

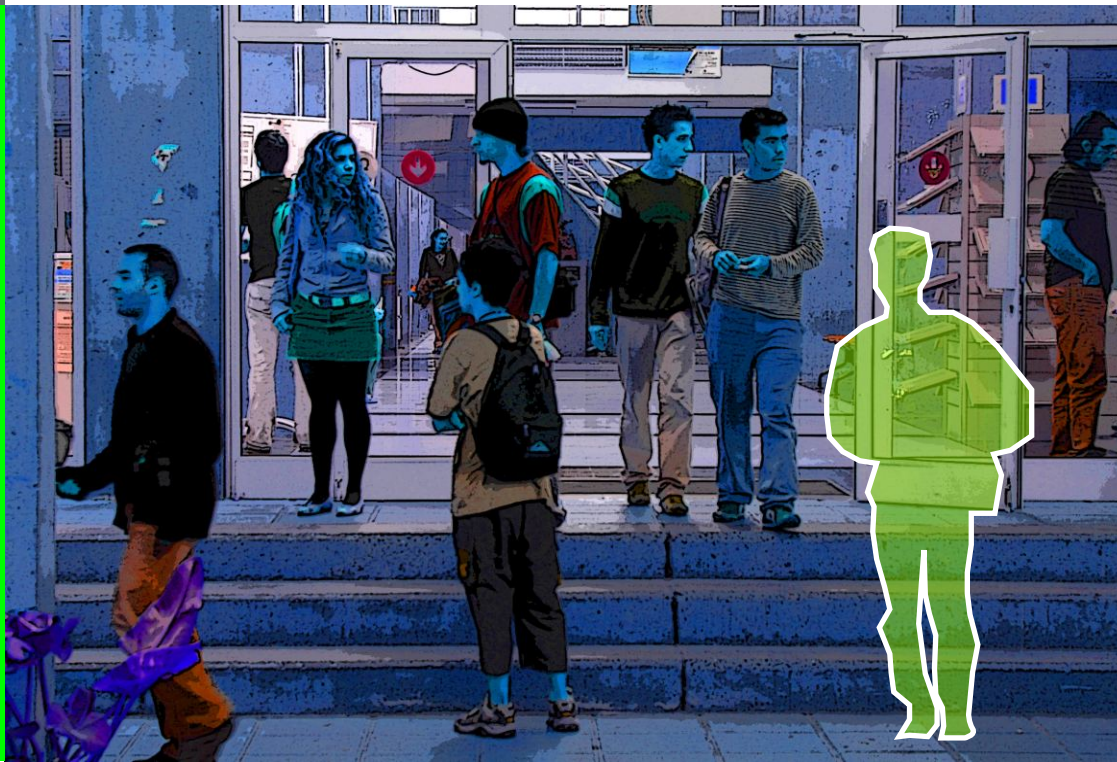


UNIVERSIDAD DE LAS PALMAS
DE GRAN CANARIA



SOCRATES PROGRAMME INFORMATION FOR INCOMING STUDENTS Procedure at a Glance

www.ulpgc.es



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SOCRATES PROGRAMME

BEFORE LEAVING YOUR HOME COUNTRY

Documentation/Preparation of Admission

The **sending Institution/University** must make the following arrangements to prepare your admission to ULPGC.

Send details of incoming students (name, passport number, postal address and e-mail address) to relint@ulpgc.es, as well as sending 2 passport-size colour photos by post to:

Gabinete de Relaciones Internacionales

Sede Institucional de la Universidad de Las Palmas de Gran Canaria
C/Juan de Quesada 30, 35001; Las Palmas de Gran Canaria, España.

Deadline for receiving this information:

1st semester and full-year students: May 30th
2nd semester students: November 1st.

Each student will then be sent (by e-mail) a password enabling him/her to register on line on the ULPGC website. ULPGC will send a letter of admission to all incoming students from non-EU countries. All non-EU students will need this letter in order to apply for their student visa before leaving their home country (see below).

The Sending Institution will provide Erasmus students with their Erasmus student card, explaining how the exchange system works.

The **incoming student** must complete the following procedures to be registered at the University of Las Palmas de Gran Canaria:

A. Complete the registration on line with the username and password provide by the International Relations Office.

Deadline for receiving the registration:

1st semester and full-year students June 30th
2nd semester students December 1st.

B. Send a copy of the following documents:

- > 2 colour photos, passport size
- > A copy of the **European Health Insurance Card** for students from EU countries, or of private medical insurance for students from other countries.
- > Original and copy of their identity document or passport for students from non-EU countries.
- > Original and copy of an official document accrediting that they are exchange students, signed and stamped by the co-ordinator of the sending institution.

Accommodation at University Residences

Students wishing to reserve a room at one of the University Residences should contact the University Accommodation Service (S.A.U. in Spanish). Students will be required to send through a copy of the Erasmus certificate by fax when making the reservation, and should indicate how long they intend to stay.

Servicio de Alojamiento Universitario

Tel: + 34 928 458 020 Fax: + 34 928 459 001
Web page: www.fulp.ulpgc.es/sau
E-mail: sau@fulp.ulpgc.es

ON ARRIVAL IN LAS PALMAS

“Welcome Week”

The ULPGC organises a “Welcome Week” for incoming students the week before the beginning of each academic semester. Different activities are programmed to enable exchange students to get to know Las Palmas City and the University, and assistance is provided for students who are looking for accommodation.

During this week, students will have to go to their receiving Faculty to enrol, and to receive information about timetables and courses relating to the different degree courses, as well as general information about the Faculty. They will be asked to fill in a registration form to confirm which courses they wish to study.

Deadline for registration for the Welcome Week (1st semester): July 31th.

Deadline for registration for the Welcome Week (2nd semester): February 1st.

More information available on the University website.

NB Those students who do not register for the Welcome Week must attend the following compulsory sessions:

- Briefing session for all Erasmus students
- Meeting with the Erasmus co-ordinator at the receiving faculty
- Spanish language test (see below)

Please, check the Welcome Week program available at the website.

Accommodation

Many students prefer to rent/share a flat for their stay in Las Palmas. On arrival in Las Palmas they should consult the local newspapers, the notice boards located around the University (in cafés, libraries etc.), and the “FLATS TO RENT” list at the **International Relations Office**.



International Relations Office

Universidad de Las Palmas de Gran Canaria
C/Juan de Quesada 30,
35001 Las Palmas de Gran Canaria
Tel: + 34 928 458951/2
E-mail: relint@ulpgc.es
(Open 09:00 – 13:00, Monday to Friday)

Arrival certificates

Those students whose sending institutions require them to provide an arrival certificate should hand their certificates in to the International Relations Office. The institutional coordinator will sign and send it by fax to the sending institution.

Study Programmes

Students should find out about enrolment, syllabus, examinations, courses, dates and the Spanish language course. The Sending Institutions and Erasmus students should contact the relevant Erasmus co-ordinator at the receiving Faculty on these issues, or check the ULPGC website.

Spanish Language Course

ULPGC offers a free Spanish language course, running throughout the academic year. Tests are held to establish each student's level of Spanish during the Welcome Week in the Humanities building. More information available from the **International Relations Office**.

before leaving



on arrival



ON ARRIVAL IN LAS PALMAS

Enrolment - Administrative Aspects

As soon as they arrive, students should enrol at the **International Relations Office**. Students must take with them the following documentation when they go to enrol:

- 2 colour photos, passport size (only for those students who have not already sent their photos through by post)
- A copy of the European Health Insurance Card for students from EU countries, or of private medical insurance for students from other countries.
- Original and copy of their identity document or passport for students from non-EU countries.
- Original and copy of an official document accrediting that they are exchange students, signed and stamped by the co-ordinator of the sending institution.

Academic Enrolment

When students have confirmed their learning agreements with the Erasmus co-ordinator at the receiving faculty, they should register for the courses they have chosen in the International Office of the Faculties. The Erasmus co-ordinator at the receiving faculty will inform students about registration procedure.

Legal Aspects: Residency, etc.

Students wishing to open a bank account in Las Palmas, or to carry out activities such as taking their driving test, travelling between the islands or to mainland Spain etc., will need to obtain a **Resident's Permit** (Número de Identificación de Extranjería). Incoming students who open a bank account but do not have this resident's permit will incur bank charges of 18 Euros.

Required Documentation:

- Certificate of condition of Erasmus student.
- 3 colour photos, passport size.
- Application form ("Solicitud de tarjeta en régimen comunitario EX16" available at <http://dgei.mir.es>)
- Original and photocopy of Passport.

Applications for Residency must be presented at the Police Office at the

Delegación de Gobierno

Plaza de la Feria nº 24 Immigration (Extranjería).
Entrance on c/ Dr. Waksman,
Tel: 928-445267/928-445200
Opening times: 09:00-17:30, Monday to Thursday
09:00-14:00, Friday.
Students are advised to arrive by 09.00 as only a limited number of cases are dealt with each day.

All students from EU Associate Countries must take their passport to have the visa issued at the Spanish Embassy in their Home Country exchanged for a Student Card (Tarjeta de Estudiante). They must take the following documents:

- Original and photocopy of Passport (with the student visa obtained from the Spanish Embassy in their country of origin)
- Certificate of admission to ULPGC
- 3 passport size colour photos (they must be the same, and be taken against a white background)
- Proof that the student has enough money to pay their living costs (bank statement or grant)
- Health Insurance
- Fees: 5.16 Euros

COMING BACK

Before leaving Las Palmas, all students must contact the **Erasmus co-ordinator** at the receiving faculty and collect their departure certificate signed by the Erasmus co-ordinator. Transcript of records in which are detailed the examinations taken at the ULPGC will be forwarded to the sending institutions. Those courses non registered will be not included on the Transcript of records. Transcript of records is the only official document recognized by the ULPGC.



FACULTY OF ARCHITECTURE

Juan RAMÍREZ GUEDES

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E-mail: sre_etsa@ulpgc.es



TELECOMMUNICATIONS ENGINEERING FACULTY

5 year-degree

Carlos Manuel TRAVIESO GONZÁLEZ

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E-mail: ctravieso@dsc.ulpgc.es

3-year degree

Elsa MACÍAS LÓPEZ

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FACULTY OF ECONOMICS AND BUSINESS STUDIES

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HUMANITIES

Geography - History

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E-mail: mrhernandez@dact.ulpgc.es

Translation & Interpretation

Geraldine BOYLAN

Tel: 928 451708 Fax: 928 451701

E-mail: vicrrii_fti@ulpgc.es

English Philology - Hispanic Philology

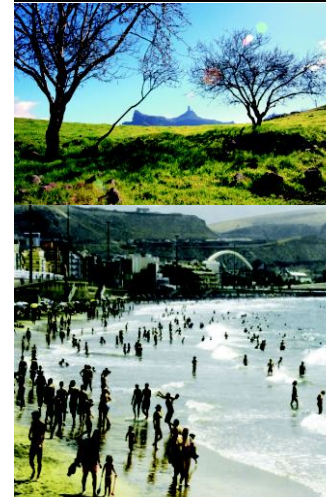
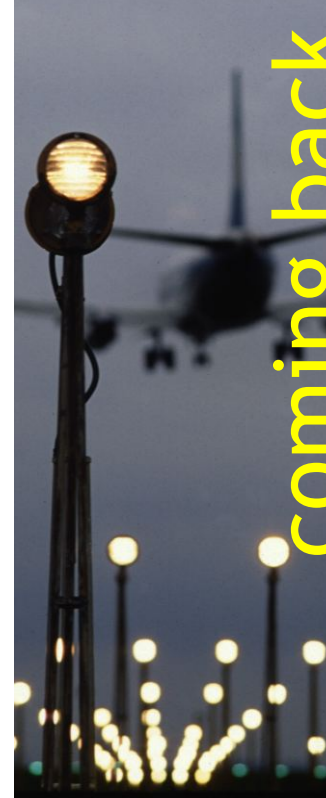
Jose Manuel RODRÍGUEZ HERRERA

Tel: 928-458929 Fax: 928-451701

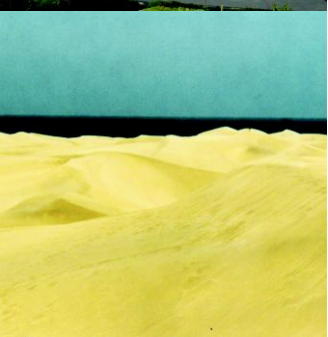
E-mail: jrodriguez@dfm.ulpgc.es

on arrival

coming back



COMING BACK



TEACHER TRAINING FACULTY

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