



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 ACADEMIC YEAR 2025-2026.

The students selected by their Home University to carry out an exchange at our University during the academic year 2025/26 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 March 17th to June 27th 2025** for full-year and first semester students.

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 covering medical and sanitary repatriation**, and, in addition, a civil liability insurance for Erasmus Traineeship.
- 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 through this link: gid.us.es

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.



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- 4) Once the students have received their usernames and passwords, they will have to access [Secretaría Virtual](#).

In order to access it, it is necessary to have the 2 factor authentication enabled. For further instructions, please click [here](#).

- 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 can fill in the Learning 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 can be found in the following link: <https://www.us.es/internacional/responsable-por-centros>

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

- 9) Admitted students must register within the official established period according to the instructions that will be sent to them.

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 through this link: [sede.us.es](#). This pdf has legal effects and a URL where its authenticity can be verified securely. Therefore, grades are no longer issued by the Centro Internacional.



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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	UNITED STATES	ANDORRA	GERMANY	ARGENTINA
BOSNIA-HERZEGOVINA	ITALY	CHINA	AUSTRIA	BRZIL
INDIA		COLOMBIA	BELGIUM	CHILE
IRAN		CUBA	BULGARIA	CYPRUS
JORDAN		DENMARK	CANADA	COSTA RICA
MALAYSIA		FINLAND	FRANCE	CROATIA
MONTENEGRO		GEORGIA	LATVIA	ECUADOR
SWITZERLAND		JAPAN	LITHUANIA	SLOVENIA
TAIWAN		MOROCCO	LUXEMBOURG	GREECE
		MEXICO	NETHERLANDS	HUNGARY
		NORWAY	ROMANIA	IRELAND
		PANAMA	REPUBLIC OF TÜRKIYE	ICELAND
		POLAND		PARAGUAY
		PORTUGAL		PERU
		CZECHIA		UNITED KINGDOM
		SOUTH KOREA		DOMINICAN REPUBLIC
		SLOVAKIA		URUGUAY
		SWEDEN		