



INSTRUCTIONS FOR UNIVERSITIES SENDING INTERNATIONAL EXCHANGE STUDENTS TO THE UNIVERSIDAD DE SEVILLA DURING THE SECOND SEMESTER 2024-2025.

The students selected by their Home University to carry out an exchange at our University during the second semester 2024/25 must be registered by the Home University on the online app available on [SEVIUS](#), Universidad de Sevilla's Virtual Administration, or *Secretaría Virtual*.

Prior to the nomination Home Universities will have to activate, [Universidad de Sevilla's 2 factor authentication](#). [Click here for further instructions](#) (Spanish only).

The app will be available **from October 1st to November 25th 2024**.

Please follow the instructions below carefully:

- 1) The Home University is responsible for registering its students. This step confirms the Home University's official nomination. Therefore, no additional lists of nominees or emails of any kind concerning this matter are necessary. **Make sure that all students have been nominated according to the profile indicated in the Inter-institutional Agreement in terms of area of study, educational level, and knowledge of foreign languages, and that they are in possession of a compulsory health insurance policy.****
- 2) The Home Universities can access the form via their username and password - which could be the same as previous Academic Years. They can also use the app in order to check the status and details of our Inter-Institutional Agreement.

IMPORTANT: Please remember that this username and password are for the exclusive use of the Home University and must not, under any circumstances, be shared with students.

- 3) Once the students have been registered, each of them will receive an email with their username (UVUS) and instructions on how to obtain their password. They must follow this procedure to complete their registration at our University. Students can change their passwords [here](#).

IMPORTANT: In any administrative process with Universidad de Sevilla all students registered at with us are required to use the same ID or Passport number as that used when first registering.

- 4) Once the students have received their usernames and passwords, they will have to access [Secretaría Virtual](#).
- 5) Once in *Secretaría Virtual*, the student will be able to perform, among others, the following tasks:
 - Complete or modify application information, where necessary
 - Check their application status.
- 6) Students' application forms will be checked at our office. If they are in order, we will then accept them officially
- 7) After acceptance, students can download their Admission Letter from the application, which, if applicable, will allow them to begin their visa application process.
- 8) Once the students have been accepted, they will be able to pre-select the subjects they wish to take through [SEVIUS](#). Please note that some subjects have a limited number of places available and that a student's definitive enrolment in any subject is not effective until s/he receives an enrolment payment letter, proof of the validation of their options. This letter is issued by the specific University Centre to which each student is affiliated.
- 9) Once the students have pre-selected their subjects, they can fill in the Study Agreement and send it directly by email for signature to the mobility manager of the Centre where they are going to carry out their studies. You can find the data of those responsible for mobility at the different Centres [here](#).

IMPORTANT: In order to guarantee subsequent academic recognition students must verify that their final registration fully coincides with the signed Study Agreement. Any subsequent modification in subject enrolments must therefore be reflected in a new, duly signed, Study Agreement.

- 10) Upon arrival in Sevilla students must register their arrival at the International Centre.
- 11) Once in Seville, the admitted students must register within the official established period, **January 13th to February 14th 2025**, by going directly to the Faculty or School where they will undertake their studies.

Students may choose a maximum of 4 subjects taught at a Centre/Faculty/School other than the one that signed the Bilateral Agreement. Students who come only for one semester, either the first or the second, can a maximum of 3 subjects taught at a Centre/Faculty/School other than the one that signed the Bilateral Agreement. **Students must include at least one subject from the Centre for which they have been nominated.**

- 12) Incoming students at Universidad de Sevilla will be able to download a pdf copy of their grades and their Transcript of Records signed by Universidad de Sevilla's Head Office. This pdf has legal effects and a URL where its authenticity can be verified securely. **Grades are no longer issued by the Centro Internacional.**

Should you need any additional information or have any further requests, please do not hesitate to contact the person responsible for your country, as shown in the following table.

MARÍA relint14@us.es	FÁTIMA relint21@us.es	M ^a JOSÉ relint52@us.es	PABLO relint23@us.es	PEDRO relint25@us.es
AUSTRALIA	ITALY	ANDORRA	AUSTRIA	ARGENTINA
INDIA	UNITED STATES	CHINA	BELGIUM	BRAZIL
IRAN		COLOMBIA	BULGARIA	CHILE
JORDAN		CUBA	CANADA	COSTA RICA
MALAYSIA		CZECHIA	FRANCE	CROATIA
MONTENEGRO		DENMARK	GERMANY	CYPRUS
SWITZERLAND		FINLAND	LATVIA	DOMINICAN REPUBLIC
TAIWAN		GEORGIA	LITHUANIA	ECUADOR
		ISRAEL	LUXEMBOURG	GREECE
		JAPAN	NETHERLANDS	HUNGARY
		MEXICO	REPUBLIC OF TÜRKIYE	IRELAND
		MOROCCO	ROMANIA	ICELAND
		NORWAY		PARAGUAY
		PANAMA		PERU
		POLAND		SLOVENIA
		PORTUGAL		UNITED KINGDOM
		REP. OF NORTH MACEDONIA		URUGUAY
		SLOVAKIA		
		SOUTH KOREA		