

# INCOMING EXCHANGE PROGRAM

## APPLICATION PROCESS

Once you have been nominated by your home institution, you will need to complete the Application Form for Exchange students and send it to: [exchange@u-tad.com](mailto:exchange@u-tad.com).

### 1. Documents Required with Application.

- Transcript of records
- Letter of motivation
- 1 photo
- Portfolio
- Passport Copy

All documents must be submitted in English or Spanish.

### 2. Application Deadlines.

May 15<sup>th</sup> - Fall Term (September to January)

November 15<sup>th</sup> - Winter Term (February to June)

### 3. Language Requirements.

The official language of instruction at U-tad is Spanish though we have some programs in English. If your first language is not the official language of instruction at U-tad you may be required to demonstrate that you have enough ability to complete university-level courses in English or Spanish.

### 4. Admission Decisions

Being nominated for the exchange program is not a guarantee of acceptance to U-tad. Decisions are based on the quality of your application, the terms of the exchange agreement with your home institution, as well as the balance between incoming and outgoing students.

Admission decisions will be communicated by email in mid-June for the fall term, and mid-December for the winter term.

## COURSE SELECTION

Information on how to select your courses will be sent after you have been accepted as an exchange student at U-tad.

The student must agree a Learning Agreement before arriving to U-tad.

A full-time course load at U-tad is 30 ECTS credits per term. All incoming exchange students must maintain full-time student status for the duration of their studies at U-tad.

Exchange students must register for a minimum of 20 credits. Exchange students who register for more than 30 credits will be billed the correspondent fee per credit.

## INCOMING EXCHANGE STUDENT FEES

As an exchange student, you pay tuition fees to your home institution.

Students must take out private insurance to cover medical expenses from their home country for the entire period of their stay in Spain and should apply either for a student visa at the Spanish Embassy or Consulate in their countries of origin or for a residence permit to enter and remain in Spain legally.

The University's International Relations Office will send the acceptance letter to apply for a student visa before coming to Spain.

## HOUSING – WELCOME SERVICE

U-tad does not have an on-campus student residence. Students are responsible for finding their own housing for the period of their stay.

Housing information with residences agreements is provided by the international department.

The student can hire a full welcome service pack at a price of 250€ that includes:

- Orientation to get the visa and the TIE (Identity Foreign Card).
- Advisory to find Housing.
- Opening a bank account.
- Public Transport pass.
- Sim Card.
- One day trip.

If the student wishes to hire the welcome service pack, it should be communicated by email to the international department, no later than 2 weeks after admission.