

Welcome to the University of Deusto! Please, find below some useful information for your stay during the next academic semester/ year at our University. We kindly ask you to **read it carefully!**

♦ ♦ **ON-LINE UD FORM** (please click [here](#) to start filling it out)

BEFORE FILLING THE ONLINE FORM IN, PLEASE READ CAREFULLY ALL ATTACHMENTS!!!

♦ SCAN the following compulsory documents saved as follows:

- ✓ Copy of your legal ID card or passport, **ID_SURNAME Name**
- ✓ Copy of your European Health Insurance Card (only for EU citizens) and private medical insurance (all, see below), **INS_SURNAME Name. SEE PAGE 2.**
- ✓ Sending Institution 's statement (Nomination letter) of the student's participation in a mobility to the University of Deusto specifying programme: **NOM_SURNAME Name**
- ✓ Statement/Certificate/Proof of Enrollment in the Home University for the period of the mobility indicating: field, level and year of studies. **ENROL_SURNAME Name**

These two statements might be provided in one document. If it is one document, please name it **NOM_ENROL_SURNAME Name.**

- ✓ Passport-sized photograph with white background saved as **jpg file, PIC_SURNAME Name**
- ✓ Provisional Learning Agreement **signed** by the home coordinator/s.

If you are a Bilateral Agreement student (not Erasmus+), please check with your university whether you need a Learning Agreement. Should a Learning Agreement not be a requirement for you, please prepare a document with the list of courses you would like to take at UD (no signature needed), **LA_SURNAME Name.**

***** IMPORTANT – INFORMATION ABOUT INSURANCE *****

***** STUDENTS WITH EUROPEAN HEALTH INSURANCE CARD (USUALLY ONLY EUROPEAN CITIZENS):**

Besides arranging a valid European Health Insurance Card, you **must** also arrange a private insurance policy that covers the following areas:

- Wherever relevant, travel insurance (including damage or loss of luggage)
- Third party liability (including, wherever appropriate, professional indemnity or insurance for responsibility)
- Accident and serious illness (including permanent or temporary incapacity)
- Death (including repatriation)

***** STUDENTS WITHOUT A EUROPEAN HEALTH INSURANCE CARD (USUALLY STUDENTS FROM OUTSIDE EUROPE):**

You **must** arrange a private health, accident and emergency insurance and it must also cover the following areas:

- Travel insurance (including damage or loss of luggage)
- Third party liability (including, wherever appropriate, professional indemnity or insurance for responsibility);
- Accident and serious illness (including permanent or temporary incapacity)
- Death (including repatriation)

* We offer you the possibility to arrange an insurance through our [Insurance Area](#). This insurance although it offers coverage for all the above mentioned areas, except for the travel insurance. For further information on this policy please contact seguros@deusto.es.

♦ Please fill in the [On-line UD Form](#) for International and Mobility students. In an attached document named "Instructions_UD form" you will find the instructions you need to follow in order to complete the on-line UD form properly.

It is compulsory and extremely important that you fill in the on-line UD form before the deadline (check the e-mail). Otherwise, you will not be able to be registered as an exchange student at the UD.

***** Once in Bilbao** you must hand in **2 original passport-sized** (appr. 32 mm x 26 mm) **photographs at the International Relations Office.**

♦ ♦ **STUDENT CARD**

♦ If you have fulfilled all of the above mentioned steps, upon your arrival at UD, you will be delivered the student card. This will give you access to several services within the University (e.g. to the library). **If you have not completed the previous steps, your card will not be issued. If you have not sent the scanned picture before the deadline mentioned in the e-mail, there will be no photograph on your card and it will not be re-printed.**

♦ ♦ **ACCEPTANCE LETTERS**

♦ If you do not need to apply for a visa, acceptance letters are sent to students **only upon request**. In case you would like to receive one, please send an e-mail asking for it to incoming@deusto.es.

♦ If you do need an acceptance letter to apply for a visa, please contact the Consulate/Embassy of Spain nearest to your place of residence and confirm whether you need a hard copy of the letter or a scanned one is enough. We will only send scanned copy of the letter. If you need the original hard copy, please contact incoming@deusto.es

♦ ♦ **VISA APPLICATION**

♦ If you are a non-European Union citizen and depending on your country of origin and the duration of your stay you might need to apply for a student visa. Please take the following into account:

This procedure has to be done by the student and it is his/her responsibility.

You will need to provide some documents. One of them is the Letter of Acceptance which we will provide. You will probably be asked by the Consulate/Embassy to provide an Insurance policy and a plane ticket also.

Please, contact the Embassy or Consulate of Spain nearest to your town and ask them for the list of requirements in order to get a STUDENT VISA. Please visit the following link in order to know in which Embassy or Consulate you will have to apply for the visa:

[Consulates/Embassies](#)

For any further information about this procedure please contact the Welcoming Services Area acogida@deusto.es.

♦ ♦ **COURSES**

♦ All information about **the courses**, corresponding ECTS credits, syllabi, contents and the language of tuition (indicated with a PDF icon under the corresponding language) can be found at:

<u>ALL DEGREES</u>
<u>LAW</u>
<u>MODERN LANGUAGES</u>
<u>MODERN LANGUAGES AND MANAGEMENT</u>
<u>ENGINEERING</u>
<u>PSYCHOLOGY</u>
<u>SOCIAL EDUCATION</u>
<u>PRIMARY EDUCATION</u>
<u>SOCIAL WORK</u>
<u>INTERNATIONAL RELATIONS</u>
<u>INTERNATIONAL RELATIONS + LAW</u>
<u>BMA + MDP</u> (only 6 ECTS credits courses from 2 nd , 3 rd and 4 th year)
<u>BMA + MDE</u> (ONLY 6 ECTS credits from 1 st year)
<u>THEOLOGY</u>
<u>HUMANITIES</u> (only 3 rd and 4 th year courses)
<u>PHILOSOPHY, POLITICS AND ECONOMY</u> (only 1 st and 2 nd year courses)
<u>SPORTS SCIENCES</u>
<u>SPORTS SCIENCES + PRIMARY EDUCATION</u>
<u>TOURISM</u>

For information about courses in English please visit the following link:

[COURSES IN ENGLISH](#)

It is important that you take into account that, as an exchange student, you must ordinarily register for **30 ECTS credits per semester**. Please take into account that some courses might not be available once you are in Bilbao as schedules might clash or courses can be closed or cancelled by the Faculties. Therefore we kindly ask you to have several courses approved by your home university in case your first options are not feasible.

Remember that out of the **5 courses** that you should ordinarily register, **4 must belong to the Degree that you come nominated for**. Spanish and Basque courses (see below) are to be considered courses belonging to your Degree.

- ♦ If you are an Erasmus+ student, please prepare and upload your **provisional Learning Agreement** on to the on-line UD form before you arrive. Before you upload it, this document has to be approved by your Home University coordinator/s. Once it is provisionally accepted by the academic coordinator at the UD and if you request it, we will send it scanned back to you if you request it.

- ♦ If you are a Bilateral Agreement student (not Erasmus+), please check with your university whether you need a Learning Agreement. Should a Learning Agreement be required, please prepare and upload your **provisional Learning Agreement** on to the on-line UD form before you arrive. Before you upload it, this document has to be approved by your Home University coordinator/s. Once it is provisionally accepted by the academic coordinator at the UD and if you request it, we will send it scanned back to you if you request it.

Should this document not be required by your home university, please prepare a document with the **list of courses** that you would like to take at UD and upload it with the rest of the documents.

♦ **Spanish courses**

At our university, several courses within undergraduate studies, as well as some master and PhD programmes are taught in Spanish. In order for you to improve your knowledge of the language, the UD offers all exchange students the possibility of taking part in some **Spanish Language Courses** before (intensive, 5 ECTS) and during your stay (regular, 6 ECTS).

The **Intensive course is strongly recommended for absolute beginners. Otherwise there might not be a Regular course for this level available.**

Please, read the information we are sending to you in an attached document and, in case you are interested in any of these courses, **indicate it on the on-line UD form.**

♦ **Basque Language and Culture course**

The University of Deusto offers a Basque course to all our exchange students: *Introduction to Basque Language and Culture* I and II to acquire basic language skills for use in everyday life as well as learning about Basque culture, history and social customs.

These courses will be taught as any other Degree course and will therefore be included in the registration. Each course is 6 ECTS credits. If you are a full year student you can take both courses, as the one in the second semester is a continuation of the one offered during the 1st one. If you do not wish to take the course in the Fall semester you are welcome to do it in the Spring one.

♦ ♦ **IMPORTANT DATES**

Attached you will find a document with the most relevant dates for your stay (**Important dates for exchange students**). Remember that you must be here for the Orientations Days for incoming students as these are compulsory.

♦ ♦ **HOUSING PROGRAMME**

♦ The University of Deusto provides a Housing Programme for Exchange Students: through the Housing Programme flats to share with students, bedrooms in local families or rooms in Deusto Residence Hall are offered. To apply and for further information about this service, please read the information and follow instructions at the following link:

[ACCOMODATION](#)

If you are interested in staying at the Deusto Residence Hall, please contact acogida@deusto.es. They will get back to you with information and instructions as soon as possible.

Deadline to apply for accommodation is **June 15th, 2017**.

♦ ♦ **UNIVERSITY OF DEUSTO - FACEBOOK**

♦ To keep in touch with the University of Deusto and the new incoming students, join us on Facebook:

[UNIVERSITY OF DEUSTO FACEBOOK](#)

♦ ♦ **USEFUL INFORMATION**

♦ The University of Deusto has prepared a [Student Guide](#) for incoming students to the UD that contains very useful information for planning your stay and make good use of your time at the UD.

♦ The International Relations Office is located on the ground floor at the Sagrado Corazón de Jesús Cloister (see attached map). You are invited to come by the office as soon as you arrive in Bilbao.

Please visit our webpage. You will find a lot of useful information on it:

[WEB INTERNATIONAL RELATIONS - EXCHANGE STUDENTS](#)

It is a pleasure to welcome you to our university. Should you need further details, please do not hesitate to contact us.

Incoming Area Team - International Relations OfficeE-mail: relint@deusto.es