

INCOMING EXCHANGE PROGRAM

APPLICATION PROCESS

Once you have been nominated by your home institution, you will need to complete the Application Form for Exchange students: [Incoming Student Form](#)

1. Documents Required with Application.

- Transcript of records
- Letter of motivation
- 1 photo
- Portfolio
- Passport Copy

All documents must be submitted in English or Spanish.

2. Application Deadlines.

May 15th - Fall Term (September to January)

November 15th - Winter Term (February to June)

3. Language Requirements.

The official language of instruction at U-tad is Spanish though we have some programs in English. If your first language is not the official language of instruction at U-tad you may be required to demonstrate that you have enough ability to complete university-level courses in English or Spanish.

4. Admission Decisions

Being nominated for the exchange program is not a guarantee of acceptance to U-tad. Decisions are based on the quality of your application, the terms of the exchange agreement with your home institution, as well as the balance between incoming and outgoing students.

Admission decisions will be communicated by email in mid-June for the fall term, and mid-December for the winter term.

COURSE SELECTION

Information on how to select your courses will be sent after you have been accepted as an exchange student at U-tad.

The student must agree a Learning Agreement before arriving to U-tad.

A full-time course load at U-tad is 30 ECTs credits per term. All incoming exchange students must maintain full-time student status for the duration of their studies at U-tad.

Exchange students must register for a minimum of 20 credits. Exchange students who register for more than 30 credits will be billed the correspondent fee per credit.

INCOMING EXCHANGE STUDENT FEES

As an exchange student, you pay tuition fees to your home institution.

Students must take out private insurance to cover medical expenses from their home country for the entire period of their stay in Spain and should apply either for a student visa at the Spanish Embassy or Consulate in their countries of origin or for a residence permit to enter and remain in Spain legally.

The University's International Relations Office will send the acceptance letter to apply for a student visa before coming to Spain.

VISA

EUROPEAN UNION CITIZENS

You will not need a visa if you are from Germany, Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Slovakia, Slovenia, Estonia, Finland, France, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Czech Republic, Romania, Sweden and Switzerland.

However, you still need to register with the Spanish authorities upon your arrival.

*Please be aware that the requirements for UK citizens changed after Brexit, as from January 1st, 2021. In this regard, UK nationals need to apply for a student visa in order to study in Spain. See more information about student visas under the subheading "Non-European Union citizens" (below), and feel free to contact us at exchange@u-tad.com

NON-EUROPEAN UNION CITIZENS

If you are a non-European Union citizen, you will need a student visa. It is very important to apply for your visa at least three months before you move to Spain to ensure that you receive it on time. Also, we strongly recommend that you reserve your place in the university as soon as possible; once you do so, we will send you an official welcome email with further instructions.

Student visa steps

1. Once you are admitted at U-tad, we will send you an acceptance letter. You will need it to apply for your visa.

2. Contact the nearest Spanish consulate or embassy that corresponds to your place of legal residence. They should be able to give you an updated list of student visa requirements, as well as answer any questions you may have regarding the application process. Don't forget to book your student visa appointment at least 90 days before the start of your classes!

Important: A visa application can be submitted within 180 or 90 days before the beginning of your classes, depending on the Spanish consulate. Please check with them as soon as possible and book an appointment, if necessary.

The visa process can take a few weeks. Besides the processing time, you must also count the time it takes to obtain and prepare (and legalize, if required) the student visa application documents. Due to COVID-19, the process might be a bit longer. Please, make sure to contact your local Spanish consulate far in advance.

HOUSING – WELCOME SERVICE

U-tad does not have an on-campus student residence. Students are responsible for finding their own housing for the period of their stay.

Housing information with residences agreements is provided by the international department.

The student can hire a full welcome service pack at a price of 250€ that includes:

- Orientation to get the visa and the TIE (Identity Foreign Card).
- Advisory to find Housing.
- Opening a bank account.
- Public Transport pass.
- Sim Card.
- One day trip.

If the student wishes to hire the welcome service pack, it should be communicated by email to the international department, no later than 2 weeks after admission.

HEALTH INSURANCE

Every international student must have a Health and accidents insurance policy during his/her stay in Spain before getting admission at U-tad.

EUROPEAN UNION CITIZENS

If you are an EU student, you can use your European Health Insurance Card or private medical insurance.

With the European Health Insurance Card you can benefit from Social Security during your stay in Spain. Once in Madrid, you will have to check which medical center (Centro de Salud) you're assigned to: <http://centrossanitarios.sanidadmadrid.org/>.

To receive medical assistance, you must present your European Health Insurance Card at the Health Centers you're assigned to and where you may receive assistance in case of an emergency or if you require continuous medical care (Primary Care and/or Specialized Care).

NON-EUROPEAN UNION CITIZENS

Non-EU students who apply for a Visa card or a TIE (Alien identity card) for the first time and later on to renew it, must have an insurance policy that covers at least primary care and hospital emergencies. Several Insurance companies offer such policies but differ in prices and medical coverage.

SPECIAL NEEDS

If you need any accommodation during your time at U-tad, please let us know prior your arrival, in order to provide you an appropriate and reasonable accommodations for your needs, by exchange@u-tad.com.