



**ECONOMICS, BUSINESS AND TOURISM FACULTY FACT SHEET
2016/2017**

NAME	Economics, Business and Tourism Faculty Universidad de Alcalá
ERASMUS CODE	
ECONOMICS INTERNATIONAL OFFICE	<p style="text-align: center;">CAMPUS ALCALÁ</p> <p>Mónica Giménez: International Coordinator erasmus.ade.cyf@gmail.com (Incoming students) Luis Felipe Rivera: International Coordinator luisf.rivera@uah.es (Outgoing students) M^a José Rodríguez García: Administrative Staff economicas.ori@uah.es</p> <p style="text-align: center;">CAMPUS GUADALAJARA</p> <p>Esperanza Cerdá: International Coordinator esperanza.cerda@uah.es (Incoming & Outgoing students Tourism studies) Ángeles Martín: International Coordinator angeles.martin@uah.es (Incoming & Outgoing students Business studies in Guadalajara) Jose Alfonso Lafuente: Administrative Staff guadalajara.ori@uah.es</p>
WEBSITE	<p>Faculty website: http://www.uah.es/facultad-ccee-turismo/estudiantes/programas-internacionales.asp University website: https://portal.uah.es/portal_internacional/internacionalizacion Please note that university website offers general information but each faculty has its own procedures and ways of organizing so faculty information is always more accurate</p>
NOMINATION DEADLINE	<p>Fall: April 30th Spring: September 30th All nominations must be done through the on-line form: http://goo.gl/forms/pnc3gnH0Dm Please, don't send any e-mail informing about nomination, we need you to fill the on-line form</p>
LANGUAGE REQUIREMENTS	<p>Regular language of instruction is Spanish, our English offer is scarce Minimum B1 in Spanish certified by any of the following: UNICERT, CLES, Escuela Oficial de Idiomas, BULATS, DELE or TELC. B2 is highly advisable in order to success in their studies. For those students who do not have any certificate we are working in a way to examine them, while the system gets ready they can provide any certificate they have and we will decide whether is valid or not. Please note that we are not accepting coordinators certificates.</p>
ECTS CREDITS	Spanish students take 30 ECTS per semester, we do not require international students to take a minimum of credits
LANGUAGE COURSES	Please contact Alcalingua for further information: http://www.alcalingua.com/
APPLICATION PROCESS BACHELOR STUDENTS	<ol style="list-style-type: none"> 1. Official Nomination sent using on-line form: http://goo.gl/forms/pnc3gnH0Dm 2. Both student and coordinator will get an e-mail confirming admission 3. Student will have to send following documents (Deadline June 30th / November 15th): <ol style="list-style-type: none"> a. International Student Form (including passport-sized photo) b. Copy of personal pages in a valid passport c. Copy of the language certificate d. Copy of the European Health Insurance Card or Private Health and Accident Insurance Card 4. Courses selection: student will receive an e-mail with instructions 5. Learning Agreement: will be signed on request after students arrival. For those who need it in advance due to grant or home institution requirements please contact coordinator
APPLICATION PROCESS MASTER STUDENTS	<p>Please note that Master level is 5th year in our study system.</p> <ol style="list-style-type: none"> 1. Official Nomination sent using on-line form: http://goo.gl/forms/pnc3gnH0Dm 2. Both student and coordinator will get an e-mail confirming admission. This admission depends on Master Director and each Master Program has different requirements, please check information in our website about them. 3. Student will have to send following documents (Deadline June 30th / November 15th): <ol style="list-style-type: none"> a. Updated CV



	<ul style="list-style-type: none"> b. Copy of personal pages in a valid passport c. Copy of the language certificate d. Copy of the European Health Insurance Card or Private Health and Accident Insurance Card <ul style="list-style-type: none"> 4. Courses selection: student will receive an e-mail with instructions. Admission on courses depends on Master Director. 5. Learning Agreement: will be signed on request after students arrival. For those who need it in advance due to grant or home institution requirements please contact coordinator
HOUSING	<p>https://portal.uah.es/portal/page/portal/portal_internacional/vida_universitaria/alojamiento</p> <p>http://www.aluni.net/en/</p>
HEALTH INSURANCE	<p>All international students and researchers are required to have health and accident insurance for the entire duration of their stay at the University of Alcalá. Those originating from any European Union Member State or from Iceland, Liechtenstein, Norway or Switzerland can apply for the European Health Card in their own country, which allows them access to public sector health care in Spain.</p> <p>Students and researchers originating from countries with special agreements regarding access to health care should apply for the document that certifies this condition and entitles access to the public health system.</p> <p>All other international students and researchers are required to obtain private comprehensive health and accident insurance that includes coverage of all expenses pertaining to repatriation to the country of origin in case of death or severe injury. Information regarding companies that issue students health insurance is available at: https://portal.uah.es/portal/page/portal/portal_internacional/internacionalizacion/seguro_medico</p>
VISA	<p>Only students who require VISA will receive an acceptance letter by postal service. This letter will be sent to the address indicated in the on-line form. In case of VISA the length of stay must cover the beginning of the course and the exams period.</p>
ACADEMIC CALENDAR	<p>http://www.uah.es/acceso_informacion_academica/documentos/calendario_academico.pdf</p>
	<p>PLEASE NOTE THAT WHOLE UNIVERSITY IS CLOSED FROM AUGUSTS 1ST TILL 31ST DUE TO SUMMER HOLIDAYS</p>