

2022-2023 Useful documents

1. [Before you go](#)
2. [Upon your arrival to the host university](#)
3. [Upon your return](#)
4. [Other documents and recommendations](#)
5. [United Kingdom: specific information](#)

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Important: the grant can't be paid unless the student follows carefully these instructions and submit the due documents at every step.

1. Before you go.

[Erasmus Studies Briefings on March, 2022](#)

[Presentation Video of the procedures before the Erasmus Studies Stay 2016-2017](#)

- **Accept the Erasmus Studies grant (from April 1st to April 30th)** through the application [Entreu](#). You have to enter in the "**Procedure Erasmus Studies**" and fill in the several tabs. You will only need to include: the 24 digits (IBAN) of your bank account (of which you have to be the holder) where you want to cash the grant and the personal data of the person we have to contact with in case of emergency. When finishing the acceptance, you will receive a pdf document with the receipt of acceptance and another pdf document with the official appointment of the allocated Erasmus Studies place and, if appropriate, the certified of having passed some of the languages exams you sat on line for, in December 2021, at the Centre d'Idiomes.

[How to get the acceptance documents](#)

- **Formalise your Learning Agreement (L/A)** with the Mobility Academic Coordinator. You can find the list of academic coordinators at this link <http://ir.uv.es/j3n0eh1>. The contract contains the subjects list that you will carry out abroad and the recognition of subjects you will get in your degree. You have to fill in the Learning Agreement online through the [Portal Serveis Estudiant](#). Once you have made your Learning Agreement's proposal, your academic coordinator will have to validate it (close it). Only if the L/A is closed by your coordinator, you can print a copy (button "Imprimir Inicial"). You need to develop the Learning Agreement, and your academic coordinator must close it before 15th of July. Otherwise, you could not carry out the self-enrolment. Before leaving to your destination, you have to submit a copy of the Learning Agreement signed (scanned signatures are allowed) by the student, the academic coordinator of the Universitat de València and by the coordinator of your host university, together with the Grant Agreements (see below).

[Tutorial on the Learning Agreement](#)

[Indications of Learning Agreement](#)

[How to upload documents to Entreu](#) (video)

[Pdf tutorial on how to upload documents to Entreu](#)

- **Online Learning Agreement (OLA).** The Erasmus Spanish Agency (SEPIE) has postpone the new OLA until December 2022. In case you are requested to fulfil the OLA, please forward the e-mail (full e-mail, not just the address) to erasmus.estudis@uv.es.
- **Mobility Grant Agreement for Erasmus students. Already available!!** ([pdf Document](#)) ----- ([word Document](#)). Personal data and banking account must be filled out in the first page and then the signature is required in the fourth page. It is a document with the administrative and finance data of your grant. You must print the document and signed it. Because of Covid-19 it has been decided not to submit hard copies but the student must save it for future reference. The Grant Agreement must be uploaded through ENTREU, accessing "My procedures" once the previous-done acceptance has been validated.

[How to upload documents to Entreu](#) (video)

[Pdf tutorial on how to upload documents to Entreu](#)

- **Mobility Grant Agreement for Erasmus students visiting United Kingdom** have to submit the [2020-2021 Mobility Grant Agreement Form](#).
- **Online Language Support "OLS"** (previous test). NOT AVAILABLE. The European Union computer application is not operational yet. You will receive information once it is available. You can visit the platform at <https://academy.europa.eu/>
- **Erasmus Studies Self-enrolment in international credits.** Before you go you have to formalise your self-registration in the Universitat de València. Once carried out the Learning Agreement and after your academic coordinated has closed it, the international credits will appear on your self-registration. The self-registration will indicate the total amount of credits of the subjects of the Universitat de València you fulfilled in the Learning Agreement. Also, you can enrol in other subjects to take on the Universitat de València (specially on semester cases), respecting the number of maximum credits according to the enrolment regulations. You can self-enrol in accordance with your enrolment date, as it occurred in prior courses. It is expected that the self-enrolments are carried out through the [Portal Serveis Estudiants](#) before July 18th.
- **Online Languages Courses (OLS). NOT AVAILAIBLE.**
- **Visa.** If you are visiting United Kingdom or Turkey you will need a passport and a visa. If you are not and EU national visiting any country, you will probably need a visa, contact the embassy of your destination country. Check the information below under "Other"
- It is compulsory to have health coverage. Get the [European Health Insurance Card](#). If you go to a country where you are not covered by the European Health Insurance Card (Turkey), you have to hire a private insurance following the established terms in the next point. If you are visiting United Kingdom you will

be asked to pay for a temporary registration at the National Health Service in your visa application.

- We recommend you to hire a private insurance so that you can have better coverage during your stay. The Universitat de València is one of the Spanish universities that is part of [OnCampus](#), check [Terms and conditions](#). Other interesting companies are <https://universitasmundi.com/> and <https://www.guardme.eu/uvalencia>
- The University of Valencia has taken out a policy to cover some contingencies that are not covered by the European Health Insurance Card, including Civil Liability, Accidents and Repatriation. The insurance company will send an individual certificate to each student starting in August. Consult the [general conditions](#) of the policy and the [protocol to communicate with the insurance company](#) CASER.

2. Upon your arrival to the host university

- **[Certificate of Arrival](#)**. It is the first document you will receive when arriving to the host university. To send it to the International Relations Service, you have to enter at ENTREU and look for "My procedures" and attach a copy of it within the procedure "**Erasmus Studies Procedure**", the same procedure you used to carry out the acceptance of the grant. Save the original as proof. The processing of the first payment of the grants will be carry out following the order of reception of this document.
- [How to upload documents to Entreu](#) (video)

[Pdf tutorial on how to upload documents to Entreu](#)

- **Changes to the Learning Agreement**. Changes are only necessary if the courses previously stated in the L/A change. You have to complete the proceeding through the [Portal Serveis Estudiant](#) so that the modifications are reflected on the academic record. It is necessary to request it once you are in your host university and within 5 weeks after the beginning of the classes. Once the changes have been requested through the Portal Serveis Estudiants, your academic coordinator have to close the contract so that you can have a printed copy where the modified courses and the correspondence table will be shown. This document shall be signed by you, by your host Coordinator and your Mobility Coordinator at the Universitat de València (signatures can be scanned). It is very important that you keep a signed copy of all the modifications that you make, as you will have to submit it to the International Relations Service, when you come back, as it is shown below. The changes made before October 5th produce an updated "Initial Learning Agreement" that substitutes the former agreements. On October the 5th the current Initial Learning Agreement becomes fixed. From that date on the changes produce a "Learning Agreement for Changes" that only show the courses that have been added or deleted. Later changes produce updated "Learning Agreement for Changes" that substitutes former L/A for changes.

[Diagram of the paperwork and deadlines for the Learning Agreement](#)

Important: We cannot deposit the first payment of the grant if a part of the above mentioned documentation is missing.

- **[Application for stay extension](#)**. The extension turns a first semester stay into a full academic year stay. It implies academic impacts but not economic recalculation. That is to say, during the period that you extend (second semester), you will not receive financial support. Apart from presenting this form correctly completed on erasmus.estudis@uv.es, it is necessary to modify the Learning Agreement within the above mentioned terms. In any case, you should submit the application one month before the ending of the original stay.
- **[Application to shorten your stay](#)**. We will only consider reduction applications received before December 31st. Apart from presenting this form fully filled in to erasmus.estudis@uv.es, it is necessary to modify the Learning Agreement within the above mentioned terms. The reduction turns a full academic year stay into a first semester stay. The reduction turns a full academic year stay into a first semester stay.

3. Upon your return to Valencia.

- **[Attendance Certificate](#)**. It is the last document that you will receive in the host University. It contains the starting and the completion dates of your stay and it is needed to proceed with the last payment of the grant. It must be submitted as a pdf file through the on line application [ENTREU](#), look for "My procedures" in "Procedure Erasmus Studies", along with the Learning Agreement. Both documents should be uploaded in the same session. It is important that you keep the original as a receipt and that you take into account the instructions about the dates and correction prohibitions that are shown at the bottom and reverse.
- **Initial Learning Agreement and, where appropriate, Learning Agreement for Changes**. Together with the certificate of stay, you will also have to attach as pdf files (through the on line application [ENTREU](#), look for "My personal space", procedure "[Erasmus Studies Grant](#)") a copy of the initial Learning Agreement and its changes. Both the initial Learning Agreement and the L/A for changes must be signed by you and the two mobility coordinators of your degree: the coordinator of the Universitat de València and the one from the university where you have carried out your Erasmus stay. (Scanned signatures are accepted).
- **Final Student Report (UE Survey)** It is an assessment questionnaire about your Erasmus stay. The report shall be completed online through the computer application provided by EACEA (Education, Audio-visual and Culture Executive Agency), responsible for the Erasmus programme. You will not receive the invitation until your stay is over and you have submitted the attendance certificate. Once you receive the invitation, which will be sent directly through the online control system of the Erasmus Programme (Mobility Tool) to the university email of the student. You will have to make the report within the specified deadline.
- **Online Linguistic Support (final test). NOT AVAILABLE**

Important: We cannot deposit the second payment of the grant if a part of the abovementioned documentation is missing. Also, you have to pass at least the 50% of international credits you have enrolled in the Universitat de València. The objective of the mobility programme is obtaining an academic achievement, so that is why you receive the grant. If you do not pass the 50% you have to reintegrate the amount received in compensation for the grant.

4. Other documents and recommendations.

[Presentation Video for other 2016-2017 Erasmus Studies proceedings and recommendations](#)

- [Withdrawal](#). If you need to withdraw from the mobility programme, send this document to erasmus.estudis@uv.es
- [Change Bank account form](#): If you need to change your account number, fill out this form and send it to the pagos.erasmus@uv.es address along with a copy of the book or similar document showing all 24 digits, from your university email.
- [Authorization](#) Leave a signed authorisation to a person you trust. You can carry out the proceedings before the University when you are abroad.
- Once at the destination country, register in the closest Spanish Embassy or Consulate. Visit the web of the [Ministry of Foreign Affairs](#).
- Here you can watch travel recommendations by the [Spanish Ministry of Foreign Affairs](#) .
- If you travel to Turkey you will need to obtain a **visa** before the [Turkish embassy or consulate](#).
- If you are student of the Universitat de València with an accepted Erasmus Studies stay and you have also the nationality of a country that does not belong to the European Union, you will need a visa. Consult with the embassy of your country and with the embassy of the country you are travelling to. In any case, know that [Directive \(UE\) 2016/801 by European Parliament and Council](#), issued on May 11th, 2016, compels the host country to facilitate you the proceedings.
- [Erasmus Student Charter](#). Know your rights and obligations as participant in the Erasmus programme.
- Your [rights as a European mobility student](#).

5. United Kingdom specific information

- If you travel to the UK you will need to apply for a visa. Here you will find information on [the visa you need](#). For a full course you need the [Student Visa](#) (fee 348 Pounds). For half-yearly mobility, the [Standard Visitor Visa](#) is compulsory (£ 95 fee). It can be obtained beforehand or at the border. You need to check very careful about the information your university sends to you. Visas for the United Kingdom must be processed through the [Visa Application Center in Barcelona or Madrid](#). In this document you will find an [informative Summary](#).
- The Spanish National Agency (Servicio Español Para la Internacionalización de la Educación) has published the document [Mobility to United Kingdom \(spanish\)](#) in its [webpage](#).

- UK: If your mobility in the UK is full course, you will be required to register with the National Health Service (UK Social Security) and you will have to pay a fee of around £ 470. If your mobility in the UK is for six months, you can either register in the NHS (fee around 250 euros) or contract a private insurance.
- For the latter option, the Universitat de València is one of the Spanish universities that is part of [OnCampus](#), check [Terms and condicions](#). Other interesting companys are <https://universitasmundi.com/> and <https://www.guardme.eu/uvalencia>
- English Language Certificate: check [the visa you need](#).