



PROCEDURES FOR INTERNATIONAL STUDENTS 2024/2025 -

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Dear students,

Welcome to our University. We hope your study period here will be satisfactory and pleasant.

CERTIFICATE OF ARRIVAL:

After attending our Welcome meeting you will be able to download it from your Zona Incoming at: <https://www.upo.es/aric/foreign-students/durante-la-estancia/>

COURSES CHANGES

If you need to make some changes in your courses registration or you didn't do it during the official period on July, you will be able to do it from 27th January at 9:00 to 27th February at 23:59 September [here](#) with your username and password (available from 27th January at 9.00):

<https://www.upo.es/aric/foreign-students/durante-la-estancia/>

VIRTUAL BLACKBOARD (WebCT)

This is a virtual area where you can check the content of each registered course, such as exercises, exams, etc.

You can access by using your username and password via the following path:

www.upo.es >> UPO Virtual >> Aula virtual

SCHEDULE

You can see schedules via the following link and clicking on ACCESO PERSONALIZADO:

www.upo.es

ACADEMIC COORDINATORS

We encourage you to talk to your **academic coordinator** as they will be able to advise you on module issues. You can find the name of your Spanish coordinator on Internet:

<https://www.upo.es/aric/estudiantes-upo/tutores-docentes/2024-2025/>



ZONA INCOMING - CERTIFICATES

From the *Zona Incoming* you will be able to download some documents as the certificate of arrival or the transcript of records when available. In order to access, please enter your username and password:



ÁREA DE RELACIONES INTERNACIONALES Y COOPERACIÓN SOLICITUDES ON-LINE

Acceso a Zona Erasmus/Erasmus Zone Access

Usuario:/login:
Contraseña:/password:



ÁREA DE RELACIONES INTERNACIONALES Y COOPERACIÓN SOLICITUDES ON-LINE

Datos estancia /Stay Data

Apellidos/Family
Name:

Nombre/Fist Name:

e_mail:

Universidad: Università degli studi di
Cagliari

Duración: ANUAL

Programa/Program:

Erasmus

Curso_academico:

Dirección Sevilla/Address
Sevilla:

Teléfono sevilla:

Documentación disponible / available documents

* Certificado de llegada / Certificate of arrival

* Certificado de Notas / Transcript of records

* Acceso inscripción asignaturas/ Access to courses inscription form

IMPORTANT: The Certificate of attendance will be signed at the end of your study period and will be given only to the student concerned. If you cannot bring it by yourself, the departure date will be that of the last exam done.

Any certificate of departure will be signed with a final date no longer than 15th July 2025.



INSCRIPTION AS RESIDENTS

You have to hand in the following application at the *Oficina de Extranjería* (Office responsible for Foreigners – Plaza de España) or at the relevant *Comisaría* (Police Station):

https://sede.policia.gob.es/portalCiudadano/es/tramites_extranjeria_tramite_certificadoreregistro_ciudadanoue.php

Necessay documents:

- Application form [Impreso \(EX18\)](#)
- Passport or national identity card
- European Health Insurance Card
- Certificate proving you are Erasmus student

For any additional information, you can contact us in our office **from Monday to Friday, from**

9 am to 2 pm

(previous appointment required: <https://ciges.upo.es/>)

ÁREA DE RELACIONES INTERNACIONALES Y COOPERACIÓN

Building 6, ground floor

Contact:

<https://www.upo.es/tika/web/index.php>

Página web <http://www.upo.es/aric>