

**Incoming Erasmus+
specific information KA107
at the University of Cadiz**

**Welcome to the
University of Cadiz!**

Difference between Erasmus (KA103/KA107) and visiting students.

- KA103 students: students from EU countries (Germany, Italy, France, etc.)
- KA107 students: students from non-EU countries (Bolivia, Russia, Morocco, etc.)
- Visiting students and free movers: students from EU and non-EU countries that are not participating to Erasmus+ Programme . They are participating in other Exchange programmes (bilateral agreements, etc.)

Important: if your friend from Italy, for example, doesn't have to do some papers at the International Office it doesn't mean you don't have to do it. All of you are Erasmus/Exchange students and have the same academic rights, but some papers are different for you. Please, take into account you are **Erasmus+ KA107 student** and you should follow all the indications of this programme.

Passport issues

Your Passport is your ID document in Spain. If you lose it, you will have to go to the Consulate of your country in Spain (or other EU country if there no your Consulate in Spain) in order to issue a new one.

So, please, take care of your Passport. If your go just to the supermarket, to the beach or to the University, we wouldn't recommend you to bring your Passport with you. Take only the copy of your Passport, just in case. If you leave your home town (Cadiz, Puerto Real, etc.) and go to another city/town, to the bank, to receive the grant in the International Office, you travel, etc. take your Passport with you.

If the policeman ask you to show your Passport (in general, they are not used to do it, but we are in the pandemic situation), show him a copy of your Passport, and if needed, tell him you can bring the original Passport because you have it at home.

Visa issues

1. You should have your student visa for 180 days. Please, check you have Student National Spanish visa.
2. Check the number of days of your visa (normally, it is 180 days).
3. You can stay in Spain and Schengen zone only 180 days during the period indicated in your visa.
4. Calculate the last day you can stay in Spain or Schengen area with a calendar (day per day): the first day of your stay will be the day you crossed the Spanish or Schengen border. Count with calendar 180 days (or the number indicated in your visa) and that will be the last day you can stay in Spain/Schengen zone. This day may not be the same as the date of the end of your visa indicated in your Passport. Take care: you have to count the real last day.

Visa issues

If you have your student visa for 180 days you don't have to issue the Residence permission in Spain (NIF – Número de identificación del Extranjero), but you may do it, if you want.

All the Migration Issues are done at the Migration Office (It doesn't depend on UCA, it is a structure of the Ministries of Internal Affairs and Migration)

Oficina de Extranjería

c. Acacias, 2, 11007 Cádiz

More information:

<https://administracion.gob.es/pagFront/atencionCiudadana/oficinas/detalleOficina.htm?idOficina=O00006970&direccion=&especialidad=&mostrarMapa=N&numPaginaActual=567&coordenadaX=&coordenadaY=#.X2iu0IvtbIU>

Travel to another cities/countries

In a normal situation you can travel to other Schengen zone countries with the visa you have, but now we are in the pandemic situation and there are some restrictions. So, it's possible that you can't go to France/Italy/Greece for holidays.

Please, before travelling to another countries, write to the Consulate/Embassy of that country in Spain, explain your situation: "I'm incoming Erasmus+ students from... and I stay at the UCA from ... till... I would like to see Rome on 12 of October and some other information", attach copy of your Passport, visa, UCA's matricula and any other document you consider and ask the Consulate/Embassy to confirm you can travel to this country. This is the way you will have a prove of permission if there are any problems in the airport, with the police of the other country, etc.

It's not mandatory, it's just a tip.

Travel to another cities/countries

You are UCA's student and the goal of your period of stay at UCA is to study and do all the courses indicated in your LA. But you have some free days (weekends, bank holidays, Christmas holiday) when you can have a rest and travel, if you want.

You are not supposed to ask for permission/inform our International Office about the travels you do during your free time.

Take care and follow all the requirements and instructions of the local authorities of other cities/countries while traveling.

Take into account the Pandemic situation in the world.

Consulate/Embassy of your Home country

Taking into consideration the Pandemic situation in the world, we kindly recommend to contact your home Country Consulate/Embassy in Spain and communicate them that you are here, in Cadiz, leave your contact details and other information required by your Consulate/Embassy

Grant Agreement

You have received the Grant Agreement (GA) document at the Middle of January 2021. Please, bring the original version (signed by you with a pen) to our Office for Internationalization or send it by post:

Office for Internationalization

Edificio hospital Real, ground Floor

Plaza Falla, 8

11003 Cádiz

A grant calculation example:

- Your grant has 2 parts: Individual support (it is calculated per each day of your stay at UCA) and Travel grant (it depends of the distance between your Home University and UCA)

Calculation of the Individual support:

- A student arrives and registers on the **14 of February**.
- A students departures on the **18 of June**.
- Period of stay: 14/02/2021 – 18/06/2021.

Total: 125 days.

- 1 month– 30 days. Therefore $125/30=4$ months and 5 days.
- 4 months: $850*4$ months + $850/30*5$ days = **3.541,66 euro**.

Travel Grant (180, 275, 360, 530, 820, 1500)

Important information about late arrival at UCA

- As the 2nd semester at UCA is starting online, you can start it staying at your Home country, but you have to come to the UCA no later than 28/03/2021 in order to receive your Erasmus+ Grant.
- We would like to remind you that the Erasmus+ student will receive the money of the grant only if he/she has physical mobility (comes to the UCA) and is attending UCA's lessons online or face-to face staying at the UCA's campus. If the student decides not to come to the UCA for the beginning of the semester (08/02/2021), he/she will start receiving the grant from the day he/she physically arrives at the UCA. Please note that the Erasmus+ student must stay at the Host University minimum 3 months studying physically. So, as the UCA's 2nd semester ends on 27/06/2021 for Degree and Master students, they can start their physical mobility maximum on 28/03/2021 in order to receive the grant. If they come to the UCA after the 28/03/2021 they are not going to receive their Erasmus+ grant. The PhD students can stay at the UCA maximum till 31/07/2021 (if their Academic coordinator allows it), so they can start their physical mobility maximum on 01/05/2021.

Frequently asked questions

1. **Extention of stay:**

Erasmus students: It is possible if your host university and your coordinator agree, but you have to apply again.

2. **You can't** choose anual subjects if you only came for one semester.

Travel Insurance



<https://internacional.uca.es/seguro-de-viaje-arag/>

More information will be available in other presentations

Grant payment:

- First payment: 2700 € bank cheque. More information will be sent by email. Original Passport needed.
- Second Payment: bank cheque or transfer of money to your Spanish bank account. Beginning Middle of April 2020.
- Third Payment: 20 days after MT survey (end of June). Bank cheque or transfer of money to your Spanish bank account.

How to open a Spanish Bank Account

- Recommendation: Banco Santander, plaza Palillero
- Requirements:

 - Valid Passport
 - Document of acceptance or Matricula
 - Leasing contract of accommodation in Spain.
- Your name and surname have to match with the personal data in your passport

Period of stay:

- Minimum period – 90 days.
- Maximum financed period – 150 days.
- The total amount of the grant corresponds to the actual number of days spent at the University of Cadiz.
- You compromise to stay at the University of Cadiz during the whole period indicated in your grant agreement and the registration form.

Modules:

- Undergraduate students can only follow modules in our degree programmes.
- Master students can follow modules in Master and degree programmes.
- Doctorate students can follow Doctorate modules (“matrícula” online) Master and degree modules.

PhD students:

- Institutional Coordinator: Gérard Fernández Smith
- Academic coordinator/tutor: The person you can see as your coordinator in our Internal system ORI-2 (you have done your GA there)

«Follow-up»

- Online instructions and more information about the programme
- End of March.
- Exact day of your departure required.

WiFi

- UcaAir pública
- Password: caminantenohaycamino

- Your personal login: u.....
- Your personal password: c.....

Visiting hours
of the Office for Internationalization:

Monday-Friday
from 9:00 to 14:00

Take into account that due to the Covid-19 situation we are not always at the Office and we would kindly ask you to write us your questions by email

The emails are better than face to face communication at the moment

Further information

Oficina de Internacionalización
Universidad de Cádiz
Plaza Falla 8
Planta baja
E-11003 Cádiz

erasmus.ka107.incoming@uca.es

<https://internacional.uca.es/welcome-center/estudiantes/erasmus-ka107-incoming/>

Thank you!



UCA

Universidad
de Cádiz