



**UCA**

Universidad  
de Cádiz



# INFORMATION (PRE)REGISTER

**Hello, ERASMUS+ KA131!** You have been nominated by your home university for a mobility at the University of Cadiz.

In this document, you will find the **instructions** to access our **computer application** and fill in the online application form that you received through e-mail.

Please read it carefully and attach the corresponding documentation.

## FIRST PHASE: PRE-REGISTRATION

### Instructions

1. Enter your **e-mail address and the access code you received**. Then click on **"Search"**.

2. Fill in the required fields.

- a. Gender.
- b. Type of document (Passport, NIE or Identity Card).
- c. Document number.
- d. **Date of birth: ATTENTION** click on the calendar icon to add it (press on the month and year to change it, then on the day) and click on "OK" to save it.

- **IMPORTANT:** DO NOT TOUCH OR LEAVE THE SCREEN once you have entered the data and clicked on the green "Save" button.

**It is normal that it takes a couple of minutes, it is creating your username and password.** When the process is finished, you will read *"The data has been saved successfully"* and only then you will be able to go to UMove. (Image below)

3. Once the data has been saved correctly, *the first stage "PRE-REGISTRATION" will be completed.* Please, to **start the second phase "REGISTRATION"** go to your email inbox and read the instructions.

## SECOND PHASE: REGISTRATION

### Instructions

- You received a **second e-mail** with your username and password information to access the **UMove platform**. Follow the instructions to log in.
- **NOTE:** If when you open UMove it tells you that there is an "error", just **restart** the page or click again on the link and try again.

1. Once in the platform, click on "**Perfil Alumno**" and enter your data.



2. Click on "**Mi Plaza**" and then on "**Datos de mi estancia**" on the "**Acceso**" button at the lower part of the page. (image below)

UMove - Universidad de Cádiz

Conectado como: uCORDOBA004

Mi Plaza

Alumno

MARINA GARRIDO - CORDOBA004

Soledades Aceptadas

Universidad origen	Curso	Plan de estudios	Plaza	Periodo Estudio	Datos de mi estancia	Contrato de Estudios	Documentación	Financiación
UNIVERSIDADE CATOLICA PORTUGUESA	2022-23	SÓCRATES ENTRANTES	(368) Enfermería y partería	2º Cuatrimestre	Acceso	Es necesario rellenar los datos de la Estancia Es necesario tener la Carta de aceptación firmada	Acceso	Información no disponible para el estudiante

### 3. Enter the provisional dates of your stay by clicking on the calendar icon.

- Estimated date of arrival...
- Estimated date of departure...

**NOTE:** When filling them out, it is important that you consider the dates of the **Official Academic Calendar** as well as the **preparatory Spanish Course** for our ERASMUS+ INCOMING.

*It is normal if it takes a while to load. Please wait and do not touch the screen.*

- **OFFICIAL START** of the second term: **23/09/2024**. *To be confirmed.*
- **OFFICIAL END** of autumn semestre: **07/02/2025**. *To be confirmed.*
- **OFFICIAL END** of the academic year: **25/06/2025**. *To be confirmed.*
- Dates and prices for the **SPANISH COURSE**; click [here](#) for dates and prices.

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Mi Plaza Ayuda

Datos de mi estancia

Los campos obligatorios están marcados con \*

Detalle Estancia

\* Periodo Estudio: 2º Cuatrimestre

Duración Prevista: 5 Meses

\* Fecha prevista llegada: (5) (Use el icono de calendario para introducir la fecha)

\* Fecha prevista fin: (6) (Use el icono de calendario para introducir la fecha)

Días de Interrupción:

Necesita adaptación por discapacidad:  (7)

- NOTE:** If you need disability accommodation, mark the box provided, otherwise, skip this step.

5. Enter the details of the **Academic Coordinator of your Home University**, i.e. the person who will sign the Learning Agreement (LA):

- a. Name and surname; and
- b. E-mail address.

Datos del Coordinador de la Universidad de Cádiz

Nombre/Apellidos: ALBERTO JOSE CRUZ BARRIENTOS

Email: alberto.cruzba@ca.uca.es

Datos del Coordinador Académico de la Universidad Origen (Profesor)

8 \* Nombre:

\* Apellidos:

\* Email:

6. Please enter your level of Spanish and if you have an *official Certificate*, click on the box and type in the corresponding title. Otherwise, continue to the next step.

9 Datos del Idioma

Nivel de español: -- Sin nivel -- ( Use la lista de valores para indicar su nivel de español )

Nivel acreditado oficialmente:  10

Nombre del Certificado oficial:

7. Also, add your **date of birth** (Calendar icon), **nationality** and in case you have a **visa**, please provide the necessary information.

11 Otros datos

\* Fecha de nacimiento: 24/10/1990

\* Nacionalidad: -- Seleccione nacionalidad --

Si tienes Visado obligatorio es necesario que selecciones la Oficina Consular correspondiente:

12 Pais: -- Seleccione Pais -- Oficina Consular: -- Seleccione Oficina Consular --

\* Ciclo de Estudios: -- Seleccione Ciclo de estudios --

\* Número de años de estudios superiores completados:

**8. Once filled in, click "Save".**

1 - De conformidad con la Ley Orgánica 15/1999, de 13 de diciembre, sobre Protección de Datos de Carácter Personal lo informamos que sus datos personales, serán incorporados a un fichero titularidad de LA UNIVERSIDAD DE CÁDIZ con el objeto de gestionar las becas de movilidad internacional de los estudiantes y personal de la Universidad o de personal o estudiantes de otras Universidades o instituciones que vienen a la Universidad de Cádiz a través de los distintos programas de cooperación y movilidad internacional.  
 2.- La Universidad de Cádiz informa que no cederá o comunicará los datos personales almacenados en sus ficheros a terceros, salvo en los supuestos legalmente establecidos o cuando fuere necesario para la prestación del servicio.  
 3.- En cualquier momento puede ejercitar los derechos de acceso, rectificación, cancelación u oposición respecto de sus datos personales, enviando un escrito, acompañado de una fotocopia de su DNI, o documento acreditativo equivalente a: UNIVERSIDAD DE CÁDIZ - Secretaría General de La Universidad de Cádiz. C/ Paseo Carlos III, nº 9. CP 11003 - Cádiz.



**9. Then go back to "Mi Plaza" under "Documentos". Click on the blue "Acceso" button.**



**10. Then, on the next screen, click on " Documentos para incorporar" (step 11).**

- Please attach the following documents as instructed:
  - Copy of your valid **Passport or Identity Card**.
  - PUBLIC OR PRIVATE INSURANCE** covering **civil liability, accidents and repatriation**.

Please **IGNORE** the rest of the documents listed as "Mandatory"; for now, please **attach only the three indicated (i; ii; iii)**.

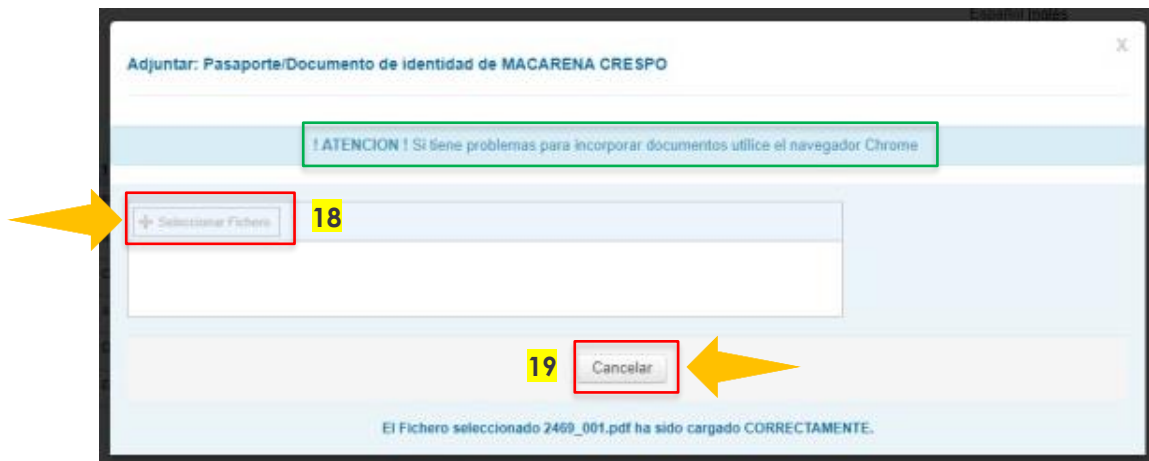


**NOTE:** The University of Cadiz needs all our students to be insured. For this reason, we recommend the following ["ERGO INSURANCE"](#) but you can contract another one as long as it covers the above specifications. If the document is not in Spanish, please **UNDERLINE** the words **"Civil Liability", "Accidents" and "Repatriation"** (in the original language, e.g. Zivilrechtliche Haftung) in the attached document.

At the time, you will have to upload to the application under the icon **“Seguro médico Público o privado”** a commitment that you will be insured before the beginning of your stay. You can download the model of the **Letter of Commitment** in the following [link](#).

iii. **Certificate of Spanish or Commitment** to have it at least at *level B1* before the beginning of the semester. In the second case, please use the following model: [Letter of Commitment Spanish](#).

**11.** To upload the file, you must click on **"Acciones"**, then **"Seleccionar Fichero"**, **"Iniciar carga"** and once you receive the message *“Fichero seleccionado... ha sido cargado CORRECTAMENTE”* you have to click on **"Cancelar"**.






**12.** Once you have uploaded the first file, you will see a **PDF icon** in the box of the file indicating *“Incorporado”*. Once you have added the three documents, we will proceed to validate them at the Internationalisation Office (IMAGE at the bottom).

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Documentos para Descargar      Documentos para Incorporar

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Tipo de documento	Estado	Documento	Acciones
Pasaporte/Documento de identidad (*) ?	Incorporado		
Seguro Médico Público o Privado (*) ?	Pendiente de incorporar		
Certificado B1 de Idioma (inglés/español) (*) ?	Pendiente de incorporar		
Ampliación/Reducción de la estancia ?	Pendiente de incorporar		
Declaración de Causa de Fuerza Mayor ?	Pendiente de incorporar		
Documento de viaje (*) ?	Pendiente de incorporar		

(\*) Documento obligatorio

**13.** Once we have verified ALL the documents of all the students, we will send you a LETTER OF ACCEPTANCE with instructions on **how to make the study contract.**

**NOTE:** OLA STUDENTS MUST NOT COMPLETE THEIR STUDY CONTRACT BEFORE 1ST NOVEMBER.

- **REMARK:** In "Documents to Download" you will find your signed Letter of Acceptance once the documents provided have been *validated*.

## ADDITIONAL INFORMATION

### ACCEPTANCE LETTER

Once we have received the Application Forms from all our students and have **ACCEPTED THE DOCUMENTATION** provided at UMOVE, the student will receive a letter of acceptance with further instructions.

### LEARNING AGREEMENT

It will **NOT** be possible to conclude the study contract **BEFORE 1ST NOVIEMBRE**.

**VERY IMPORTANT:** **MEDICINE students** (1st or 2nd semester and Annual) have until **14 JUNE**.