

**APPLICATION FOR ADMISSION AND 9BFC@@A 9BH
FOR VISITING STUDENTS
(NON ERASMUS)
ACADEMIC YEAR 20__/20__**

photo
(passport format)

PERSONAL INFORMATION

(Please fill in all data)

Surname:		Name:	
Passport number:	Date of birth: __/__/__	Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Place of birth:		Nationality:	
Permanent residence (home):			
Address in Madrid/Spain:			
Home contact tel.:		Mobile:	E-mail:
Current Program	Home University:		Level of studies (course):
	Academic major(field, speciality):		

HOME UNIVERSITY DATA

Type of acceptance at UPM:			
Home University	Institution:		
	Faculty: Address / country:		
(Home) Academic advisor/ tutor/coordinator/supervisor	Name:		
	Telephone:	Fax:	
	E-mail:		

HOST UNIVERSITY DATA

Host University	UNIVERSIDAD POLITÉCNICA DE MADRID		
School or Faculty			
Agreement Coordinator			
Period of Study	From: __/__/__	to: __/__/__	Nº of months: ____
Codes for the subjects you would like to take			

To be filled in only by the host School or Faculty
(rellenar con todos los datos correspondientes, incluyendo especialidad en su caso)

Convenio con exención de matrícula
 Convenio sin exención de matrícula | Precio del crédito: ____ € | Nº de créditos: ____

PLAN:
TITULACIÓN:
 Asignaturas Sueltas Curso completo P.F.C. Otros:.....
 Se matricula de asignaturas de otros Centros Sí No. Centro.....

1. Date:	4. Admission by:
2. Student's signature	UPM's Coordinator of School or Faculty, (name and signature)
3. (Optional for visiting students) Sealed & signed by: Home Coordinator of School or Faculty	5. Approved by UPM's Vice-Rector for Academic Strategy and Internationalization José Miguel Atienza Riera

Documents to enclose: 2 photos (passport format), photocopy of passport. **All documents to be sent to:**
 Vicerrectorado de Estrategia Académica e Internacionalización. Paseo Juan XXIII, nº11. E-28040 Madrid - Spain
 Tel.: +34 91 336 3665 | E-mail: vicerrector.internacional@upm.es

(Regulations passed by the government on 13th July 2006)

REQUIREMENTS

Spanish or foreign university Students who have studied a minimum of one academic year at their home university, and wish to study in the same or similar area may apply for admission as a visiting student at the UPM. This is not applicable to visiting students, who are already part of existing student mobility programs (e.g. Erasmus, Magalhães, etc.). The period of study will be no longer than one academic year: two semesters. The visiting student does not have the right to obtain any university degree from the UPM.

DOCUMENTATION REQUIRED

1. This application form.
2. Photocopy of National identity card or Passport
3. Two recent photographs
4. European Health Card or a document stating that you are in possession of health insurance
5. An original certificate from the home university detailing the subjects passed and credits obtained
6. A Statement of Purpose in either Spanish or English in which the candidate sets out his or her reasons for wishing to study at the UPM, together with a list of the subjects that he or she wishes to study.
7. Curriculum Vitae
8. Recommendation letter from a University teacher
9. Certification stating sufficient knowledge of Spanish in order to carry out the course.

APPLICATION DATES AND DEADLINES

- ✓ For the Autumn / Fall Term until 1 June
- ✓ For the Spring Term until 1 December

ACCEPTANCE

Once the application has been reviewed the student will receive a letter of acceptance or rejection for the position applied for.

ENROLLMENT

The enrollment process will be carried out in the Secretary's office of the School or Faculty in which the student has applied for the position. The cost of the studies will be published annually.

MEDICAL INSURANCE AND HEALTH CARE

Visiting students must show that they are entitled to health care and that they have accident insurance cover for the period of their stay. These documents must be presented upon enrollment.

REQUIREMENTS FOR ENTRY TO SPANISH TERRITORY

A foreigner is defined as someone not holding Spanish nationality.

Nationals from the Member States of the European Union do not need a visa to study in Spain. However, students from any other country in the world or those who are not sure about visa status should consult the Spanish Embassy/Consulate in their country of residence.

Personal data collected in the registration process shall be included and processed in the file called "*Gestión Académica*" and will serve only for academic and administrative purposes that are applicable. Any other use will be contrary to that specified in the Constitutional Law LO 15/1999, of 13th December, on the Protection of Personal Data. The body responsible for it is the *Secretaría General* of *Universidad Politécnica de Madrid*, where the interested party will be able to exert their right to access, rectify, cancel and oppose, all the above information which has been provided in compliance with article 5 of Organic Law 15/1999, of 13 December, on Personal Data Protection.