

Upon arrival

- Attend UPV welcome meetings
- Registering your arrival at the UPV
- Student Card
- Course Registration

Exchange students should plan to arrive at the UPV at least one week before the start of the semester to make sure that all the daily life issues are settled down before their semester begins.

1. Attend UPV welcome meetings:

Each UPV school organizes information/welcome sessions during the first week of classes to explain exchange students about the enrollment process and life at the School. Students will receive an e-mail from the School's international office with the welcome meetings schedule. Otherwise students should make sure to visit the School's international office to know about the calendar of these welcome sessions.

<https://www.upv.es/plano/plano-2d-en.html>

In the welcome meeting students will be asked to present a copy of their health insurance and a copy of their passport to start with the registration process.

A General orientation meeting is organized by the UPV central international office in early September and early February. This orientation is compulsory and students will receive an e-mail with all the information upon arrival.


2. Registering your arrival at the UPV

After your hand your school's international office the arrival documents (a copy of their health insurance and a copy of their passport) your arrival will be registered at the university and you will then have access to all facilities as exchange student. The school will provide then students with login and password to access UPV intranet and computer services.

3. Student Card

The University Student Card (University Smart Card - TUI) provides access to services on campus. Once your arrival is registered by the School you will receive an e-mail explaining how and where to get your student TUI. In the meanwhile your school can provide you with a provisional Student ID. <https://www.upv.es/tui/index-es.html>

4. Course Registration. To star course enrollment students have to:

- 1- Make sure about the course selection they have in the AIRE platform.
- 2- Check the schedules of these courses and proceed selecting a group in the online system for each course you want to take. To see each course calendar, schedule and select groups click on the green cross next to the course in the AIRE Academic Data section . During this process it is very important that you request the help of your mentor student who knows the school well and might help you in the selection of subjects and groups as well as finding classes. *The enrollment cannot be confirmed until you select a group for each course on your course selection!*
- 3- Once you have selected a group for each of your courses, the School will proceed checking available spaces and enrolling students in courses. If you are asking for courses outside your school those must also be approved by the school hosting the course.

This process may take a few days but please notice that class attendance is mandatory so you should go to the classes you are applying to from the very first day although enrollment is not yet confirmed. From the online system you can monitor the enrollment process.

Once enrolled the student will have access to all the academic information (Schedule, bibliography, assignments, tutoring...) through the POLIFORMAT platform: <https://poliformat.upv.es/>