



UNIVERSIDAD ALFONSO X EL SABIO

Villanueva de la Cañada, May 2014

Information for Exchange Students 2014/2015

Dear colleague,

With this mail I am sending you important information for your students who wish to study at Universidad Alfonso X el Sabio during the academic year 2014/2015 within a mobility program.

We would be very grateful if you could forward this information to the departments/schools within your institution involved in the Exchange with the Universidad Alfonso X el Sabio and to Exchange students coming to Villanueva de la Cañada.

Students are highly advised to carefully read all given information and our attached Information Sheet.

If you have any further questions, please do not hesitate to contact us.

Yours sincerely,

Celia Rubio
Incoming Students Coordinator



UNIVERSIDAD ALFONSO X EL SABIO

Important Information for Exchange Students 2014/2015

1. Nomination and Application Procedure

Nomination/Application deadlines for Exchange Students:

15th July

15th November

for the 1st semester and full year (winter semester)
for the 2nd semester (spring semester)

The nomination of your students should be done via email to crubifer@uax.es

Please note: We cannot accept applications after the mentioned deadlines.

How to apply

- § Please inform the students whom you wish to nominate to fill in our online application form and to **send the print-out** of the online application form, signed by the student and his or her International Coordinator along with the other required documents, **directly to the International Office**.

Universidad Alfonso X el Sabio
Oficina de Relaciones Internacionales
Avenida de la Universidad, 1
28691 – Villanueva de la Cañada
Madrid - Spain

- Printed application form
- One photo
- Copy of the passport / ID Card
- Official Transcript of Records
- Learning Agreement (signed by both, Departmental and Institutional Coordinators)
- Copy of a Health Insurance card (Non EU Student) or European Health Insurance Card (EU Students)

- § **Non EU Students:** It is mandatory to arrange the Student Visa for the full mobility period **before arrival**. Otherwise, Universidad Alfonso X el Sabio will not take responsibility on any inconvenience related to this matter.



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§ Students can find the [online application form](#) and further information on the application process at

www.uax.es/incoming

§ Acceptance letters will be sent to International Offices at Home Universities.

2. Spanish Language Requirements

Spanish is the main teaching language at the Universidad Alfonso X el Sabio. Therefore, all Exchange students are expected to have a [good and sufficient knowledge of Spanish](#) (B1/B2 is required)

Spanish Language courses during the semester

- 3 teaching hours per week
- equals 4 ECTS-credits that can be included in the transcript of records upon agreement with departmental ERASMUS Coordinator
- FREE for Exchange Students

3. Orientation

Orientation Day

The International Relations Office hosts a welcome day few days before the start of each semester.

5th September 2014
January 2015 – to be determined

for winter semester
for spring semester

More information about Visa, Health Insurance, Housing, Enrolment and Exams period, will be sent to the students after they have been accepted at the Universidad Alfonso X el Sabio.



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4. Where can Exchange Students find further information?

- § Students can find all important information on their Exchange study period at the Universidad Alfonso X el Sabio – such as application procedures, study plans, ECTS, and language courses, formalities etc. – on the following link: [incoming information](#)
- § At UAX there is an Students Association (ESN) formed by future and former Exchange Students and incoming students may contact them for support, here:

Web: <http://esnuax.org>

Email: info@esnuax.org

Facebook: www.facebook.com/esnuax

Twitter: @esnuax



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Student Exchange Fact Sheet for 2014/2015	
Name of the Institution:	Universidad Alfonso X el Sabio
Location:	Villanueva de la Cañada, Madrid. Spain
ERASMUS Code:	E MADRID17
EUC Number:	30244-IC-1-2007-1-ES-ERASMUS-EUCX-1
CONTACT DETAILS:	
Vice-rector of International Office:	Dr. Iris Núñez Trébol, inter@uax.es Tel. +34 91 810 9700, fax +34 91 810 9781
International Office Coordinator	Mrs. Victoria G. Ramos, victoria@uax.es Tel. +34 91 810 9700, fax +34 91 810 9781
Contact for incoming students:	Ms. Celia Rubio, crubifer@uax.es Tel. +34 91 810 9244, fax +34 91 810 9781
Contact for outgoing students:	Mrs. Inmaculada García Suárez, igarcsua@uax.es Tel. +34 91 810 9968, fax +34 91 810 9781
Postal address:	Av. De la Universidad, 1 E-28691 Villanueva de la Cañada, Madrid
International Office website:	www.uax.es/ori
ACADEMIC CALENDAR:	
Fall semester:	
Official arrival date:	05th September 2014
Orientation Day:	05th September 2014
Teaching period:	08th September 2014 – 23rd December 2014
Final exams:	08th January – 24th January 2015
Spring semester:	
Official arrival date:	January 2015 – to be determined
Orientation Day:	January 2015 – to be determined
Teaching period:	26th January – 21st May 2014
Final exams:	18th May – 6th June 2014