webpage, in the information corresponding to each curriculum, in the tab “Courses”. The groups that can be chosen when enrolling are theory groups (T): 1T, 2T, 3T, etc.

1.3. CHANGES IN ENROLMENT AND/OR COURSES _____

- **Changes in enrolment:** if you need to make any changes to your enrolment after having completed it, you should fill in the section “During the mobility” of your learning agreement or the modification document of your studies contract, get the academic officer responsible for your mobility at the UVa to sign it and then send it to incoming@uva.es. You should then send it to the academic officer responsible for your mobility at your home university to notify them of the changes.
- **Change of group:** if you need to change groups in any of your courses, you only need to send an email to incoming@uva.es to apply for it.

2. CERTIFICATES OF STUDIES

→ IMPORTANT

- Due to the COVID-19 situation, when submitting a model of a certificate from the home university: a) it will not be possible to have it stamped with the seal of the University of Valladolid; and b) the document will be signed electronically (this will include a verification link).
- When your home university needs to directly receive some certificates from the International Relations Office, you should send an email to incoming@uva.es giving your express consent for this to be sent.

2.1. CERTIFICATE OF ARRIVAL

In order to obtain this certificate, you should send an email to incoming@uva.es with the following documents:

Proof of transport or trip (e.g. train or plane tickets ...)

Model or blank template (not filled in) from your home university, if you have such a model or template.

You will receive the certificate in your email as soon as possible. We thank you for your patience in this regard.

2.2. CERTIFICATE OF YOUR STAY

You should remember that the University of Valladolid can only justify the period of your academic stay, such that the last possible dates for the end of your mobility will be:

- If you have taken all of your examinations in the first call:
 - First term: 15 February 2021
 - Second term or full year: XX July 2021
- If you have taken examinations in the second call: date of the last examination

In order to obtain this certificate, you should send an email to incoming@uva.es with the following documents:

- 1) Model or blank template (not filled in) from your home university, if you have such a model or template.
- 2) Proof that you attended the last examination, if you have taken any in the second call.

You will receive the certificate in your email as soon as possible. We thank you for your patience in this regard.

- IMPORTANT: when taking examinations in the second call, you should ask the course teacher for proof of attendance so that we can indicate the date of the examination as the final day of your stay.

2.3. CERTIFICATE OF MARKS/GRADES

You can check your marks and grades at the link [Gestión Académica Alumnos](#) or on the UVA SIGMA mobile application (available on Google Play and App Store).

You should remember that the International Relations Office can only prepare your certificate once all the marks and grades of the courses you have taken have been uploaded into the system. For this reason, you will receive the certificate in your email about one month after your stay finishes. **You should not ask the university teaching staff for this certificate.**

→ IMPORTANT

- If you see any error in the marks or grades which appear on your record, you should contact the **teacher of the course** in question in order to have the appropriate corrections made. Once the changes have been uploaded into the system, you should notify the International Relations Office in order to be sent the amended certificate.
- If you fail a course and/or decide to sit for the second call for the examination, you should notify the International Relations Office in order to be sent the new updated certificate.

3. ACCESS TO UNIVERSITY SERVICES AND STUDENT CARD

→ IMPORTANT: you can only access university services and facilities and/or obtain your student card **once you have completed your studies enrolment**.

3.1. UNIVERSITY SERVICES

In order to be given access to the services you are entitled to as a student, you must follow these instructions:

1. Access the following link in order to be given your user number and password: [Restablecer la clave de usuario LDAP UVa](#).
2. Type in your national identity document or passport number together with the email address you provided us with when you enrolled.
3. You will receive a message at the same email address with a link to set your password.
4. Once you have set your password you will receive a confirmation message at your email address, in which your UVa user number will appear.
5. Use your user number and password to access your personal area at [Mi Portal UVa](#) and check your registration information in "My details". There you will find your new official UVA email address and you will be able to redirect it to another email address if you wish.

Using your access details (user and password) you can use the following services that are available to UVa students:

- [Red WIFI](#)
- [Correo electrónico oficial para alumnos](#)
- [Tarjeta UVa](#)
- [Campus Virtual](#)
- [Bibliotecas](#)
- [Descarga de programas \(software\) del catálogo de alumnos](#)
- [Aparcamientos](#)

- [Deportes](#)

At the following link you can find further information about these services: [Servicio de Tecnologías de la Información y las Comunicaciones \(STIC\) de la UVa](#). If you have any queries or problems concerning access to these services, you can contact the User Help Line (Centro de Atención al Usuario (CAU)): soporte@uva.es.

3.2. STUDENT CARD

You can obtain your student card or UVa Card from the following offices, showing the identity document or passport with which you registered.

- VALLADOLID CAMPUS:
 - Banco de Santander branch at the [Centro de Idiomas de la UVa](#) (Campus Miguel Delibes): Monday to Friday from 8:30 to 12 h.
 - Banco de Santander branch at the [Escuela de Ingenierías Industriales](#): Monday to Friday from 9 to 11 h.
- PALENCIA CAMPUS: Banco de Santander branch at the [Aulario del Campus de la Yutera](#): Monday to Friday from 8:30 to 11 h.
- SORIA CAMPUS: Main branch of the Banco de Santander ([Calle el Collado, 56](#)): Monday to Friday from 9 to 14 h.
- SEGOVIA CAMPUS: Main branch of the Banco de Santander ([Avda del Acueducto, 12](#)): Monday to Friday from 12 to 14 h.

Once you have your card, you should **wait about 30 minutes before activating it**. You can do this using the [terminals you will find located around various UVa buildings](#). You only need to place the card on the device and hold it there until the screen indicates that it has been correctly activated.

With this card, you can access all the services available to UVa students and enjoy all of the [advantages](#). If you have any problems concerning this card, you can get in touch with the User Help Line (Centro de Atención al Usuario) (CAU): soporte@uva.es

4. SPANISH COURSES AND OTHER LANGUAGE COURSES

The [Centro de Idiomas de la Universidad de Valladolid](#) organises various language courses for students throughout the academic year.

➔ IMPORTANT:

- Due to the situation with COVID-19, all of the language courses are being offered in two forms, merging face-to-face and online classes.
- At the Language Centre, students need to pay: 1) tuition fees (if, after having paid, you cannot attend the lessons, you should apply for reimbursement at the Language Centre before the course commences) and 2) course material.

4.1. SPANISH COURSES

- **IMPORTANT:** students who have not accredited a B1 level or higher of Spanish when enrolling must take a Spanish course at the UVa.

4.1.1. VALLADOLID CAMPUS

You can check out all of the available Spanish courses on the following webpage: <https://spanishinvalladolid.com/cursos/>.

Amongst the various options available, the International Relations Office recommends students who are not native speakers of Spanish to take at least one of the intensive "[Español para Erasmus](#)" courses.

4.1.2. PALENCIA, SEGOVIA, AND SORIA CAMPUSES

Spanish courses may be organised at these campuses provided there is a sufficient number of students interested.

Exchange students who are interested in taking a Spanish course in Palencia, Segovia or Soria should inform the International Relations Office at the UVa through the following email addresses:

- Palencia campus: internacional.segovia@uva.es
- Segovia campus: internacional.segovia@uva.es
- Soria campus: internacional.soria@uva.es

If the minimum number of students required for the Spanish course to take place is reached, interested students will be notified through the same email addresses about dates, duration and the characteristics of the course.

4.1.3. RECOGNITION OF CREDITS

Spanish courses held at the Language Centre which have a duration of 40 hours may be recognised by the University of Valladolid with 3 ECTS.

Spanish courses held at the Official School of Languages which have a duration of 120 hours may be recognised by the University of Valladolid with 4 ECTS.

- **IMPORTANT:** in order to obtain recognition credits for taking a Spanish course, you must do the following:

- 1) Include the Spanish course as a course in your studies contract
- 2) Send a copy of the course certificate to incoming@uva.es

4.2. LANGUAGE COURSES

You can find out which of the language courses are available (English, French, German, Portuguese, Arabic, Italian, Hindi, Japanese, Chinese ...) at each of the University of Valladolid campuses by checking at the following links:

- Valladolid campus: [information](#) and [timetables](#)
- Palencia campus: [information](#)
- Segovia campus: [information](#)
- Soria campus: [information](#)

5. SPORTS ACTIVITIES

The University of Valladolid has a [Servicio de Deportes](#) on each of the four campuses (Valladolid, Palencia, Segovia, and Soria) that will give you the chance to do sport by using the facilities or by taking part in the various groups and/or activities:

- [Facilities](#)
- [Courses and activities](#)
- [Competitions](#)
- [Events](#)
- [Sports club](#)

In addition, at each of the UVa faculties or schools you can get in touch with a sports specialist who will inform you of the activities organised at the centre and of the sports teams you can join.

→ IMPORTANT:

- Use of certain facilities (courts, pitches...) as well as taking part in sports groups or organised activities requires you to book and/or register previously through the sports service webpage (www.deportes.uva.es). To do this, you need to have your details for accessing the UVa's university services (see: section 2.1.).
- In order to complete the booking and/or registration you are interested in, you need to pay the corresponding fees as indicated and within the period stipulated by the sports service. Once the registration and payment period has concluded, you can use your student card to enjoy whatever sports facilities you wish.

6. HEALTH CARE AND EMERGENCIES

If you have the **European health card** and you require medical assistance, you should go to the nearest health centre to where you live with your card and with your identity document (or passport). Check [here](#) to see which health centre you should go to when necessary.

If you have **private medical insurance** and you require medical assistance, you should contact your company for them to tell you which medical service or doctor's surgery you should go to so that your medical expenses are covered.

For emergencies, whether medical or any other kind, you should call 112 (24 hours a day) or consult the document: [Protocolo de emergencias](#).

→ IMPORTANT:

- You should have the Emergency Protocol with you at all times for any unforeseen situations, such that we recommend you download it onto your phone or that you keep a printed copy with you.
- Due to the COVID-19 situation, the Emergency Protocol includes a section on preventive health measures that will help you to ensure your safety during your stay at the University of Valladolid.

7. PROCEDURES FOR FOREIGN NATIONALS

➔ IMPORTANT:

- In order to deal with any doubts concerning the administrative procedures required of you as an international student, both before or during your stay at the University of Valladolid, you can contact the **General Information Telephone +34 983999221**.
- Due to the circumstances of COVID-19, face-to-face attention at the offices mentioned below can be provided **PRIOR APPOINTMENT**. To make an appointment, you should visit the page <https://sede.administracionespublicas.gob.es/>:

- 1st. Select Valladolid in the dropdown menu “available provinces”
- 2nd. Select the office and the procedure we indicate in accordance with the information contained in the parts of this section:
 - a. *Procedures related to the Foreign Nationals Office*
 - “Other procedures”, for the case of section. 6.1
 - “Fingerprinting”, for cases in sections 6.2.1 and 6.2.2
 - b. *Procedures related to the National Police Force*
 - “Application for authorisations”, for cases in sections 6.2.3 and 6.2.4

7.1. STUDENTS FROM THE EUROPEAN UNION, THE EEA AND SWITZERLAND _____

You should obtain a **European Union registration certificate** within three months of arriving in Spain. This document will also give you a Foreign Identification Number (NIE).

In order to obtain this, and after **ARRANGING AN APPOINTMENT**, you should go to the National Police Force office (C/Gerona, s/n, C.P. 47013 - Tel. +34 983456527) and present the following documents:

- 1) Passport or national identity document (original and copy)
- 2) Studies contract or *Learning Agreement* (original and copy)
- 3) European Health Card or medical insurance, valid for the full duration of your stay (original and copy)

You will also need to pay the fee for issuance of the document, which is 12 €.

7.2. STUDENTS FROM THE REST OF THE WORLD _____

In order to enter the country, you will need to have applied for a **studies visa**, which includes authorisation for the stay and allows you to remain in Spain and study for the period indicated on the visa.

7.2.1. STAYS OF LESS THAN SIX MONTHS

If your visa is for a stay of less than six months, you only need to register upon your arrival in Spain by going to the National Police Force Office. You must first **ARRANGE AN APPOINTMENT** (C/Gerona, s/n, C.P. 47013 - Tel. +34 983 456527 50).

7.2.2. STAYS OF OVER SIX MONTHS

If your visa is for a stay of over six months, you will need to apply for a **Foreign Identity Card (TIE)** during the first month of your stay.

In order to do this, you should go to the National Police Force office. You must first **ARRANGE AN APPOINTMENT** (C/ Gerona, s/n, C.P. 47013 – Tel. 983 456527). You will there need to present the following documents:

- 1) Passport and valid visa (original and copy)
- 2) Receipt of enrolment (original and copy)
- 3) One passport size photograph

You will also need to pay the fee for issuance of the document, which is about 15.76 €.

7.2.3. EXTENDING YOUR STAY

If you wish to extend your stay for a period longer than is stated on your visa, you must apply for **renewal of authorisation and of the TIE** within sixty calendar days prior to the expiry date of your current authorization or within the following ninety days.

To do this, you should go to the Valladolid Office for Foreign Nationals, after **ARRANGING AN APPOINTMENT** (C/Arzobispo José Delicado, 7, C.P. 47014 - Tel. +34 983 999216), and present the following documents:

- 1) Completed form of the [Solicitud de Autorización de Estancia y Prórrogas](#)
- 2) Original and copy of all the pages of the valid passport.
- 3) TIE card.
- 4) Certificate of satisfactory attainment (letter from the teacher responsible/international relations coordinator).
- 5) Letter of acceptance or receipt of enrolment for the following academic year.
- 6) Medical insurance, covering the whole of the period applied for (translated and/or legalised)
- 7) Financial means (grant/financial support, bank account balance in €, credit card ...)
- 8) Criminal record certificate (only for visas of less than six months)

Once an extension has been granted, you should go to the National Police Force office (select “*otros trámites*”), after **ARRANGING AN APPOINTMENT** (C/Gerona, s/n, C.P. 47013 - Tel. +34 983456527) **to pick up your new TIE** after providing the following:

- 1) One passport size photograph
- 2) Passport (original and copy)
- 3) Letter granting the extension of your stay (original and copy)

You will also need to pay the fee for issuance of the document, which is about 18.92€.

7.2.4. ENTRY FROM A EUROPEAN COUNTRY (EU, EEA or Switzerland)

If you enter Spain from another European country (EU, EEA or Switzerland), in order to continue the studies course you are taking in that country, you should apply for **authorisation to stay for studies** for mobility within the European Union.

In order to complete this procedure, you should go to the Valladolid Office for Foreign Nationals (C/Arzobispo José Delicado, 7, C.P. 47014 - Tel. +34 983 999216), after **ARRANGING AN APPOINTMENT**, and present the following documents:

- 1) Completed form of the [Solicitud de Estancia](#)
- 2) Passport, in full and valid for the full duration of the stay applied for
- 3) Financial means (grant/financial support, bank account balance in €, credit card...)
- 4) Medical insurance, covering the whole of the period applied for.
- 5) Student accreditation from the other European country and from the UVa (*learning agreement*, letter from the International Relations Office...): name of the student, EU home university and length of stay.

If you are staying for over six months, together with the previous documents, you also need to present a:

- 1) Criminal record certificate
- 2) Medical health certificate

All of the documents submitted for the procedures contained in this section 6.2.4. must be translated into Spanish and duly legalised. For an official sworn translation, consult the [listado oficial del Ministerio del Interior](#).

8. OPENING A BANK ACCOUNT

Apart from some specific exceptions, such as hiring certain private services (insurance, communication, utilities...), you will not need to have a Spanish bank account during your stay.

For any of these special circumstances, you will first need to obtain:

- **Foreign National Identification Number or NIE**, if you are from a European country (EU, EEA or Switzerland). See section 6.1. of the guide for further information.
- **Foreign National Identification Card or TIE**, if you are from any other part of the world. See section 6.2.1 and 6.2.2 of the guide for further information.

Once you have obtained one of the above documents, you only need to choose the bank which offers you the best terms and conditions. In Spain, banks are usually open to the public from Monday to Friday, between 8.00 and 14.00, and Thursdays from 16.00 to 19.00 between the months of October and May.

- **IMPORTANT:** before hiring any services, you should tell the bank which services you will be requiring (bank account, credit card, bank transfers, online banking ...) so that they can inform you about the terms and conditions applicable to each case. This will enable you to compare the various offers each bank makes you.

9. PUBLIC TRANSPORT IN VALLADOLID

Despite being a middle size city, Valladolid has two forms of public transport: local buses and bicycles.

• BUSES

[AUVASA](#) is the company that runs the Valladolid public bus service and it has a large fleet of buses which cover all of the city's districts.

At the following links, you can check out the [líneas ordinarias](#) and the [street map](#) of their routes through the city, as well as the [map of bus stops](#). You may also be interested in other special services, such as the [líneas búho](#) (weekend night-time bus service) or the [líneas fútbol](#) (a service which takes you to the football stadium during the season).

The following table provides a summary of the information that you can find in [means of payment](#):

Type	Price	Application
Normal ticket	1.50€	<ul style="list-style-type: none"> - Ticket for a single journey: it cannot be used to change buses. - Available at news kiosks and collaborating tobacconist shops (* No on-board cash payments are allowed due to COVID19)
<i>Bonobús Card</i>	0.75€	<ul style="list-style-type: none"> - Pre-paid and rechargeable contactless - Available for 3€ at kioscos y estancos that are equipped with the system for topping up cards - Can be used by more than one person - Free transfer to another bus within one hour
<i>Bono Joven Card</i>	0.47€	<ul style="list-style-type: none"> - Personalised card for users aged 15 to 26 years old - Can only be used by the cardholder (after initial payment, the cost of the normal <i>bonobus</i> is applicable) - Free transfer within one hour - online application: requires a picture in jpg format and a copy of the identity document or passport. If you have any problems, ring 983 330 359 - Pick-up: once you have applied, you will be sent an email with the time and date of the appointment to go to the <i>Auvasa</i> Customer Service Office (Paseo Zorrilla)

• BICYCLES

[Vallabici](#) is the public bicycle rental system, which has 31 points located throughout the city serving as pick-up points from 7.00 to 23.00 horas.

To use this service, you need to register with the system through the webpage: <https://app.usualbike.com/>. The available options are:

<i>Bonobici</i>	Weekly card
Annual quota: 25 € (valid as credit) Up to 30 minutes: free First hour: 0.50 € Second hour: 1 € Third hour and subsequent hours: 2 €	Initial amount of credit: 5€ First hour: 1€ Second and subsequent hours: 2€

Once you have the card, you only need to swipe it through the bicycle lock for the bicycle to become available. To see a list of points that have bicycles available, you can download the *Vallabici* mobile application.

The UVa also has a free bicycle loan service for longer periods. All the necessary information can be found at [este enlace](#).

10. DISCOUNT CARDS

During your stay at the University of Valladolid, in addition to benefitting from being a student thanks to your UVa card (see section 3.2 of the guide), you can also apply for other cards which will give you access to further discounts:

- **EUROPEAN YOUTH CARD** (<https://www.eyca.org/>): it is valid in 30 European countries and costs 14€/year. You can apply for it online at [“Get the card”](#) and check out the discounts available to you at [“Discounts”](#).
- **INTERNATIONAL STUDENT IDENTITY CARD, ISIC** (<https://isic.es/>): it is valid in 135 countries around the world and costs 11€/year. You can apply for it online at [“Quiero mi carnet”](#) by providing a passport size photograph, a valid email address and a receipt of your studies enrolment. The card will be sent to your home address and you can check out the advantages at [“Discounts”](#)
- **HOSTEL CARD** (<https://www.hihostels.com/es>): the Hostelling International network allows you to apply for a card as a hosteller with which you can obtain discounts in any part of the world. The card costs 12€/year and you can apply for it at [“Comprar Membresía”](#). Also check out [applicable discounts](#).

11. CONTACT

The International Relations Office at the University of Valladolid is at your disposal at all times to deal with any academic or personal issues you might have concerning your studies mobility:

- **PERSONAL ATTENTION (prior appointment)**

SERVICIO DE RELACIONES INTERNACIONALES

Sección de Estudiantes Extranjeros
Casa del Estudiante
C/Real de Burgos, s/n 47011, Valladolid
Tel. + 34 983 423719

To make an online appointment: incoming@uva.es or seccion.relaciones.internacionales@uva.es

- **ONLINE HELP**

VALLADOLID CAMPUS: incoming@uva.es or seccion.relaciones.internacionales@uva.es

PALENCIA CAMPUS: internacional.palencia@uva.es

SEGOVIA CAMPUS: internacional.segovia@uva.es

SORIA CAMPUS: internacional.soria@uva.es

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