

WELCOME GUIDE FOR ERASMUS+ STUDENTS



UNIVERSIDAD DE SANTIAGO DE COMPOSTELA

MOBILITY OFFICE

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WELCOME

Dear Erasmus Student,

The University of Santiago de Compostela (USC) welcomes you to its university community. We are thankful for choosing our institution as your Erasmus destination.

THE UNIVERSITY OF SANTIAGO DE COMPOSTELA

Founded more than five hundred years ago, the USC is today an internationally renowned institution. The large number and excellence of the courses taught and the quality of the research undertaken place the USC among the most prestigious universities in Spain and Europe.

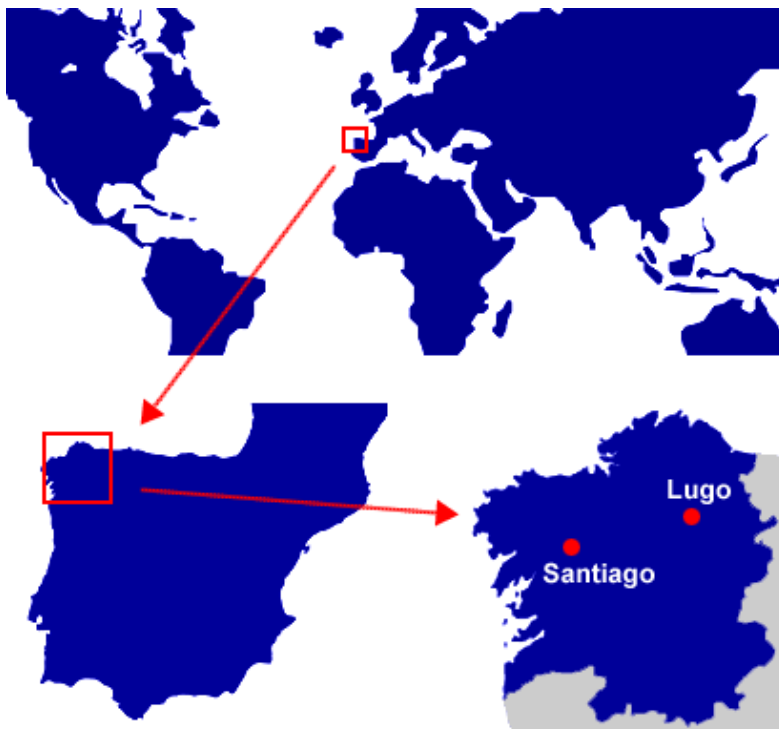
The USC takes part in many different student mobility programmes with universities around the world. As a result of this, the university receives yearly over 1000 exchange students from all over the world.

Exchange students at USC find a wide ranging of courses available <https://www.usc.gal/en/studies> , including more than 110 under- and postgraduate courses in many different fields, as well as significant research resources and the opportunity to obtain work experience in laboratories, institutes and businesses. The USC is made up of 28 [faculties and university schools](#) and over 75 Departments. It has hired over 2.100 lecturers and researchers, and the total number of registered students reaches approximately 30.000.

LOCATION

USC's faculties and university schools are located in two historical European cities: Santiago de Compostela – final destination of the Saint James Way – and Lugo – ancient Roman town about 100 Km away from Santiago. Both of them are cosy and safe towns where you can find a warm and welcoming student atmosphere. All university facilities are located in the town centres and therefore most of the students move about in bikes or on foot.

Santiago and Lugo are located in the Region of Galicia, in the Northwest of Spain, very close to Portugal.



ADMISSION

NOMINATION

To attend the University of Santiago de Compostela (USC) as an Erasmus student we need to receive an official nomination from your home university (Erasmus coordinator or office in charge of the Erasmus programme). The nomination is an official communication sent to our Mobility Office by e-mail (erasmus.in@usc.es) if you are intending to study at Santiago Campus or (international.lugo@usc.es) if you are intending to study at Lugo Campus including the following details of each student that is supposed to study at USC:

- Full name
- E-mail address (it is very important that it is updated, because we will contact students using it)
- Study area
- Period of stay at USC



Without an official nomination we cannot admit your application as an Erasmus student. Your home university does not have to post any paper documents by ordinary mail. Your application will be done fully online.

Once we receive the nomination from your home university, we will send you a welcome e-mail with your login details to our **online application form**, which you have to complete to conclude your application. Our welcome e-mail contains the following information:

- Link to our online application form
- Username and password to access the form
- Academic calendar
- Information on Spanish and Galician language courses
- Information on university halls of residence
- Name and email of your academic coordinator
- Link to the Erasmus student welcome guide

The **deadlines** for sending university nominations are:

- Full year or fall/winter semester: **30 May**
- Spring/summer semester: **30 October**

ERASMUS ONLINE APPLICATION FORM

To access the online application platform you need an username and password provided by us by email. If you are coming to our university as Erasmus student and have not received your user name and password yet, then you have to contact the office in charge of the Erasmus programme at your university or your local Erasmus coordinator and ask them to send us your official nomination.



You will have to complete the online form with all required information and upload the following documents:

- **Learning agreement signed by your home university**

Your learning agreement is a document on which you write down the courses you intend to take during your mobility period at USC. Normally, your home university will provide you with information on how to compose your learning agreement, either online or in a specific form of your home university. If your home university is already using the Online Learning Agreement (OLA), you may use the pdf copy that you can download from the platform to upload it to our online application form.

Take into consideration that **we will only accept learning agreements that are already approved by student's home institutions.**

- **Motivation letter**

This is a short writing explaining who you are, why you decided to take part in the Erasmus programme and the reasons why you chose our university as your hosting institution.

- **Transcript of records**

This is an official document issued by your home university with all the courses you took at your university up to now and the qualifications you received for each one. This document must be issued by your university; you cannot do it on our own.

- **Copy of your passport or identity card**

The document must be valid during the whole period of stay at USC.

- **B1 Spanish language certificate**

We can accept an official DELE certificate or a written confirmation from your home university stating that you have at least B1 level in Spanish. For the confirmation of your home university, you can use the model form available at:

<https://www.usc.gal/es/servicios/area/internacional/movilidad-estudiantes/erasmus-entrantes>

It is very important that you upload your documents in an easily recognizable format like PDF, DOC or JPEG.

Once you have completed the form and uploaded the required documents, your application will be assessed by the staff of our Mobility Office. Within approximately 15 days you will receive an e-mail with a link to download your acceptance letter. In case any of the documents you uploaded is not the required one or we cannot open it, you will receive an e-mail asking you to upload a new document. You will have to access once again the online form and upload the right document before the deadline of the application period. **You will not receive your acceptance letter until all uploaded documents are correct.**

The **deadline to complete the online application form is:**

- Full year or fall/winter semester:
15 June
- Spring/summer semester:
15 November

In the event of any technical issue with the application form you have to send an e-mail to erasmus.in@usc.es or international.lugo@usc.es, if you are a student of that campus, attaching a screenshot of the page where the error occurred.



Before your arrival in Santiago, the UXA (Unidad de Xestión Académica) will register you in the courses you have selected in your Learning Agreement and will send you by email your registration, the document with the fees to pay the Compulsory Insurance (20,69 €) and your credentials to access the USC wifi, Virtual Campus and Virtual Secretary's Office. Please, remember that the insurance is compulsory for all incoming students.

COURSE OFFER

To draw up your learning agreement you need to know the course offer of the USC. To find out the available course list, first you have to select the faculty in the Campus you have been assigned to (Santiago or Lugo) clicking on <https://www.usc.gal/en/center>. Secondly, choose the degree at the bottom. Finally, in the menu on the left you will find "Study Programme by course" and there you will access to each of the courses of the degree. It is very important that you select the subjects that are taught in the semester of your exchange (first semester or second semester). Some subjects may be YEARLY, so if you are only going to be at the USC for one semester you will not be able to take them.

As an Erasmus student you must take **at least 50% of your courses from faculty where your departmental coordinator at USC teaches**. The rest of your workload

can be made up of courses belonging to different degrees, as far as you can combine the schedules of all courses. However, you cannot take courses from the campus of Santiago and Lugo because both cities are about 100 Km away from each other and the public means of transport are not very good.

It is important to read carefully the notes that appear next to the course names related to the number of credits and teaching period. It makes no sense to choose courses that are taught in the spring semester if you are only staying during the fall/winter term and vice versa.

It is also important to mention that the academic offer of the USC hardly changes from one year to the next one and almost all courses remain the same. Only time schedules may differ from one year to another.

Finally, keep in mind that once arrive at the USC you will have the chance to modify your learning agreement. So that, if you have difficulties choosing your courses, just draw up a provisional learning agreement. Then, once you are here, you can make all necessary changes on it with the assistance of your departmental coordinator.

ACADEMIC CALENDAR

USC's detailed academic calendar is available at <https://www.usc.gal/es/admision/calendarios>

SPANISH AND GALICIAN COURSES FOR ERASMUS STUDENTS



USC's [Modern Language Centre \(CLM\)](#) organizes Spanish courses in different levels for incoming students who wish to refresh and improve their Spanish skills. These courses, of 40 classroom hours and 60 hours of independent work, are adapted to the levels of the Common European Framework of Reference (CEFR). Their aim is to develop communicative skills, both receptive and productive.

The CLM offers also Galician language courses for those international students that wish to learn that language as well.

For any query you may have concerning these courses you have to contact clm@usc.es

ACCOMMODATION

Yearly, the USC offers to our incoming mobility students some places in university halls of residence.

However, considering that we receive over 800 international students, most of them do not stay



in university dormitories, but in shared private flats off-campus. Many Erasmus students prefer to share a flat with other students because the rent of a shared flat or a room in a university hall of residence is similar or sometimes even less expensive in a shared flat.

If you wish to stay in a **university dormitory** during your period of mobility at USC you have to apply for it when our [University Residence Halls Service \(SUR\)](#) publishes its annual call for applications aimed at mobility students. Usually, it is published in April or May and finishes when there are no more vacancies to offer. Applications must be made online. There is only one call each year. In case you do not take part in that one, you will not have the chance to be placed in a dormitory later on. Remark that once you have been admitted in a dormitory by the SUR you will have to pay a deposit to confirm your reservation. You can find the call for applications at the "Access" menu in the residence's website.

Rooms are assigned on a first-come, first-served basis. So, if you are sure that you want to stay in a dorm rather than in a shared flat apply as soon as possible.

Otherwise, if you prefer to look for a room in a **shared private flat** or for a small apartment **off-campus** we suggest you to check out USC's electronic blackboard, which is available at: <https://www.usc.gal/en/journal/classified-ads>

Usually, it is easier to find accommodation once you are here. Therefore, we recommend you to book a hotel/hostel/bed & breakfast for the first couple of days until you find appropriate accommodation.

THE USC AND THE GALICIAN LANGUAGE

The Statutes of the USC recognise Galician as the University's own language and include the USC's commitment to promote actions that contribute to the normalisation and development of the Galician language. Spanish is an official language too.

At the USC Galician is the usual language in the institutional, information and administrative usage: most of forms, application forms, pamphlets, and other types of documents will be supplied in the official language of the university. Besides, faculty, students and administrative and service staff usually speak in Galician. So, at USC you are going to hear it in both formal and informal contexts.

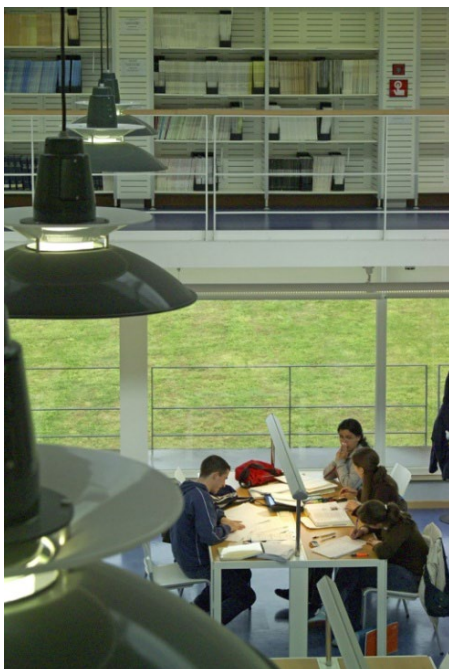
Legislation establishes that students and teachers have the right to use either Spanish or Galician. It's possible that you'll find lecturers who teach in Galician, and their choice must be respected. Of course, you have the right to speak in class, write papers or take exams in the language of your choice, regardless of the teacher's language.



As you can see, it's a good idea that you get used to Galician, or at least being able to understand it, not only because there is the possibility of receiving lessons in this language, but also because it is the usual language in other institutions and the media (there are both public radio and TV stations that broadcast only in Galician). And, above all, because it's a language spoken by many of your new friends, classmates and other people you will meet.

FIRST STEPS IN SANTIAGO/LUGO

HOW TO GET TO SANTIAGO



- By plane:
 - [Companies that fly to Santiago Airport](#)
 - [How to go from the Airport to the city](#)
- By train:
 - [RENFE](#)
- By bus:
 - [Alsa](#)
 - [Monbus](#)
- By car:
 - [Dirección General de Tráfico](#)
 - [Guía Repsol](#)
 - [Vía Michelin](#)

HOW TO GET AROUND IN SANTIAGO

- [Urban transport in Santiago de Compostela](#)

HOW TO GET TO LUGO

As there is no airport in Lugo, you could take a bus from Santiago airport to Lugo (please note that the bus station in Lugo is located in the heart of the city). More info:

<https://www.monbus.es/en>

HOW TO GET AROUND IN LUGO

- [Public transport in Lugo](#)

TOURIST INFORMATION

- **Santiago:** <http://www.santiagoturismo.com/>
- **Lugo:** <http://www.lugoturismo.com/>; <http://ocioengalicia.com/lugo/>

FIRST PLACE YOU HAVE TO SHOW UP AT USC

Before your arrival to the USC, the Mobility Office will ask the Enrollment Office to register you in the courses you have chosen for your learning agreement. So upon arrival you won't need to register in the courses, you will already be registered in them and can start going to classes straight away.

From USC's Enrollment / Registration Office (UXA) you are going to receive an email with a copy of your registration, your username and password to access our Virtual Campus and the instructions to pay a compulsory student insurance.

Once you are in Santiago or Lugo, the Mobility Office is in charge of register your arrival. If your home university has requested you to send an arrival certificate, you must send the form to the Mobility Office (erasmus.in@usc.es or international.lugo@usc.es) along with a copy of your boarding card or plane ticket, so that we know the date of your arrival. We will complete and sign the form and send it back to you by email.

COMPULSORY REGISTRATION IN THE CENTRAL REGISTER OF FOREIGN CITIZENS

If you come from a non-EU country, as well as you need to apply for a visa to study in Spain (for more information, please, contact the Spanish Consulate at your home country). you are obliged to register in the Central Register of Foreign Citizens.

The registration must be done at the Police Station in Santiago or Lugo:

Comisaría Local de Santiago de Compostela

C/ Rodrigo de Padrón, 3 - 15703 Santiago de Compostela
Tel. 981551135

Brigada Provincial de Extranjería y Fronteras de Lugo

C/ Chantada S/N - 27002, Lugo
Telf. 982265165

ADDITIONAL INFORMATION

The Information Office (OIU) provides all kinds of information to students and the rest of members of the university. Its website is available on <https://www.usc.gal/en/node/44321>

GET IN TOUCH WITH THE MOBILITY OFFICE

In Santiago

Oficina de Mobilidade
Pabellón de estudiantes, 1º planta
Calle Lope Gómez de Marzoa S/N
Campus SUR
CP 15782 Santiago de Compostela
Tel. 0034 881 812 847/ 12849 /14 564
E-mail erasmus.in@usc.es
([Google Maps](#)).

In Lugo:

Oficina de Mobilidade
Edificio Biblioteca Intercentros.
Avda Bernardino Pardo Ouro S/N
27002 Lugo
Tel. 0034 982 823 596/ 569
Fax 0034 982 823 560
E-mail international.lugo@usc.es
[Google Maps](#)

Our opening hours are: **Monday to Friday, from 9.00 am to 2.00 pm.**

For **academic issues** such course offer, timetables or changes to learning agreement among other, you will probably need to contact your Erasmus departmental coordinator at USC. You will receive his/her name and contact details when we send you the email with the instructions to fulfil your application.

In the event of any **technical problem with the online application form** you must send an email, along with a screenshot of the page where the error occurs, to: erasmus.in@usc.es. (or international.lugo@usc.es if you belong to Lugo Campus)

If you have any query concerning the **Spanish or Galician courses**, please contact our Modern Language Centre (CLM) by sending an e-mail to: clm@usc.es.

For issues related to the **university halls of residence**, send your query to sur@usc.es.

For **other queries**, for instance, sports and cultural activities, volunteering programmes, etc. you must send your message to our University Information Office (OIU) oiu@usc.es.

FREQUENTLY ASKED QUESTIONS

Bear in mind that our office receives numerous e-mails. Before sending your message, please, read carefully the following frequently asked questions.

Where do I have to go when I arrive in Santiago/Lugo?

Given you are going to be registered in your courses in advance, when you arrive at USC you can go directly to your classes. Contact your academic coordinator to inform him/her that you are here and make an appointment with him/her. He/she can explain you how classes and timetables work at USC. If you need to send to your University an arrival certificate send us the form to erasmus.in@usc.es (Santiago campuses) or international.lugo@usc.es (Lugo campus) along with your boarding pass or plane ticket. We are going to sign the document and send it back to you by email.

Do I need to have a Spanish certificate to be admitted at USC?

Yes. You must have at least a B1 level in Spanish. We may accept an official DELE certificate or a written confirmation by your home university stating that you have at least B1 level in Spanish. For the confirmation of your home university you can use the model form available on <https://www.usc.gal/en/services/area/international/student-mobility/erasmus-incoming>

Can I be provisionally accepted without a Spanish certificate and hand it over to you once I arrive in Santiago/Lugo?

No, you need to have the certificate or confirmation of your university to complete your application. So, you need to have it by the latest on 15 June (if you are coming for the fall semester) or 15 November (if you are coming for the spring semester).

Does the USC offer any specific study programme in English for Erasmus students?

No, Erasmus students can choose among all offered courses, as our regular students do. There is no specific course offer in English for them.

My home university has an Erasmus agreement with your university, but it is in a study area different than mine. Can I be admitted at USC through that agreement but then do studies in a different area?

Our incoming Erasmus students must take at least 50% of their credits from the Faculty where their USC departmental coordinator belongs to. For instance, if the Erasmus agreement with your university is in Law, your coordinator will be a lecturer from our Faculty of Law and you will have to take at least half of your courses from that faculty.

My university has an Erasmus agreement with a faculty in your campus in Lugo, but I want to do my mobility in Santiago. Can I register in Santiago or do I have to study in Lugo?

You cannot register in Santiago. Students coming through our agreements with faculties in Lugo must take all of their courses in the campus of Lugo. Before choosing your courses and booking your accommodation you must make sure in which campus you will be placed.

My home university requires a signed copy of my learning agreement before my departure. When are you going to send it?

It will be send to you when your application is accepted.

Is there someone who is going to pick me up at the airport when I arrive in Santiago or Lugo?

No, our university does not offer this kind of service. However, there is a bus that takes you the airport to the city centre. Further information available at: <https://www.aena.es/es/santiago-rosalia-de-castro/como-llegar/autobus.html>. The bus line from Santiago airport to Lugo is managed by the company Monbus: <https://www.monbus.es/es>.

Can I modify my learning agreement once I am in Santiago/Lugo?

Yes. Once here, you will have to speak with your departmental/academic coordinator and you will have the chance to make changes to your original learning agreement. The coordinator will assist you in choosing suitable courses for you.

My university wants me to confirm my arrival in Santiago/Lugo with a form they gave me. Who can sign that at USC?

We can sign it at the Mobility Office. Send it to us by email (erasmus.in@usc.es if you're in Santiago or international.lugo@usc.es if you're in Lugo), together with a copy of your boarding pass or plane ticket and we'll send it back to you duly signed. Usually, home universities require also a certificate at the end of your stay here stating the dates of your stay. This document (Certificate of attendance, certificate of stay or similar) will be signed by the Mobility Office a couple of days before you leave Santiago.

As an Erasmus student do I have the right to make use of the university facilities and services in the same conditions as regular students?

Yes. Once you are registered you can use all USC services such libraries, computer rooms, Wi-Fi network or sports facilities.

My Erasmus period at USC is about to end. Before leaving Santiago/Lugo, what do I have to do?

A few days before your departure you must send to the USC Mobility Office (erasmus.in@usc.es or international.lugo@usc.es) your return ticket from Santiago de Compostela, so that we can register the end of your Erasmus mobility. We will send you the Attendance Certificate with the dates of your Erasmus mobility period. Your transcript of records will be sent later to the office in charge of Erasmus students at your home university.