



External Incoming students

Mobility call process- External Incoming Students 2018/2019

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 **International Exchange Student Program** at the UdA you must follow the next steps.

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 incoming-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:

Please send your nominations for the following periods before the deadline:

- Autumn Semester (September-January) and whole academic year: **15/04/2018**
- Spring Semester (January-June): **20/09/2018**

The Universitat d'Andorra will send an informative email confirming the acceptance of the nominees to the partner university or institution, and likewise to their 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 [Incoming Student Application Form](#).

This form will be sent by an informative email to all the partner institutions and, likewise, to their accepted nominees.

Application deadlines:

Please send your Application Forms for the following periods:

- Autumn Semester (September-January) and whole academic year: **15/05/2018**
- Spring Semester (January-June): **30/10/2018**

Nominated students must fill out send by mail to incoming-students@uda.ad the following **supporting documents**. Check this list.

- UdA [Incoming 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 of Records
- Health insurance.¹
- Copy of Passport or ID Card
- Photo (passport size)

Students will be notified of their acceptance by the International Relations Office (late May).

All accepted students will receive a second email (early June), welcoming them to UdA and giving them further information for coming in Andorra.

In case they may have any questions or doubts, please feel free to contact us through incoming-students@uda.ad

More information of the Nomination, application procedure, documentation and deadlines 2018-19 on <http://www.uda.ad/acollida-internacional/>

4. Registration, Visa and Immigration

Preparing to come? Supporting documents:

1. Registration. For the International Exchange Students will receive the list of necessary steps and necessary documents to formalize your enrolment by mail.
2. Check the University of Andorra [fees](#) for each programme.
3. Health insurance. Students must have a valid health insurance to cover any medical expenses in Andorra, and likewise to cover the trip and period in Andorra.

¹ 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 in the UdA will have a civil liability insurance that will cover them during their stay.

4. Check [How do I get to Andorra.](#)
5. Valid visa and Passport.
 - The Principality of Andorra does not require any type of visa The Principality of Andorra is not a member of the [Schengen Area](#) and therefore holds the EU customs controls.
 - Access to the Principality is made through France or Spain. Thus, any national from a third-country travelling to Andorra must obtain information from the French or Spanish Embassies or Consulates (depending on the country of entrance) about the need of a Schengen visa, and when deemed necessary, about the visa obtaining procedures.
 - When the Schengen visa is required, third-country nationals shall apply for a double-entry or a multiple entry Schengen visa depending on the frequency you will enter the Schengen area from Andorra. For further information please visit the [Foreign Affairs Ministry of Andorra.](#)

Arrival:

On behalf of the International Relations Office (IRO) we look forward to meeting you and helping you throughout your studies at the University of Andorra.

1. Contact the International Relations Office (IRO).
2. Immigration procedures: once in Andorra you will need to apply for a student immigration permit. This involves submitting some documents that you will have to request in your home country beforehand. Please contact the International Relations Office (IRO) and we will help you with this procedure. Check the [Authorization of immigration for studies document](#).
3. Confirm your registration.
4. Housing. Make housing arrangements as soon as possible after registration.
5. Catalan language courses. Enrol in a free Catalan language course. The IRO will help you with this.
6. 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 Program. In this session, student will meet the Academic Coordinators, they will attend to some informative and practical session and will go on a guided tour around the UdA campus.
7. Join the [Buddy Programme](#) (mentoring). The Buddy Programme 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.
8. [UdA Students' Guide Book](#) will provide students with the most important UdA's informations, as well as the academic calendar 2018-2019.
9. [International Students' Guide](#) (you will find all the practical prearrival information you need before coming to Andorra).