



## 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) at least one month before your arrival** to inform us about the exact dates of your mobility so that we can submit you your medical insurance policy via e-mail and issue the cheque you will receive upon your arrival.

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

- the mentioned Erasmus+ Mobility Agreement
- the Erasmus+ Grant Agreement
- Declaration of being up-to-date with Tax and Social Security obligations
- Document proving that you are part of the payroll of a company located in a country of the EHEA different from Spain

**(Note that the first three documents must be electronically signed by you).**

The documentation mentioned above is available in the following link (SECTION: Documents and Procedure for Professionals):

<http://relint.uva.es/personal-uva/programa-incoming-professionals/>

#### DURING YOUR VISIT

During the last 2 days of your visit, it will be necessary that you appear in person to deliver the **boarding passes of your flight/ written proof of travel** 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.
- Campus of Palencia: Unidad de Gestión Integrada located at Avenida de Madrid 50, 34004 Palencia. Contact person: Ana Salmón.



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- 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 boarding passes/ written proof of travel, you will receive that very moment a cheque corresponding to the Erasmus+ grant.

### AFTER YOUR VISIT

Please fill in the questionnaire available at <http://relint.uva.es/personal-uva/programa-incoming-professionals/> concerning some personal data and other data related to your origin enterprise, compulsory for the Erasmus+ Mobility Tool and send it to [movilidad.staff@uva.es](mailto:movilidad.staff@uva.es)

We will also contact you later so that you can complete our satisfaction survey.

**And last but not least, 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.**