

## Factsheet for Partner Universities and Prospective Students 2025-2026



### Institutional Details

Full name of university and acronym	Universidad de Alcalá / University of Alcalá UAH
ERASMUS+ code	E ALCAL-H01
Address	Plaza de San Diego, s/n   28801 Alcalá de Henares   Madrid   España
URL	<a href="http://www.uah.es/en">www.uah.es/en</a>
<u>Web for incoming students</u>	<a href="http://www.uah.es/en/internacional/movilidad-entrante-incoming-mobility/">www.uah.es/en/internacional/movilidad-entrante-incoming-mobility/</a>

### Main Contacts

Bilateral Agreements Erasmus+ Programme KA131	Erasmus+ mobility: Email: <a href="mailto:erasmus.bilateral@uah.es">erasmus.bilateral@uah.es</a> Phone: +34 918854169	Overseas exchange: Email: <a href="mailto:vicerrrii@uah.es">vicerrrii@uah.es</a> Phone: +34 918854085
Incoming Mobility Officers Erasmus+ Programme KA131	Erasmus+ mobility: Email: <a href="mailto:erasmus131.incoming@uah.es">erasmus131.incoming@uah.es</a> Phone: +34 918854015	Overseas exchange: Email: <a href="mailto:internac.incoming@uah.es">internac.incoming@uah.es</a> Phone: +34 918856478
Outgoing Mobility Officers Erasmus+ Programme KA131	Erasmus+ mobility: Email: <a href="mailto:erasmus131.outgoing@uah.es">erasmus131.outgoing@uah.es</a> Phone: +34 918854088	Overseas exchange: Email: <a href="mailto:internac.outgoing@uah.es">internac.outgoing@uah.es</a> Phone: +34 918854048
Incoming and Outgoing Mobility Officers Erasmus+ Programme KA171	Email: <a href="mailto:erasmus171@uah.es">erasmus171@uah.es</a> ; <a href="mailto:erasmus171.incoming@uah.es">erasmus171.incoming@uah.es</a> ; <a href="mailto:erasmus171.outgoing@uah.es">erasmus171.outgoing@uah.es</a> Phone: +34 918855388	

International Relations Offices (IRO) in Faculties	<a href="https://www.uah.es/export/sites/uah/es/internacional/.galleries/Galeria-de-desgargas-de-Internacional/Organigrama-Servicio-de-Relaciones-Internacionales-OFICINAS-PERIFERICAS.pdf">https://www.uah.es/export/sites/uah/es/internacional/.galleries/Galeria-de-desgargas-de-Internacional/Organigrama-Servicio-de-Relaciones-Internacionales-OFICINAS-PERIFERICAS.pdf</a>
Academic International Coordinators in Faculties	<a href="http://www.uah.es/export/sites/uah/es/internacional/.galleries/Galeria-de-desgargas-de-Internacional/coordinadores-programas-internacionales.pdf">http://www.uah.es/export/sites/uah/es/internacional/.galleries/Galeria-de-desgargas-de-Internacional/coordinadores-programas-internacionales.pdf</a>

## General Information and Admission Requirements

Requirements prior to nomination	<p><a href="#">Academic entry requirements for Erasmus+ students</a>  <a href="#">Academic entry requirements for Overseas students</a>.</p> <p>Self-funding exchange students should check requirements <a href="#">here</a> and send their <a href="#">Application Form</a> to <a href="mailto:internac.incoming@uah.es">internac.incoming@uah.es</a> to express their wish to enroll.</p>
Language requirements	<p>Standard entry requirement is B2 in Spanish according to the <a href="#">CEFR</a> (Exception: Hispanic Studies requires a C1 level). Students need to provide evidence of their language level prior to their arrival. Students with a B1+ level could be accepted on the condition that they complete a Spanish intensive course in <a href="#">Alcalingua</a>, before the teaching periods start.</p> <p>*Students wishing to enrol in courses taught in English are required to meet the level of English established for regular students (B2). Students who enrol only in courses taught in English will not need to show proof of competence in Spanish.</p> <p>Courses taught in English at undergraduate level can be found <a href="#">here</a>. There are also several MA programmes taught in English.</p>
Tuition fees	<p>Erasmus+ students are exempt from tuition fees. Overseas students should refer to their bilateral agreement for fee details. Check information on fees for self-funding students is <a href="#">here</a>.</p> <p>There are no additional administrative fees for students to pay on arrival.</p>
Academic calendar	<p>The academic year at Alcalá is divided in two semesters:</p> <ul style="list-style-type: none"> <li>- Autumn semester (first semester): September – January</li> <li>- Spring semester (second semester): February – June</li> </ul> <p><a href="#">Academic calendar</a></p> <p>Students are advised to arrive two weeks before the semester starts to attend Welcome Days, enrol in language courses, arrange their accommodation, meet their coordinators, and finalise their course selection.</p>
Credit System	<p>Most courses are of 6 or 8 ECTS. Exchange students are advised to take a maximum of 30 ECTS per semester.</p>

## Application

Nomination	<p>Erasmus+ and Overseas Exchange Students must be nominated by their home institutions. Nomination deadlines:</p> <ul style="list-style-type: none"> <li>- 30 April – for Autumn Semester or Full Academic Year</li> <li>- 30 September – for Spring Semester</li> </ul> <p>Each nomination must include:</p>
------------	--

	<ul style="list-style-type: none"> <li>- Student's full name, gender, date of birth, and email address</li> <li>- ISCED code, study level (Bachelor, Master, Doctorate), and duration of stay</li> </ul> <p>For Erasmus mobility details, contact <a href="mailto:erasmus131.incoming@uah.es">erasmus131.incoming@uah.es</a>  For Overseas Exchange, contact <a href="mailto:internac.incoming@uah.es">internac.incoming@uah.es</a></p>
Application process	<p>After nomination, students receive an email request to apply to the University of Alcalá.</p> <p>Application Requirements:  Students must complete the Exchange Student Form + Online Learning Agreement (OLA), with selected provisional modules, and submit the following documents in the way we'll indicate beforehand:</p> <ul style="list-style-type: none"> <li>- Copy of their Passport/ID</li> <li>- Passport-style photo</li> <li>- Spanish and/or English language certificate</li> <li>- Health insurance card or policy (see below)</li> </ul> <p>If students meet the basic criteria, they will receive an acceptance letter and further information regarding their enrolment. Module choices in the OLA will be reviewed by the relevant international Office. Since changes may not be possible after approval, students should choose modules carefully.</p> <p>Students <b>must keep the following deadlines</b> when applying:</p> <ul style="list-style-type: none"> <li>- 1 May – 31 May for students starting in September.</li> <li>- 1 October – 31 October for students starting in January.</li> </ul>
Registration process	<p>The IRO of the Faculty/ School will do the registration of the student in the subjects from the OLA once approved and signed by both coordinators.</p> <p>Students are also allowed to make changes after registration for reasons of force majeure during the first 2 weeks of the semester (full groups, non-teaching of subjects, schedule overlap, etc).</p> <p>Registration for undergraduate students: Please refer to the International Office at your Faculty / School (ORI).</p> <p>Exchange students should mainly select courses within the field specified in the bilateral exchange agreement. Access to other fields of study will depend on academic background, language requirements, and course availability. For further details, please contact the International Office (ORI) at your Faculty / School.</p> <p>Registration for Graduate Programs:  MA courses are generally limited to double degree agreements. However, other students may still apply for up to 24 ECTS per year with approval from the program director. Final-year undergraduates may also apply under the same terms. Check available MA courses <a href="#">here</a>. Note: MA courses have strict entry requirements and limited spots.</p>
Certificate of Arrival and Departure	<p>Certificates of Arrival and Departure will be issued by International Offices (ORI). Students are responsible for sending them to their home institutions.</p> <p>Please note that the Erasmus grant is tied to study periods at Alcalá, so dates in certificates must coincide with the academic calendar.</p>
Transcripts of Records and Grading System	<p>Academic transcripts will be issued in February (Autum semester students), July (Spring semester only or full-year students) or October (MA students)</p> <p>A hard copy of transcripts will be sent to the address provided in the application form only if required. A digital copy will be sent to both the student and home coordinator.</p> <p>A revised transcript will not be sent to students who resit exams. Students or the home university must request an updated version from the relevant International Office (ORI).</p>

	Information on grading system to be found in this <a href="#">table</a> .
--	---

## Practical information

Accommodation	In Alcalá both international and local students live either in halls of residence or in private rented accommodation, often shared with other students. <a href="#">Available university accommodation options</a>
Visa and Residence Permits	Non-EU-EEA students must obtain a student visa to study, extend their stay or conduct unpaid research or training at the University of Alcalá. A guide to Student Visa application may be found <a href="#">here</a> Students who stay longer than three months must apply for a residence permit within the first three months of their stay. Details can be found <a href="#">here</a> . Exceptionally, students will require an official NIE (Foreigner ID Number). Application guidelines are available <a href="#">here</a> .
Health Insurance	International students must comply with existing regulations concerning Health care insurances to be accepted. Check <a href="#">here</a> for information on health and accident insurances.

## Student Services

University Services	<ul style="list-style-type: none"> <li>• <a href="#">Student Card</a></li> <li>• <a href="#">CRAI-Main Library</a></li> <li>• <a href="#">Computing facilities and WI-FI service</a></li> <li>• <a href="#">Student Counselling Service</a>: The Student Counselling Service provides mental health support to help students develop and maintain healthy personal, emotional, and psychological well-being.</li> <li>• <a href="#">Equality and Diversity Unit</a>: a specialised unit focused on preventing sexual harassment avoiding any form of violent or discriminatory behaviour and protecting diversity. The main library features a <a href="#">Violet Point</a>, a space promoted by the Equality Unit and supported by volunteers, offering information and support on issues related to sexual harassment and discrimination for members of the University of Alcalá.</li> <li>• <a href="#">Employability services and career centre</a></li> </ul>
Spanish Language Courses	<a href="#">Alcalingua</a> , the International Language Centre at the University of Alcalá offers both intensive and extensive Spanish language courses starting in September and/or in February. Please check <a href="#">Alcalingua</a> for rates, placement test and further requirements. Alcalingua also offers courses to learn or improve <a href="#">other foreign languages</a> .
Campus Life	<ul style="list-style-type: none"> <li>• <a href="#">Sports</a></li> <li>• <a href="#">Cultural activities at the University of Alcalá</a></li> <li>• <a href="#">ERASMUS Student Network (ESN)</a> and <a href="#">Buddy Programme</a>: Join ESN and their Buddy Programme to meet new people and improve your language and cultural skills</li> <li>• <a href="#">Student Council</a>: The University of Alcalá offers a vibrant and diverse student life, supported by numerous clubs and associations and organized by the Student Council.</li> <li>• <a href="#">Volunteering, sustainable initiatives and development cooperation</a></li> </ul>