

OFFICE OF INTERNATIONAL ACTION GUIDES OF THE FOREIGN STUDENT



OFFICE OF INTERNATIONAL ACTION

GENERAL INFORMATION

The Area of Information facilitates information it has more than enough degrees and diplomas, scholarships, courses, activities, process of enrollment, competitions, prizes, etc. It also clarifies all the doubts that have to do with the studies and the life in the UPV.

The student can make arrived their consultations for telephone, fax, or electronic mail.

Tel.: 96 387 90 00 Fax: 96 387 90 09

Web: <http://www.info.upv.es>

E-mail: information@upv.es

THE OFFICE OF INTERNATIONAL ACTION

OAI coordinate the development of agreements with other international institutions for Projects and International Programs in the context of postgraduate study and diploma. The initiatives of the university community of the UPV are channeled and the proposals of the institutions are received that want to establish combined actions.

Tel.: 96 387 78 32 Fax: 96 387 79 72

Web: <http://www.upv.es/entidades/OAI/>

E-mail: oai@upv.es

EXCHANGE OF STUDENTS

The Office of International Programs of Exchange negotiates the international programs of formation for students in period of degree studies that are developed in Universities and Companies of Spain and foreigner, and that they involve physical mobility (Socrates-Erasmus, PROMOE, Leonardo De Vinci, APICID, PCI-America Latina, SICUE-Séneca, Drac)

Tel.: 96 387 77 85 Fax: 96 387 77 19

Web: <http://www.opii.upv.es>

E-mail: opii@upvnet.upv.es

STUDIES OF GRADUATE DEGREE

At the Polytechnic University of Valencia several types of post-graduation degree are imparted:

The Doctorates correspond to the third cycle of the new university system and he/she understands the elaboration and presentation of the Doctoral Thesis.

The Official Masters corresponds to the second cycle of the new university system and they will have a minimum extension of 60 credits and maxim of 120 credits. When concluding the Official Master, the student rots to consent to the phase of Doctorate.

The diplomas are the Master and the Specialist. The Master has duration of 50 credits (two years) and the Specialist of 20 credits (one year). A credit is equal, approximately, at 10 hours of education or you practice 30 hours of formation at distance or you practice in company.

Student service performs the management of students in the entrance tests to University, the admission of students (pre-registration), coordination of enrollment, validation, refunds of rates, scholarships the ministry of education and science,

of the Conselleria of Culture, Education and Sport, administration and expedition of the university titles those are the characteristics of the UPV, as well as the administration of the studies of 3 rd. cycle.

Tel.: 96 387 7904

Web: <http://www.upv.es/entidades/SA>

E-mail: sealu@upvnet.upv.es

To obtain information on the doctorate programs and master it can also consult the following electronic addresses:

Master: sal.master@upv.es

Doctorate: saldoc@upv.es

UNIVERSITY SPECIFIQUE DEGREES POSTGRADUATE STUDIES:

The Center of Formation of Graduate degree (CFP) he informs and it registers in the master, specialization courses, seminars, days and other courses organized by the University.

Tel.: 96 387 77 51 Fax: 96 387 77 59

Web: <http://www.cfp.upv.es>

E-mail: cfp@cfp.upv.es

Courses of Formation Specify:

For information it has more than enough courses of smaller duration that are imparted in the UPV, consult the page web of the CFP.

INFORMATION ON THE APPLICATION OF ACCEPTANCE IN THE UPV

Master, Specialist and Courses of Formation Specify:

Acceptance is processed by the PCP and is issued by the manager charged of diplomas

Doctorates and Official Master: process them for doctorate studies in the UPV (for Spanish students and foreigners) they are carried out through the student service.

The first form that you should stuff is the access application that student found in the web of the UPV and that we should send to the mentioned Service, attaching the documentation that is requested in this form (photocopies of the diploma, of the academic certificate or of properly legalized qualifications, with original stamps of the entities of the corresponding country and that of the Consulate of Spain).

<http://www.upv.es/entities/SA/>

Official postgraduate studies

If student doesn't have these legalized documents, to speed up the you process in the UPV, you can send the application and photocopy of the same ones indicating that he/she has their legalization in it processes.

At the Student service your application is pending with the Department responsible for the doctoral program or officer master, which, should be positive, will issue a report and letter of acceptance is formalized.

This letter signed by the Rector, will be by mail he correspondent to the address indicated by you, in its application.

This letter is the document that you owe to annex to the application that presents before entities for scholarships or Visa.

GRANTS AND SCHOLARSHIPS

The different convocations of offered scholarships, besides those negotiated by the UPV appear regularly in the following address:

<http://www.upv.es/estudios/futuro-alumno/index-es.html>

Other institutions that you/they offer graduate degree scholarships for foreign students in Spain are:

Spanish agency of International Cooperation for the Development (AECID) - Ministry of External Matters (MAE)

You help, Grants, Scholarships.

Scholarship MAE-AECI: to carry out studies, courses, formation stays and investigation in Spain and in the exterior. The text of the convocation, forms, computer application to carry out the application, they are located in the web:

<http://www.becasmae.es>

For students coming from Brazil

<http://www.grupotordesillas.net>

The Foundation Carolina: He/she offers three modalities of scholarships:

Total, Partial or I Study. Directed to youths titled superiors, professionals and investigators preferably of the countries that integrate the Ibero-American Community of Nations.

<http://www.fundacioncarolina.es>

Ibero-American University association of post-graduate degree.

<http://www.auij.org>

The Ministry of Industry, Energy and Tourism offers scholarships to carry out studies in the area of Tourism.

www.minetur.gob.es

AUTHENTICATION, APPROVAL AND LEGALIZATION OF HOLDING AND FOREIGN STUDIES

1. Authentication of foreign studies for partial Spanish university studies

The authentication is the official recognition of the validity effects of higher academic studies carried out abroad, convalidation is the official recognition of the validity effects of higher academic studies abroad whether or not completed obtaining a degree, for partial Spanish university studies, which permit studying in a Spanish university.

The authentication of foreign studies for partial Spanish university studies corresponds to the Spanish university in which the interested one wants to continue its studies, in accordance with the approaches that it fixes the Council of University Coordination of conformity with the articulate 36.1 Of the LOU 6/2001.

To do so should contact the school secretary or relevant Faculty and all submit official programs of the subject studied to do a custom recognition of their studies.

The School or Faculty is the one in charge of to solve and to approve or not, the recognition of studied subjects and the possibility to enroll in later courses.

2. Approval

The approval of a foreigner diploma of superior education above Spanish official university diploma is the official recognition of training surpassed, for the obtaining of the diploma foreigner, as equivalent to that required for obtaining a Spanish official title.

For the professional exercise it is requirement that the diploma this homologated. The procedure is detailed in the RD 285/2004.

If you want your degree will be approved in Spain should make steps, individually, through the Spanish Embassy in the country of origin, or by the Ministry of education.

In the following web we found all the information, following the bonds:

<http://www.educacion.gob.es/horizontales/servicios/gestion-titulos.html>

Authentication and Approval of Titles Foreign Approval of foreign titles of superior education to university titles and degrees academic Spanish Organism with imperium for the Approval of Foreign Titles:

Sub direction General recognition of diplomas and qualifications

Paseo del Prado, 28, 281014-Madrid

Tel. 91 506 56 00

In Valencia: Can the consultation be carried out in Government's Sub direction, Functional area of High Inspection of Education, Calle Joaquín Ballester 39 – 4a planta, Despacho 8; 46009 Valencia. Tel. 96 307 94 74

3. Legalization

For postgraduate studies at the UPV the presentation of legalized documents it is required.

The legalization is processes that it recognizes the legality of expedition of the document in another country.

The procedures vary according to the country of origin of the studies and degrees

To consult the information and the legal system in which his country is should contact the embassy or consulate of Spain in their origin country.

Legal documents issued in countries belonging to the European Union, will be recognized between these countries.

If the country integrates the Agreement of the Hague.

To legalize the documents coming from the integral countries of the Agreement of the Hague it is enough that the competent Authorities of the mentioned country extend the it Annotates of the Hague, via notarial, or for the Ministry of Justice and Education of the corresponding country.

Listing of states part of the Agreement of the Hague:

Germany	Liechtenstein
Andorra	Lithuania
Antigua and Barbuda	Luxembourg
Argentina	Macao
Armenia	macedonia
Australia	Malawi
Austria	Malta
Azerbaijan	Marshall Islands
Bahamas	Mauritius Island
Barbados	Mexico
Belarus	Moldova
Belgium	Monaco
Belize	Mongolia
Bosnia - Herzegovina	Montenegro
Botswana	Namibia
Brunei Darusalan	Nicaragua
Bulgaria	Niue Islands
Cabo Verde	Norway
Cyprus	new Zealand
Colombia	Oman
Cook, Islas	Netherlands
Corea	Panama
Costa Rica	Peru
Croacia	Poland
Dinamarca	Portugal
Dominica	UK
Ecuador	Czech Republic
El Salvador	Dominican Republic
Eslovenia	Slovak Republic
España	Romania
Estados Unidos (incluye	Russian Federation Samoa
Puerto Rico)	Saint Kitts and Nevis
Estonia	San Marino
Fidji	Saint Vincent and the

Finlandia	Grenadines
Francia	St. Lucia
Georgia	Sao Tome and Principe
Granada	Serbia
Grecia	Seychelles Islands
Honduras	South Africa
Hong Kong	Sweden
Hungria	Switzerland
India	Suriname
Irlanda	Swaziland
Islandia	Tonga
Israel	Trinidad and Tobago
Italia	Turkey
Japón	Ukraine
Kazajstán	Uruguay
Kirguistán	Uzbekistan
Lesotho	Vanuatu
Letonia	Venezuela
Liberia	

Countries that have signed the Andrés Bello Convention.

Bolivia, Chile, Colombia, Cuba, Ecuador, Spain, Mexico, Panama, Paraguay, Peru, Republic Of the Dominican Republic and Venezuela

The documents must be legalized by diplomatic, being presented:

- The Ministry of Education for holding and certificates of studies and in the corresponding Ministry for birth certificates and nationality.
- The Ministry of External Matters of the country where these documents were sent.
- The consular representation of Spain in this country.

Rest of countries: besides you process them detailed in the previous section, the documentation will be presented in the Ministry of External Matters of the country in which you want to be recognized.

VISA

For the entrance in Spain is usually demanded, besides the passport, the presentation of a Visa. The Visa is processed in the Consulate of Spain in the origin country. For information with respect to this section can consult the page web of the Ministry of External Matters and of Cooperation: <http://www.mae.es>

CONSULAR SERVICES AND RECOMMENDATIONS OF TRAVELS

students wishing to study at UPV MUST inform the consulate of Spain if requires student visa to enter and / or remain in Spain (always will require if more than 90 days).

This fact is very important because if the student comes without visas (as a tourist) should know that Epaña not granted extensions of stay if the student surpasses the time limit allowed without a visa.

Is the obligation of non-resident visa processing and attainment for your stay. UPV has no authority to process such visas.

visa for study, training or learning for research visas studies in regulated centers of university level or graduate degree, are resolved directly in the consulates of Spain in the country of origin. in all cases the applicant must appear in person at the consulate, where he facilitated a form and information to be submitted. It is usually:

- The form of application of Visa.
- 3 photographs recent size passport
- Passport with a minimum validity of 120 days (original and 2 photocopies of the first 3 pages).
- Documentation (original and 2 photocopies) that credits the execution of the following requirements:

a) Have been admitted and regulations pre-registered firm as a pupil, student or researcher in a center or Authorized

Public or private establishment, with a schedule that involves attendance for a period not less than three months.

b) Have guaranteed the necessary economic means to finance the cost of their studies, the stay expenses and return to their country credited by means of bank certificate in which consists that the sum this available one in Spain.

c) to Have covering of medical insurance.

d) medical Certificate.

e) D.N.I. or Passport.

f) In the case of scholarship holders: Certification of the Scholarship.

if it is less than 90 days during labor documentation (letter from the company, payment receipts) will be required to demonstrate professional roots in the country of origin and ensure sufficiently et return after the course .

PROCESS OF STUDENT CARD AND NIE

for information relating to this section can be found on the website of the Ministry of Interior

<http://www.mir.es>

Foreigners

The Polytechnic University of Valencia has a service that manages both the formalities of the student card, as the NIE of their students and foreign. These processed can be made at the office of international exchange programs, located in the Agora, edificio 3C; whose schedule of attention to the publish it is from 11:30 h to 13:30 h.

Card of Student:

once the appropriate visa in the country of origin, and once in Spain , it should regularize their situation, and must apply for within the time limit one month (at most and within the validity of the visa) from the entry into Spanish territory or a schengen state, foreign identity card or student card testing it should apply for at the border where entry into Spanish territory or a state shengen, which is stamped on your passport is made, the seal attesting its entry

The documentation required for the one processes of student's, totally free, card it varies as it is requested the initial card or the renovation, and it is the following one:

- Application in official form (original and 3 copies)
- Passport in vigor (original and 1 copy)
- Visa of studies, investigation or formation (original and 1 copy) alone in the event of the initial card.

- 3 pictures to color in the case of the initial and alone cards 1 in the case of the renovations.

These owe being of size passport, with white bottom.

- Certificate of it registers as students in official centers, with indication of the schedule and duration of the not less than course to 3 months (original)

- Accreditation of economic means to finance stay like: scholarship certificate, bank entrance, or others that it possesses (original and 1 copy)

- Medical insurance and policy (original and 1 copy) _ In the case of renovations, document that credits the use of studies in the previous period, (original and 1 copy)

- In the case of renovations, Card of previous Student that seeks to renovate, (original and 1 copy) All the documents that are presented in another language that is not Spanish will be translated to Spanish.

Number of Identity of Foreigners (NIE):

The students of the European Community rot to request the NIE presenting the application and the passport.

For the foreigners not belonging to the European Community will be necessary also the presentation of the Visa of studies.

LODGING

The area of Information of the UPV helps him to find lodging in Valencia. From any computer, not to consult their database, a directory that contains a wide offer of university residences, bigger schools and particular floors to share with students or families.

Web: <http://www.upv.es/perfiles/estudiante/alojamientos-upv-es.html>

SANITARY ATTENDANCE

In Spain, the citizens of the UE are covered for a standard insurance, the E-128, E-111 or Sanitary Card that the students should obtain before leaving their country.

There exist several other countries outside the EU with which Spain has health care agreement; in these cases it is advisable to consult the Spanish Embassy for more information.

If it comes from a country with which there is no signed agreement, they can to hire private healthcare insurance, with coverage in Spain. The price is very variable according to the options contract. The Polytechnic University of Valencia does not intervene provides services to the purposes of processing that health insurance can suggest, among others, the following companies.

ADESLAS:

C/ Convento San Francisco 8, bajo. Valencia

Tel.: 96 310 40 00 Web: <http://www.ademas.es>

ARESA:

C/ Pintor Sorolla 23. Valencia

Tel.: 96 353 39 11 Web: <http://www.aresa.es>

SANITAS:

Paseo de la Alameda 35. Valencia

Tel.: 902 10 24 00 Web: <http://www.sanitas.es>

MAPFRE

Avda. Primado Reig 97

Tel.: 96 360 37 78 Web: <http://www.mapfre.com>

**OFFICINA DE ACCION INTERNACIONAL
UNIVERSIDAD POLITECNICA DE VALENCIA**

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