

## Important information for incoming students

### Faculty of Medicine (UAM)

#### NOMINATION

Partner universities have to nominate those students who want to study medicine, nursing or master studies. Deadlines for nomination are as follow:

Period	Dates
1 <sup>st</sup> semester and whole year	1 <sup>st</sup> to 30 <sup>th</sup> April, 2025
2 <sup>nd</sup> semester	1 <sup>st</sup> to 30 <sup>th</sup> September, 2025

#### ADMISION

##### Online registration and online application

You must proceed as follow:

- **Online Registration:** You have to register to get a username and password, which you will need in the following step: [ACCESS TO REGISTRATION](#)
- **Online Application Form:** with the username and password obtained you will get access the online application form: [ACCESS TO APPLICATION FORM](#)

**Attention:** when you make the online registration and application you will obtain a UAM email account that you must activate. You will receive an automatic email with instructions to do it. It is very important that you activate your mail account since you will need it in subsequent procedures with UAM.

##### Documents

Once you have been nominated and you have done the online registration and application, you have to send the following documents to [ori.medicina@uam.es](mailto:ori.medicina@uam.es):

- **Learning Agreement:** it has to be signed by yourself and home university.
- **Transcript of Records:** with all subjects that you have already passed at your home university.

- **Spanish Certificate:** B1 level or higher (not necessary to students coming from a country whose official language is Spanish)
- **Sexual offences certificate or similar (criminal records certificate).**

Master students have to send us the following documents:

- **Learning Agreement:** it has to be signed by yourself and home university.
- **Transcript of Records:** with all subjects that you have already passed at your home university.
- **Spanish Certificate:** B1 level or higher. Not necessary to enrol subjects taught in English.
- **Curriculum Vitae**

**NOTICE FOR ERASMUS STUDENTS:** UAM is not yet connected to EWP (Erasmus Without Paper) for the management of the Learning Agreements of incoming students digitally (Online Learning Agreement). Therefore, Erasmus students will have to send us their Learning Agreement in PDF format.

Online Registration/Application as well as the submission of documents must be done in the following deadlines:

Period	Deadline
1 <sup>st</sup> semester and whole year	1 <sup>st</sup> to 31 <sup>st</sup> May, 2025
2 <sup>nd</sup> semester	1 <sup>st</sup> to 31 <sup>st</sup> October, 2025

Note: Language Certificate and Criminal Records Certificate can be submitted at your arrival.

## LEARNING AGREEMENT

You must take into account the following consideration when writing your Learning Agreement

### Medical students

- You can only take subjects from 4<sup>th</sup> and 5<sup>th</sup> year

- 6<sup>th</sup> year clinical rotation can be taken only by students in their final years. You cannot mix 6th year rotations with 4th or 5th year subjects.
- You can take only 1 elective subject per semester
- Almost all subjects have theoretical and practical classes. To pass a certain subject, both parts must be passed.
- You must check the timetable of every subject in order to avoid schedule conflict:
  - Schedule: Damos [\(Programación docente\)](#)

### Nursing students

- You must check the timetable of every subject in order to avoid Schedule conflict. For this you must check:
  - Schedule: Damos [\(Programación docente\)](#)

### Master students

Subjects included in your Learning Agreement must be accepted by the responsible person in each master. For this reason, students have to send to [ori.medicina@uam.es](mailto:ori.medicina@uam.es) by email a subject proposal to be included in their LA. This office will answer about the possibility to enrol in the subject proposed and only after this answer you will have to send us your LA.

## ENROLMENT

Once you have been accepted and you have received your Learning Agreement signed by UAM, you will have to make the enrolment to the subjects approved in your LA. You will do this online and will receive instructions about how to proceed. The deadlines for the enrolment are:

Period	Deadline
1 <sup>st</sup> semester and whole year	Second half of July 2025
2 <sup>nd</sup> semester	Second half of November 2025

## REGISTRATION

As soon as you arrive in Madrid, you must complete the “Official Arrival Registration”. This will be a procedure that you can carry out electronically, connected to the UAM WIFI network, and with which you will obtain the “Certificate of Arrival”. Before the start of your stay we will send you instructions to carry out this procedure. More information in [THIS LINK](#)

If you access the UAM through an internship program (Erasmus+ Placement or another non-Erasmus internship program), you will have to register your arrival through the International Relations Office of the Faculty of Medicine ([ori.medicina@uam.es](mailto:ori.medicina@uam.es)) .

<b>Faculty of Medicine address</b>	Calle Arzobispo Morcillo 4, 28029 Madrid
<b>Timetable</b>	<a href="#">Horario ORI-Medicina</a>

Deadlines for this registration are:

Period	Deadline
1 <sup>st</sup> semester and whole year	4 <sup>th</sup> to 30 <sup>th</sup> September, 2025
2 <sup>nd</sup> semester	23 <sup>rd</sup> January to 13 <sup>th</sup> February, 2026

You must register before the start of classes. If you cannot arrive before the start of classes, you must notify the ORI ([ori.medicina@uam.es](mailto:ori.medicina@uam.es)) and the assigned Teaching Unit.

## CHANGES IN LEARNING AGREEMENT

Only exceptional changes will be allowed at the beginning of each semester:

Period	Deadline
1 <sup>st</sup> semester and whole year	1 <sup>st</sup> to 30 <sup>th</sup> September, 2025
2 <sup>nd</sup> semester	1 <sup>st</sup> to 15 <sup>th</sup> February, 2026

## EXTENSION OF STAY

If you have been accepted for just first semester and want to extend your stay for the whole year, you have to apply for this extension in the International Relation Office of the Faculty of Medicine in the following dates:

Period	Deadline
Extension from 1 <sup>st</sup> semester to whole year	Before 15 <sup>th</sup> November, 2025