APPLY AS ERASMUS STUDENT TO UCM
[EU COUNTRIES]

I want to be an Erasmus student at UCM… How can I do it?

Application (Home University) → Nomination to UCM → Application Procedure (UCM) → Acceptance

① APPLICATION (HOME UNIVERSITY)

If you are planning to apply for a place at the Complutense University as an incoming Erasmus student, the first thing you need to do is contact your coordinator/s at your home university to discuss your plans with them and to put your name forward. We can only accept incoming students for the areas of studies specified in bilateral agreements between universities. So, check with your local International Relations officers which universities and which departments or faculties have established agreements with your university.

② NOMINATION TO UCM

UCM has established its nomination procedure for incoming students through email:

erasmus1@ucm.es

Only the coordinators of each institution inform UCM about nominated student data

Student Data: surname, first name, gender, date of birth, nationality, faculty at UCM, study level, exchange period, language Level: (Spanish & English) and e-mail address.

⚠ **LANGUAGE REQUIREMENTS. It is mandatory to send by email: the student's nomination and his/her LANGUAGE CERTIFICATE according to the faculty. An adequate knowledge of the Spanish Language is required. Courses at UCM are mainly taught in Spanish.**

More information: https://www.ucm.es/language-requirements

③ APPLICATION PROCEDURE (UCM)

After receiving the nomination the UCM will send an automated acknowledgment email to confirm receipt of the nominations to the partner university and to the student, providing further information related to the **application procedure**.

⚠️ **This acknowledgement email to the nomination does not imply acceptance!**
Once students have received this acknowledgement e-mail, they can start the application process.

All Erasmus nominated students need to complete the UCM on-line Application Form.
All sections should be completed. The application can be modified, saved and finally completed in multiple sessions before final submission.

If any modification to the application is needed once it has been submitted online, please, do it by e-mail to: erasmus1@ucm.es

You will upload the following documents to your application:
- Photo (.jpg, .jpeg)
- Learning Agreement (signed and stamped by your home Institution) (.pdf)
- Transcript (.pdf)
- Languages certificate

You can submit your application once all the sections on the menu are marked with green checkmarks.No more changes will be possible after submitting the application! If any modification to the application is needed once it has been submitted online, it will be done by e-mail.

Only complete applications sent within the application period can be accepted!

📅 **DEADLINES: https://www.ucm.es/plazos-deadlines-erasmus**

④ ACCEPTANCE ✅

After checking applications, UCM will send an administrative acceptance email to the student and the partner institution. Two other situations are possible:

- **Refusal:** If UCM cannot accept a student, the student and the partner institution will receive an email.

- **Cancellation:** If a student withdraws from the program, the partner institution will inform UCM as soon as possible.

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A double UCM acceptance is needed for students enrolled in doctoral studies, master´s degree or dissertation:

1. **Administrative acceptance**: Made by the International Relations Office, through the present confirmation e-mail.

2. **Academic acceptance:** Made by the Faculty, through the approval of the Learning agreement before mobility.

- We can only accept incoming students for the study areas specified in the bilateral agreements between Universities.
- We can only accept applications from students who have been nominated by their home university with which we have a formal bilateral agreement.
- We regret we are unable to accept Erasmus free movers.

USEFUL INFORMATION

Our website:
https://www.ucm.es/alumnos-students

Spanish Free Course:
https://www.ucm.es/language-requirements

European Health Insurance Card:
https://ec.europa.eu/social/main.jsp?catId=559

UCM does not offer accommodation to incoming students:
https://www.ucm.es//iniciativas-privadas-de-alojamiento

Frequently Asked Questions:
https://www.ucm.es/preguntas-frecuentes-faq