CHRONOLOGICAL ORDER FOR ERASMUS APPLICATION PROCEDURE

AT THE UPCT

1) UMOVE REGISTRATION PROCESS

1. First step: student nomination email:

The student is nominated and receives the **nomination email** in which he is sent a **link to do the online registration form, which** tells him that he has to e**nter their email address and a code**. This code is different for each student, and comes in the email that is sent to him -->you have to check your email (inbox).

2. Second step: email for non-registered students:

The student receives an **email** in which he/she has to **fill in the online application form** to complete the registration. To do this, he has to c**lick on the link and enter their email address and the code they received in the pre-registration email**. This code is different for each student, and comes in the email that is sent to you --> you have to check your email (inbox)

3. Third step: registration email:

The student receives a **registration email** in which he/she is told to **access the Portal de Servicios through the link** in this email. Also in this email, **they are also given their login credentials,** as their **username and password to access the Portal de Servicios**

4. ACCESS TO UMOVE :

From your Portal de Servicios, in the UPCT website.
Go to: UPCT.ES
Then→ Go to Services Portal / Other Services / Umove

2) ONCE REGISTERED IN UMOVE AND CAMPUS VIRTUAL:

1. 1º STEP: GET YOUR ACCEPTANCE LETTER: COMPULSORY DOCUMENTS:

a) **B1 Language certificate requirement** (English or Spanish depending on the language of instruction of the courses chosen) written in English. If you do not have a certificate of foreign language, we accept a certificate from your home university, from the corresponding Language Department of your university, which will indicate your level of English or Spanish (depending the language in which you are going to follow the lectures here).

b) **Fill in the information about your stay from your Umove**

c) **Upload the student's commitment:**
https://international.upct.es/downloadFile/P6OG357Ok1

Once Step 1 done, you will get your acceptance letter, which will enable you to fill in your LA

Other compulsory documents to upload in UMOVE (compulsory):

1. your **VALID** passport or ID card and
2. your **VALID** EU health insurance (in English)
3. a Civil liability and accident insurance (in English) indicating it covers you for any accident or damage during your stay abroad
4. **VALID** European Health Card OR Private Insurance Health Card Health Insurance Policy in ENGLISH (which covers for the medical expenses)
5. Accident and Civil Liability Insurance Policy in ENGLISH (which covers any accident you may have during your stay): please upload **ONLY A CERTIFICATE** which indicates that you are covered for accident , civil liability, and repatriation , not all the policy.

2. 2º STEP: FILL IN YOUR LEARNING AGREEMENT: (NOT POSSIBLE IF LETTER OF ACCEPTANCE IS NOT SIGNED)

In order to choose your courses in UMOVE, please enter into **"My placement"**, and go to "**Learning agreement**", and click on Access. If you click on "**Degrees associated to the mobility**", you can see the degrees among with you can choose the subjects.

And then, click on "**Edit**" and choose your subjects. Please follow the steps indicated in the Help button. Don't forget to press the "**Finish and send to coordinator** " button in order to continue with the process and finalize your Learning Agreement.

To see possible suggestions for modification of your LA from your coordinator and to propose possible alternative subjects, use the button "**See communications with UPCT coordinato**r".

Please follow the steps indicated in the Help button. For more information on the steps to follow in order to fill in your LA, please click on https://international.upct.es/downloadFile/0Xy535RblZ

3. 3º STEP: UPLOAD YOUR LEARNING AGREEMENT:

https://drive.google.com/file/d/1NVKMxsyegZ2aQCG3FLa-A-jR1L8xB0Xs/view?usp=sharing

1. Go to your UMOVE .
2. Click on "**Documents to upload**", and then on the blue button next to the document "**Learning Agreement**," which will be shown as '**Pending to incorporate'**.
3. Click on *"Select File"* to search the document on your computer, and once you have it, click on *"Start upload"* to upload it to UMove.
4. The document will be added to your documentation and it will be available to download once your UPCT coordinator has signed it.

4. **4º STEP: ENROL AT THE UPCT FOR THE COURSES SELECTED IN MY LEARNING AGREEMENT?**

You will receive an e-mail in your UMOVE inbox with the registration link and a guide which will help you to complete your registration at our university.

Good to know that:

when you select the subjects (5th step in the registration guide) you can **search ONLY with the subject codes**. You have to **leave the "Faculty" and "Syllabus" fields empty**. If you do it differently you might not find all the subjects you´ll need.

In order to enrol for the courses which have been approved by your UPCT academic coordinator, please click on the following link:
https://international.upct.es/downloadFile/Bebr22wbGX

Should you have any other question please visit our website or see our **UMOVE: FREQUENT ASKED QUESTIONS:** https://international.upct.es/downloadFile/zJyZoABjao