



REGISTRATION AND ENROLLMENT PROCEDURE FOR INTERNATIONAL MOBILITY (ERASMUS AND CONVENTION) ENTRANTS

GENERAL INFORMATION PRIOR TO YOUR STAY AT THE UNIVERSITY OF SEVILLE

<https://www.us.es/internacional/oficina-welcome>

1º. NOMINATION AT THE UNIVERSITY OF SEVILLE

The nomination at the University of Seville is reviewed at the International Center:

International Center
(Avenida Ciudad Jardín, 20-22)
<https://internacional.us.es/centro-internacionalmovilidad@us.es>

Nomination deadlines for

1st Semester and Full Course

April/June

2nd Semester

October/November

2º. LEARNING AGREEMENT - CHOICE OF SUBJECTS

Once the student has been nominated by the International Center, he/she must send the Learning Agreement, signed by the home University, to the email address of the Secretariat of Law school in charge of mobility: secreder8@us.es

In the subject of the email, you must write "Learning Agreement Erasmus + Name and Surname +ID number".

It must contain:

- Name and code of the subjects
- Signature of the student
- Signature of the person responsible for the University of origin and,

- Stamp of the University of origin (Mandatory if the signature of the person responsible is not digital)

The Secretariat will review the Learning Agreement and send it back to you via e-mail, signed by the Vicedean of International Relations of the Law School.

IMPORTANT: Learning Agreements **will not be signed through the OLA** (*Online Learning Agreement*) application.

It is reported that ERASMUS/Convention mobility students will be able to enroll in the following subjects taught at the Center:

- **Degree in Law:** You may enroll in any subject in the curriculum **except all first-year subjects, External Practices and the TFG.**
- **Degree in Criminology:** You can enroll in any subject in the curriculum **except all first-year subjects, External Practices and the TFG.**
- **Double Degree in Business Administration and Law:** Subject 1860020 Public International Law (IJUE), first semester.
- **Double Degree in Law and in Finance and Accounting:** Subject 2290026 Public International Law (IJUE), second semester.

Students can choose the subjects, according to the period of stay at the University of Seville:

- **Full Course:** first term subjects (C1), second term subjects (C2) and annual subjects (A).
 - **First Semester:** First semester subjects (C1).
 - **Second Semester:** Second semester subjects (C2) and annual subjects (A).
- Please note that the enrollment of annual subjects (A) for students whose stay coincides only with the second term, especially in cases where Professors have followed a system of continuous evaluation in which the continued presence of students in the first term is required, does not guarantee the passing of the subject.

Students may choose subjects that do not correspond, if applicable, to the syllabus of law school, but these **will NOT be included in the initial study agreement**. Once in Seville, students will apply to the non-priority centers for their enrollment and, if possible, they will be included in the agreement with the appropriate modification.

Up to 3 CNP subjects (non-priority centers) may be enrolled **for one semester or four for full course** at the center where these subjects are taught, with the prior approval of the center



It is important to specify the **numerical code** of the subjects in the Learning Agreement. You can check the codes and subjects that you can select in the following link:

<https://derecho.us.es/relaciones-internacionales/erasmusconvenio>

Enrollment, extension and modification deadlines will be determined by the official Academic Calendar of the course.

Group changes due to schedule compatibility adjustments will always be made in the corresponding priority center.

It is the student's responsibility to ensure that his/her **Learning Agreement coincides with the actual enrollment (last modification of the same). In case of non-coincidence, a new Learning Agreement must be presented for its study and, if applicable, signature.**

The student may request a change of stay by means of a form signed by those responsible for mobility at origin and destination.

Only 2 changes in the Learning Agreement are allowed (one per semester). The student may request modification of the Learning Agreement, with the consequent modification of the enrollment (maximum 5 weeks after the beginning of classes of the semester).

IMPORTANT: It is your responsibility to verify that the final registration coincides in its entirety with your signed Study Agreement, in order to guarantee the subsequent academic recognition.

3º. ARRIVAL IN SEVILLE

You will need to contact the International Center to request a certificate of arrival.
International Center

International Center
(Avenida Ciudad Jardín, 20-22)

<https://internacional.us.es/centro-internacionalmovilidad@us.es>

It is recommended that students arrive at least one week before the start of classes.

For your registration you must bring a PHOTOCOPY of the following documents:

- Passport / ID
- Compulsory medical insurance policy. It is also recommended, if applicable, a European Health Insurance Card.

Important: provide a contact telephone number during your stay.

4º. REGISTRATION/EXTENSION OF REGISTRATION IN THE LAW SCHOOL

Students must formalize the enrollment of the subjects corresponding to the Law School, in the **Secretariat of the Center**, in the period of ordinary enrollment according to the Academic Calendar of the corresponding academic year.

Registration will be done in person at the Secretariat's Office of the Faculty of Law (window 5), by appointment: <https://institucional.us.es/cprevias>

The secretary's office will provide an application form, in which the student must specify the code, name and at least three groups in order of preference, for each of the subjects he/she is going to enroll in.

The enrollment may NOT take place until the student has the Learning Agreement signed by all three parties (the student, the home university and the host university).

Students must first enroll in at least 1 subject at their Priority Center.

The secretary's office will provide the student with a letter of payment which will include a fee of 6.82 euros, to be paid at any branch of Banco Santander Central Hispano.

Registration for CNP courses (non-priority centers) is done at the Center where the courses are taught, with the prior approval of the same.

Enrollment in Spanish and other languages is handled at the Languages Center. The student will send a form available on the web to matriculasidi@us.es.

IMPORTANT: The subjects and their codes for which the student is going to enroll must coincide with the subjects of the Learning Agreement signed by the parties. The student may request modification of the Learning Agreement, with the consequent modification of the enrollment.

Make your **timetable** taking into account that for some subjects there are several groups and, therefore, you have to check that there is no timetable overlap between the enrolled subjects. Admission to a group will depend on the existence of vacancies.

IMPORTANT: Admission to a subject and/or group will depend on the existence of vacant places. You can consult the timetable at the following link:

<https://derecho.us.es/docencia/horarios>

For the **extension of enrollment**, steps 2 and 4 will be carried out in the period of extension of enrollment according to the Academic Calendar of the corresponding academic year.



5º END OF STAY

The check-in and check-out of mobility students is done at the International Center.

Commencing from the second semester of the academic year 2023-24, incoming students at Universidad de Sevilla can download their grades and Transcript of Records in a signed PDF from sede.us.es and share them with you. The PDF has legal standing, and a URL for safe document verification which I invite you to use.

Consequently, grades will no longer be dispatched from the International Center, as has been the practice until now. If any grades are missing, please directly request them from the student.