

ACADEMIC PROCEDURES

INSCRIPTION PROCEDURE FOR STUDENTS ON EXCHANGE PROGRAMMES SOCRATES/ERASMUS AND OTHER INTERNATIONAL AGREEMENTS

If you are a student participating in a European exchange programme, or if you come from a university that has a bilateral cooperation agreement with the University of Santiago de Compostela, you do not have to pay a tuition fee at the host university. Exchange students, who wish to attend a particular course or programme, or carry out a project or write a thesis, have to be accepted by the USC. Concerning this aspect, the International Office will send in advance a "Letter of Acceptance" to every International Student.

1. Students must collect at the International Office (at the home University) the corresponding documents stating that they are exchange students. Those documents will be requested at the International Office of the USC . All exchange students must fulfilled the application forms corresponding to the exchange program in which they are selected (could be downloaded at <http://www.usc.es/ore>)

It is compulsory for all international students to present themselves a the International Office of the USC where they will be informed about who will be their academic coordinator at the Faculty or Center (if they don't know in advance). The International Office will provide them will all necessary documents for they period of exchange at the USC.

2. Students must contact their academic co-ordinator (at the home university) in order to decide the subjects they will have to enrol in the USC. (Students are expected to have already solved subject equivalence with their home university.) and present a valid "Learning Agreement" (included as part of the "application form") Students must take the document mentioned and the subject equivalence issued by the sending institution or the enrolment proposal previously agreed with their co-ordinators and enrol in their corresponding Academic Management Unit (called UXA - Unidade de Xestión Académica). Students will be exempt for paying fees unless the agreement among the sending institution and the USC establishes otherwise. Some students happen to have chosen subjects that are taught in faculties managed by different units, and therefore they must do the enrolment in more than one Academic Management Unit. In this case, they must go to the Units managing each faculty to complete their enrolment process.

3. Student insurance: USC enrolment will not cover you as a USC student unless you are a student from those countries that have an agreement with the Spanish State health care system. Students must carry with them the document, issued in their countries, proving this agreement. In order to solve any problem related to the student insurance you must go to the Spanish State health care office, INSS (Instituto Nacional de la Seguridad Social) placed in 23-25 Azabachería, telephone: 981 56 66 00 or 981 56 68 69.

4. Once students have enrolled in the USC they will have the same rights than USC national students regarding any academic issue. Nevertheless they will not have any restriction in choosing subjects that establish pre-requisites for USC national students.
5. All Application forms can be downloaded from the web address : <http://www.usc.es/ore>

Before leaving home, don't forget to bring with you:

- **Your passport or national identity card**
- **Form E-111/E-128, or any other suitable health insurance**
- **A letter from your home university which states that you are a SOCRATES/ERASMUS student or any other suitable document.**
- **Student Application form, if you haven't sent it previously to us (to be downloaded from <http://www.usc.es/ore>) see sample in annex 1**
- **Learning Agreement , if you haven't sent it previously to us (to be downloaded from <http://www.usc.es/ore>), see sample in annex 1**
- **Confirmation of your acceptance at the Universidade de Santiago de Compostela. (if you have not received a "Letter of Acceptance" please contact us).**

**International Relations Office
Universidade de Santiago de Compostela
Galicia, Spain**

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