

Dear student,

Welcome to the University of Valencia, to which you have been admitted in order to carry out an academic exchange during the second semester of the 2009/2010 academic year. To assist with your incorporation, we have prepared guide to help you through your first steps at our institution.

1. - When you get to Valencia you should present yourself at the International Relations Office in the Central Office (Blasco Ibáñez, 13, Bottom Floor, 46010 Valencia) to register your arrival and pick up a **provisional student card** and other important information about the University. You will also be granted a **certificate of incorporation for foreign students** with which you will obtain a discount for the Spanish course organized by the Language Centre (*Centro de Idiomas*) of the University of Valencia.

To avoid line-ups and wait times, exchange students may reserve appointments beforehand by selecting the date and time when you would like to come into the International Relations Office. Students who book an appointment would avoid wait times and crowds, which are commonplace in the days prior to the start of the academic session.

The start of the academic session this semester has been set out for the 8 of February. We therefore recommend that you organize your arrival to the city ahead of time and that you reserve an appointment for your first visit to the International Relations Office of the University which will be your initial point of contact with the University.

To reserve an appointment, use the form found at https://webges.uv.es/uvEntreuWeb/menuSEU.jsp?idForm=ERASMUS_09&cambio_idioma=S&idioma=en
To select your appointment, you only need to know your ID NUMBER, found at <http://www.uv.es/relint/eng/index.htm>. Each of you needs to select the country where your home university is located. Your name will be under STUDENTS ADMITTED along with your ID NUMBER

Student without appointments will be attended by the International Relations Office according to the order determined by the ticket dispenser situated in the corridor of the Office. To take a ticket you must select the INCOMING STUDENTS option. However, we cannot assure that you will be tended to the same day, as our service capacity is limited. We thus recommend that appointments be made beforehand.

2. - After having registered your arrival at the International Relations Office, you must go to the Secretarial Offices of the Faculty or School where you will be studying¹. This is where you will **pre-enrol**. You will need 2 passport-sized pictures and a photocopy of your passport or identification card so that your permanent Student Card can be generated. This card will entitle you to full library services and discounts (sports center, theatres, museums, etc). You will also receive a username and password for your University of Valencia online student account with which you will be able to access online services and your personal

¹ **Students from the Faculty of Economics** should go to the International Relations Office at the Economics Faculty (1st Floor, Faculty of Economics, Tarongers Campus)

email account. You will also be given a bill (to be paid at Bancaixa or any other bank in financial institution for the amount of 6.13 Euros (administrative charges)).

3. - **The Exchange Coordinator** for your field of studies will assist you with academic issues and the confirmation of your Learning Agreement. Remember that you must bring an initial proposal, signed by the academic coordinator from your university of origin. You will find a list of the academic coordinators for the University of Valencia at http://www.uv.es/relint/cast/docs/coordinadores_tit.pdf

To consult the courses offered please see: <https://webgesy.uv.es/uvFichaTecnicaWeb/>

WELCOME SESSION

The University of Valencia would like to welcome the international students to get to know our University, its infrastructure and the services offered with an informational meeting at:

Campus Blasco Ibáñez: February 10th, 11:00 *Salón de Actos* in the Faculty of Philology, Translation and Communication.

There will be an excursion scheduled for **February 13 and 14** to get to know the Valencia landscape.

HOURS OF OPERATION

Hours of operation for the International Relations Office as well as those of the secretarial offices of the different faculties or schools are from 9 to 14 from Monday to Friday.

Academic coordinators have their own office hours for students. Hours of availability may be found at each coordinators respective department.

ENROLMENT

At your home university or faculty you would have been given instructions as to how to formalize your enrolment into the courses that you decide to take at the University of Valencia. This enrolment usually takes place one to two weeks after the beginning of classes so that students can be sure of the courses they wish to take at the University of Valencia. However you may attend all of the classes that interest you until your enrolment is formalized. Remember that is compulsory that students enrol in at least 50% of their credits in the same area of study and faculty to which you have accorded by your home university. The rest may fall under other areas (depending on the availability at each faculty).

LODGING

The University of Valencia does not arrange for any lodging service. The C.A.D.E (*Centre d'Assessorament i Dinamització dels Estudiants de la Universitat de València*) maintains a catalogue with information about lodging in Valencia and in Burjassot open to students. This catalogue may be obtained at the C.A.D.E offices or by sending an email to habitatge.cade@uv.es. You may find more information about lodging in the respective section of our webpage (<http://www.uv.es/relint/eng/acc/index.htm>) and in the University Guide for Foreign Students, available at http://www.uv.es/relint/eng/docs/guia_universitaria.pdf.

SPANISH COURSE

If you wish to register to a Spanish course organized by our University for exchange students, you may go to:

Centro de Idiomas
C/ Joan Reglà, 6, bajo
46010 Valencia
secretaria@centreidiomes.es
www.centreidiomes.es

Remember that you must take the certificate of incorporation for foreign students which you will receive at the International Relations Office so that they may apply the special conditions reserved for student enrolled in exchange programs. Please consult the webpage to see the starting dates for the courses offered.

STUDY PERMITS

If you come from an extra-communitary country and have required a student visa in order to come into Spain, we can help you with the **study permit procedure**. You will find more information in the following link:

<http://www.uv.es/relint/eng/extr/inicial.htm>

END OF ATTENDANCE

As you finalize your stay at the University of Valencia you should pick up your **certificate of attendance** personally at the International Relations Office, in the Central Office Building (Av. Blasco Ibáñez, 13, Bottom Floor. 46010 Valencia).

Kind regards,

Enrique Bigné Alcañiz
Vice-Dean of International Relations and Communication
of the University of Valencia.