



## Visiting Students to UdA - Exchange Program

### Spring Semester 2018/2019. Application is now open!

Dear Partner,

We are happy to inform you that the period for **Visiting Student Exchange applications** for the **Spring Semester 2018/19** (February - June) at Universitat d'Andorra is now open. We would be very grateful if you could pass this information on to your nominees.

This information is relevant to students wishing to do an exchange programme at the Universitat d'Andorra, as well as to our partner institutions.

To request academic mobility for the **Visiting Students Exchange Program** at the UdA, the following are requisites:

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#### 1. Agreement

The Universitat d'Andorra will only accept students coming from universities or institutions with whom the UdA has signed previous agreements. Please [check the list](#).

#### 2. Nomination

Universities should send us an email to [visiting-students@uda.ad](mailto:visiting-students@uda.ad), with the following information for each of the nominated students:

- Last Name
- Name
- Gender
- Email
- Exchange period and duration (in months)
- Home University/Institution
- Studies at home University/Institution
- Studies at UdA
  - Bachelor of Business Administration
  - Bachelor of Computer Science
  - Bachelor of Teaching and Learning
  - Bachelor of Nursing

#### Nomination deadlines:

Universities should send us the NOMINATIONS of their students to [international@uda.ad](mailto:international@uda.ad) by: 15/10/2018.

The Universitat d'Andorra will send an informative email confirming the acceptance of the nominees to the partner university or institution, as well as to the nominees.

The Universitat d'Andorra will send an informative email with further details on how to send the Application form and continue with the registration process.

### 3. Acceptance and Application procedure

All the nominated students must fill out the Uda [Visiting Student Application Form](#).

This form will be sent by an informative email to all the partner institutions, as well as to the accepted nominees.

#### Application deadlines:

Please send your Application Forms for:

- Spring Semester (January-June) by: **30/10/2018**

Nominated students must send by e-mail to [visiting-students@uda.ad](mailto:visiting-students@uda.ad) the following **supporting documents**:

- Uda [Visiting Student Application Form](#)
- Personal Statement in Catalan or English, indicating the motivation and purpose (study, preferred research work or experience, and academic background)
- Academic Transcript
- Valid health insurance policy with international coverage.<sup>1</sup>
- Copy of Passport or ID Card
- Photo (passport size)
- Sexual Criminal Record Certificate (required only for students applying to the Bachelor of Teaching and Learning - early childhood and primary)

Students will be notified of their acceptance by the [International Program Service](#).

All accepted students will receive a second email welcoming them to Uda and giving them further information for coming to Andorra. In case they may have any questions or doubts, they should feel free to contact us through [visiting-students@uda.ad](mailto:visiting-students@uda.ad)

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<sup>1</sup> The student must have a health insurance that covers any medical expenses during their stay in Andorra. The student will have to certify a valid insurance, which will cover the period of the stay and, specifically, the travel to Andorra. Students who enroll at the Uda will automatically receive a civil liability insurance that will cover them during their stay, at no cost to the student. **In case you come from France, Spain or Portugal, you only need your Social Security Card. Andorra has an agreement with your country regarding health coverage.**

More information about the nomination, application procedure, documentation and deadlines 2018-19 on <https://www.uda.ad/intl/international-exchange-program-incoming-students/>.

#### 4. Enrolment, Visa and Immigration

##### Before coming

1. **Enrolment.** After their nomination is accepted, Visiting Students will receive by email a list with the necessary steps and documents needed to formalise their enrolment before coming to Andorra.
2. **Visa:** The Principality of Andorra does not require any type of visa. The Principality of Andorra is not a member of the [Schengen Area](#) and is, therefore, subject to EU customs controls.
  - If students come from a **country from the Schengen Area** or from a **country that does not belong to the Schengen Area but is exempt from visa** to enter the Schengen Area by agreement, they do not have to do anything.
  - If students come from a **country that does not feature in the Schengen Area**, they must: apply for a Schengen visa at the Embassy / Consulate of France or Spain in their country / city depending on where they will enter Andorra from (Spain or France). It is advisable to request a multi-entry visa.
    - You can check [Who needs and who does not need a Schengen visa to travel to Europe?](#)
3. Check [How do I get to Andorra](#).

##### Once in Andorra

4. Go to the Universitat d'Andorra in order to confirm your enrolment.
5. Apply for a study permit at the [Immigration Service of Andorra](#). These are the documents you will need:

Documents you need to bring from home	Documents you can get in Andorra
<ul style="list-style-type: none"> <li>▪ <b>Registration form</b> from your home university</li> <li>▪ <b>National identity document</b> or <b>passport</b>: original and photocopy</li> <li>▪ 1 recent colour passport size <b>photograph</b> (35x40 mm)</li> <li>▪ <b>Criminal record check</b> from country of origin, country of citizenship (if different from the previous one), and countries of present and past residence (if different from any of the preceding two)</li> <li>▪ Certificate of <b>marital status</b></li> <li>▪ <b>Health insurance</b> that covers 100% of any medical or health expenses during the study period and valid for the Principality of Andorra</li> <li>▪ <b>Bank certificate</b> stating that the sum of the student's economic means is greater than or equal to the minimum wage in Andorra during the study period. The estimated minimum wage is approximately 1 000 € per month.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Registration form</b> for the current academic semester</li> <li>▪ Photocopy of the <b>residential lease</b> or deed of residence or certificate of occupancy or hotel certificate (cross- border commuters only need the municipal registration certificate from the city council of the place of residence)</li> </ul>

### Arrival:

On behalf of the International Programs Service we look forward to meeting you and helping you throughout your studies at the Universitat d'Andorra.

1. Contact the [International Programs Service](#).
2. Housing. Make housing arrangements as soon as possible after registration.
3. Catalan language courses. Enrol in a free Catalan language course. The IPS will help you with this.
4. Orientation Session for International Students (beginning September). Before the beginning of each academic semester, an Orientation Session is organised for all the international exchange students. In this session, students will meet the Academic Coordinators, they will attend some informative and practical sessions and will go on a guided tour of the UdA campus.
5. Join the [Buddy Program](#) (mentoring). The Buddy Program promotes a multicultural and multilingual exchange between local and international students. The objective is to pair international students with local students who will serve as student mentors for a minimum of three months during the international student's first year at the University.
6. [UdA Students' Guide Book](#) will provide students with the most important UdA's informations, as well as the academic calendar 2018-2019.