

INFORMATION FOR INCOMING EXCHANGE STUDENTS (2nd semester, 2012-2013).

- **Signing-up**
 - Place: Central International Relations Office."Plaza Mayor" building (*across the Psychology Faculty*).
 - Dates: from January 14th until February 1st 2013
 - Documents required and things to do:
 - ✓ Passport or valid ID (*original and photocopy*).
 - ✓ European Health Insurance Card (only for European citizens) or private health insurance, covering Spain during the whole period of your stay (*original and photocopy*).
 - ✓ Sign the "Ficha Censal".
 - ✓ Sign the Certificate of Arrival/Stay (when required by the home university).

- **After signing-up, go to the Psychology International Relations Office (ORI)** (*opening hours: 10 to 13, Monday to Friday*).
 - In order to check the Learning Agreement, the courses and the groups chosen by the student.

- **Dates to request changes in the second semester courses or group course:**

From January 21st until January 29th 2013

The procedure to ask for changes is the following:

1. Go to International Relations Office (during the opening hours) to check the availability of the places. Previously, the student needs to ask his/her home university coordinator as well as check our faculty web page to make sure he/she does not have courses at the same time.
2. Fill in a new "enrollment sheet" ("Solicitud de Matricula") given at the International Relations Office.

In case there are more applicants for a specific course group that places available, the place will be assigned to those students who have sent the "enrollment sheet" before.

- **On-line registration** (Erasmus students and Convenios Internacionales students).

- Place: "Aulas de Informática" (IT rooms/labs), "Ciencias Jurídicas Facultad de Derecho" building.
- Date: February 15th 2013 (students will be informed via email about the exact time).

- The student must give in the enrollment envelop on the on-line registration day at the place where it will take place.

Students will complete their own registration on a computer following the instructions given.

- **Registration** ("Free-mover students" and "Convenios Internacionales" students who need to pay fees).

- Date: February 18th 2013
- Place: done by the Psychology International Relations Office.

- The student must give in the enrollment envelop at our office on February 18th 2013 as the latest day.

Once the students have been registered they will receive an email where the payment document will be attached.

IMPORTANT: After the registration is complete, it is not possible to make more changes.

- Once the student is registered on the courses, she must tell the professor of each course to update the class-list in order to check that the student is on that list.

- **Taking courses from other faculties:**

Students who would like to take courses from other faculties need to request it at the International Relations Office of the relevant Faculty. In this case, students need to check the exam dates to make sure they don't clash with their psychology exams. If this is your case you should come to our office.

In this case, the student should also take into account that more than 50% of your courses need to be enrolled at the Psychology Faculty.

If you are finally taking courses from other faculties you need to come to our office to let us know.

- **Deadline to give in the new Learning Agreement** (Erasmus, CEAL and Convenios Internacionales students).

January 31st 2013

For those students who need to change their Learning Agreement: we need to have the new document in our office, signed and stamped by your home university, via email (ori.psicologia@uam.es) or bringing in the original document.

From our office we will send it to your UAM coordinators and:

- for Erasmus students, we will also send it by email to your home university.
- for Convenios Internacionales and CEAL students, we will send it to the central International Relations Office (Plaza Mayor) where they will send it to your home university.

- **Campus Libraries**

If you need to borrow books before the registration date, you will need to come to our office so we can give you an authorization that you can hand in at the library.

- **Exam grades**

When you have finished all of your exams, and before going back to your home university, you need to talk to your teachers to make sure that you appear on their list of grades and that everything is correct.

- **Spanish course:** contact the “Servicio de Idiomas de la UAM” (*building next to the “Humanidades” library in front of the train station*).

- **Transcript of records**

Transcripts of records can only be issued once the official date for “cierre de actas” (closing of student files) has passed. You can check this date on the Academic calendar 2012-2013 on the Psychology website.

Our university will send students’ Transcripts of records to all home universities at the end of your stay. The only official Transcript of records is the one issued by the International Relations Office. Documents signed by teachers are not official.

Students who fail a course will be able to take the resit later on.

Exam dates, including resits, from Grado and Licenciatura are also available in the Academic Calendar 2012-2013.

Students who would like to take their Transcript of records with them, apart from the one we send to your home university, will have to request it at our office and pay a fee (around 27 euros).

For Free-Mover students, you need to come to our office where we will give you a payment document so you can pay the corresponding fee