



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 UNIVERSITY OF SEVILLE DURING THE 2023-2024 ACADEMIC YEAR

The students selected by their Home University to carry out an exchange at our University during the 2023/24 academic year must be registered by the Home University on the online application form available on the *Secretaría Virtual* of the University of Seville: <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:**

https://sic.us.es/sites/default/files/guia_de_uso_del_doble_factor_us.pdf

The application will be available **from April 17 to June 30, 2023**, exclusively 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 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 for checking the status and details of our Interinstitutional 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>

Nevertheless, the students must also activate the security mechanism: the Two-Factor authentication . Click here for further instructions:

https://sic.us.es/sites/default/files/guia_de_uso_del_doble_factor_us.pdf

- 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.
- Attach the required language proficiency certificate. According to Interinstitutional Agreement.

- 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 Centers at the following link:

<https://www.us.es/internacional/responsable-por-centros>

IMPORTANT: The student must verify that the final registration fully coincides with the signed Study Agreement, to guarantee subsequent academic recognition. Any subsequent modification in the enrolment of the subjects 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.

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

- 1st Semester or Full Academic Year: From September First to October 6th, 2023
- 2nd Semester: From January 15th to February 23rd, 2024

12) 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	FÁTIMA	Mª JOSE	PABLO	PEDRO
Relint14@us.es	Relint21@us.es	Relint52@us.es	Relint23@us.es	Relint25@us.es
POLAND	ITALY	JAPAN	BELGIUM	URUGUAY
MOROCCO		DENMARK	FRANCE	HUNGARY
PORTUGAL		SLOVAKI	BULGARIA	ARGENTINA
JORDAN		FINLAND	CANADA	BRASIL
SWITZERLAND		NORWAY	LITHUANIA	CHILE
UNITED STATES		CZECH REP.	ESTONIA	CYPRUS
MALTA		SWEDEN	NETHERLANDS	CROATIA
TAIWAN		MEXICO	LATVIA	GREECE
IRAN		COLOMBIA	TURKEY	ECUADOR
INDIA		CHINA	ROMANIA	SLOVENIA
LEBANNON		SOUTH COREA	GERMANY	IRELAND
		RUSSIA		ICELAND
				UNITED KINGDOM
				MALTA
				PERU
				PARAGUAY
				REP. DOMINICANA
				COSTA RICA
				PUERTO RICO