



ÁREA DE INTERNACIONALIZACIÓN
VICERRECTORADO DE PROYECCIÓN
INSTITUCIONAL E INTERNACIONALIZACIÓN
Avda. Ciudad Jardín 20-22
41005 Sevilla

INSTRUCTIONS FOR UNIVERSITIES SENDING INTERNATIONAL EXCHANGE STUDENTS TO THE UNIVERSIDAD DE SEVILLA DURING THE 2024-2025 ACADEMIC YEAR

The students selected by their Home University to carry out an exchange at our University during the 2024/25 academic year must be registered by the Home University on the online application form available, Universidad de Sevilla's Virtual Administration, " *Secretaría Virtual*" <https://sevius.us.es/index.php>

The nominating Universities will have to activate, prior to the nomination, a security mechanism: the Two-Factor authentication. [Click here for further instructions](#)

For first-semester and whole academic year students only, the application will be available **from April 15 to June 28, 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 nominees' list 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 Interinstitutional Agreement in terms of area of study, educational level, and knowledge of foreign languages, and that they are provided with a compulsory health insurance.
- 2) The Home Universities can accede to 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 be given to students under any circumstances.

- 3) Once the data sent by the Home University in the University of Seville data base, each of the students will receive an email with their username (UVUS) and instructions to obtain their password, which they must follow to complete their registration at our University. The students can change their passwords at this link: gid.us.es.

IMPORTANT: All students registered at the University are compelled to use in any administrative process with the University the same identification number (ID or Passport) indicated on their first registration.

- 4) Once the students have received their usernames and passwords, they will have to access the “Secretaría Virtual” <https://sevius.us.es/index.php>

Students must also activate the Two-Factor authentication security mechanism. [Click here for further instructions](#)

- 5) At the *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 and the documents provided by them will be checked at our office. If they are in order, we will then accept them officially

- 7) After acceptance, students can download the Admission Letter from the application, which will allow them to process the visa, if necessary.

- 8) Once the students have been accepted, they will be able to pre-select the subjects they wish to take through the Secretaría Virtual of the University of Seville, SEVIUS. Please note that some subjects have limited availability of places and that the definitive enrolment in any subject will not be effective until the students receive an enrolment payment letter which is proof of the validation of their options provided by the specific University Centre to which the student is affiliated.

- 9) Once the students have made the pre-selection of subjects, they can fill in the Study Agreement and send it directly by email for its 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 the 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, signed Study Agreement.

- 10) Upon arrival at the International Centre, full-year students may choose up to (4) four subjects from those 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, are limited to choosing three (3) subjects from those 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.**

- 11) Once in Seville, the admitted students must register within the official established period, (Double Degrees Students must go directly to their Faculty or School). The deadlines are following:

- First semester and whole year: August 26th to September 27th 2024.

- 12) GRADES: 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, therefore, will no longer be 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	Mª 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
TAIWAN		FINLAND	LATVIA	DOMINICAN REPUBLIC
		GEORGIA	LITHUANIA	ECUADOR
		ISRAEL	LUXEMBOURG	GREECE
		JAPAN	REPUBLIC OF TÜRKIYE	HUNGARY
		MEXICO	ROMANIA	IRELAND
		MOROCCO		ICELAND
		NORWAY		PARAGUAY
		PANAMA		PERU
		POLAND		SLOVENIA
		PORTUGAL		UNITED KINGDOM
		REP. OF NORTH MACEDONDIA		URUGUAY
		SLOVAKIA		
		SOUTH KOREA		
		SWITZERLAND		