

GUÍA ALUMNO VISITANTE (VISITOR STUDENT)

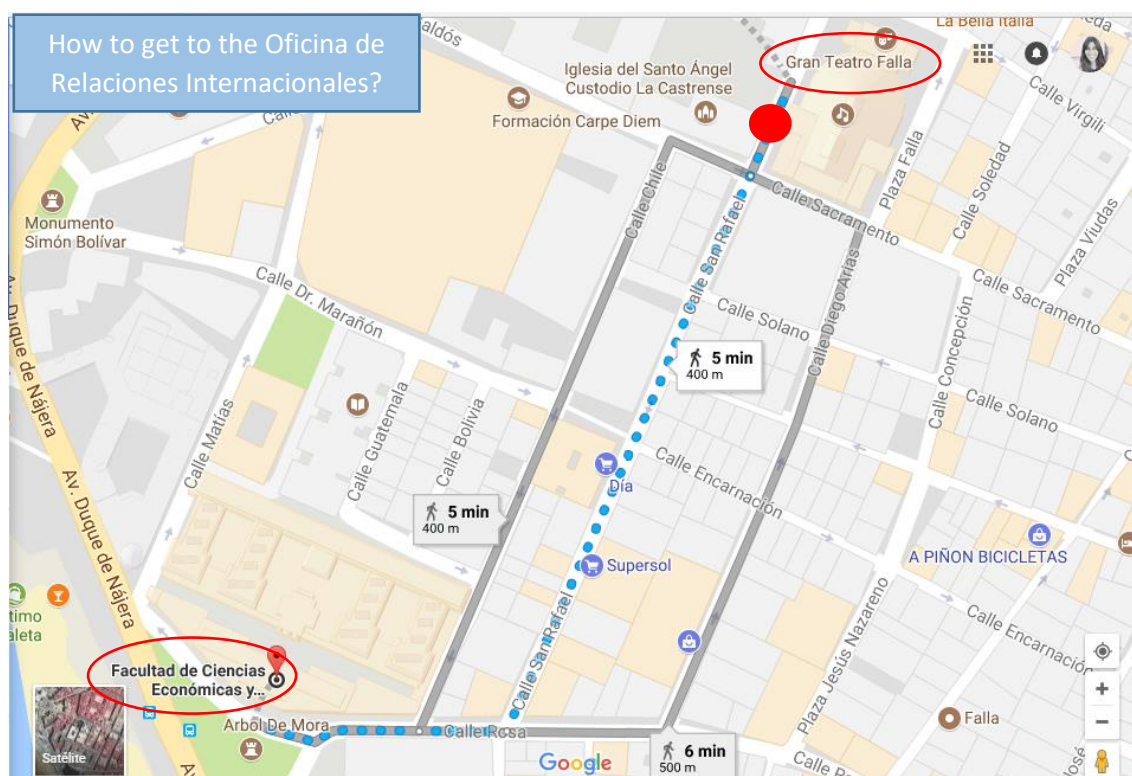
FIRST STEP:

You have to register at the Oficina de Relaciones Internacionales (ORI):

Plaza Falla, N°9, 11003 - next to the Medicine Faculty, in front of the teatro Falla.

(Click here to go to the location)

<https://goo.gl/XnBLRb>



In this office, they will give you some important documents:

- Your Student Card
- "Impreso de Matrícula" (for your matriculation in our faculty)
- Useful information for your stay in Cádiz (...)

It is very important that you keep your student card: you will need it, among other things, for your matriculation (and for other things). Contains the following useful information:

- Name and surname
- Passport number
- UXXI number

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- Academic Coordinator
- ...

SECOND STEP:

With the information received in this office, you must come to our Faculty of Economics, and contact to the Vicedecanato de Relaciones Internacionales (rrii.economicas@uca.es - 3rd floor of the Economics Faculty).

Together you can review your Learning Agreement again; and then, you will fill the “Impreso de Matrícula” with the purpose of being able to attend the subjects.

The coordinator will be your contact person in our faculty during your stay at the University of Cádiz. He can guide and advise you on all your academic issues. You can ask him/her about the subjects or changes you need to make in your Learning Agreement.

Before you get here, you must know what subjects you will Study in your stay at the Cádiz University.

- ***Our subjects offered:*** http://economicas.uca.es/wp-content/uploads/2017/07/asig_incom.pdf
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THIRD STEP:

Once you have filled out the registration form (“Impreso de Matrícula”), and it is signed and stamped by the “Vicedecanato de Relaciones Internacionales”, you will have to go to Secretary (on the ground floor of the “Hospital Real”, the same building where the International Office is).

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FOURTH STEP:

If you need to make any changes in your enrollment you have to go to the “Vicedecanato de Relaciones Internacionales” (3rd floor of the Economics Faculty).

- There, you will pick up the document for the “Modificación de Matrícula”.
- Once it is filled out and supervised by the coordinator you will need him/her to sign it and stamp it.
- You must hand in this signed and stamped document at the Secretary (on the ground floor of the “Hospital Real”, the same building where the International Office is).

IMPORTANT: YOU MUST FILL IN AND HAND IN ALL THE DOCUMENTS IN THE TIMELINES AGREED BY SECRETARY.

If you have any other question regarding your subjects, you can contact us:

- Vicedecanato de Relaciones Internacionales.
 - 3rd floor of the Economics Faculty
 - Email: rrii.economicas@uca.es
 - Schedule: Tuesday, Wednesday and Thursday; 11.30 - 13.00h
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FIFTH STEP:

You have to visit our website: www.economicas.uca.es

On the top, click on “Estudios” and then you will see our two degrees:

- Grado en ADE (Degree in Business Administration)
- Grado en FYCO (Degree in Finances and Accounting)

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It depends on whether you have chosen subjects in FYCO or GADE. Here, you can see useful information like schedules, classrooms, course contents, exams dates...

WATCH OUT! YOU CAN ONLY CHOOSE THESE SUBJECTS:

http://economicas.uca.es/wp-content/uploads/2017/07/asig_incom-1.pdf

You can choose the best group for you. The next step is to fill in the “Impreso de Matrícula” as explained above.

If you have any other question about your subjects, please, contact your academic coordinator.

IMPORTANT:

YOU WON'T BE ABLE TO CHANGE YOUR EXAM DATE AND IT IS FORBIDDEN TO TAKE IT FROM AFAR. THERE WON'T BE ANY EXCEPTIONS.

Besides, on our website if you click on *ESTUDIANTES - INTERNACIONAL - ALUMNOS ENTRANTES - VISITANTES*, you will find some useful information.

- Universidad de Cádiz: <http://internacional.uca.es/erasmus/erasmus-incoming/erasmus-student/>
- Facultad de Ciencias Económicas y Empresariales (ALUMNOS VISITANTES): http://economicas.uca.es/rel_int/