

HOW TO COMPLETE YOUR ADMISSION:

HOW TO COMPLETE YOUR ADMISSION - ERASMUS+ EXCHANGE STUDENT

HOW TO COMPLETE YOUR ADMISSION - NON EUROPEAN MOBILITY STUDENTS

HOW TO COMPLETE YOUR ADMISSION - ERASMUS+ EXCHANGE STUDENT

UC3M Student Account:

1. You need to have activated your UC3M account before you can access our platform and complete this process. Please check that you could successfully activate your account and choose your personal password.
2. If you had any issues with the account activation codes, please contact us to incoming@uc3m.es

UPLOAD YOUR PHOTO TO THE UC3M APP TO ACTIVATE YOUR VIRTUAL STUDENT CARD.

1. You need to upload a photograph for your student file to be able to obtain your Virtual Student Card (TUI) at the UC3M app, which is your identification as a student at UC3M, and allows you to access facilities such as Libraries and Sports Centers as well as timetables, and access to many promotions, offers and discounts.
2. Go to this [website](#) (*please read the rest of instructions before opening the website link*)
3. Log in with your UC3M student number (100xxxxxx) and personal password.
4. You have two options after clicking on the button "**Cambia tu foto/Change your photo**":

If you are using a **computer**, you can upload a picture from your drive. It should be a passport type photo, clearly showing your face and in front of a plain background.

If you are using your **smartphone**, you can take a picture right then and upload it.

Please mind the recommendations: try to find a plain background and avoid hats, sunglasses, scarves, etc.

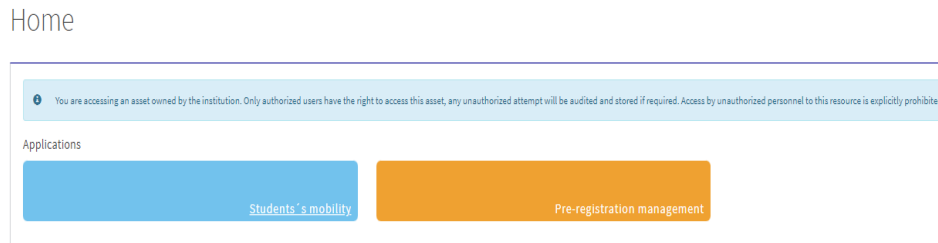
5. You can only upload your photograph ONCE, so please make sure that you select the right picture. If you make a mistake or need to change the photograph, you must write to the account caso@uc3m.es requesting the change.


ACCESS TO SIGMA PLATFORM

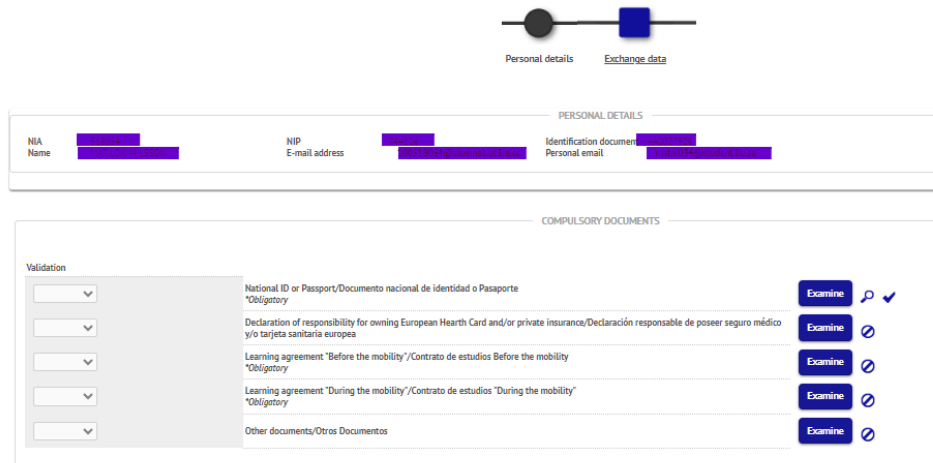
1. SIGMA is our platform for Student Management. You will use it to upload your documents, and to register your courses when the time for registration arrives. You can access to your student file on SIGMA through the following link:

[LINK TO SIGMA PLATFORM](#)

- Incoming students will find two different sections: “Student’s mobility” and “Pre-registration management”. Pre-registration will *not* be open at this point. Please enter the section “**Student’s mobility**”.

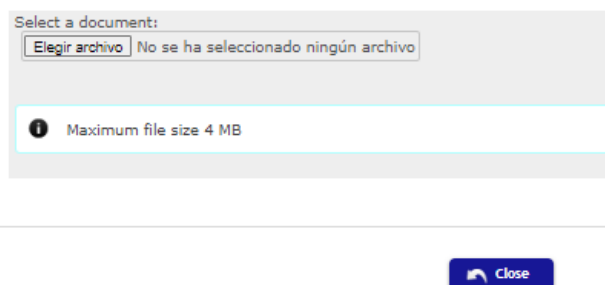


- Click on the pencil icon (edit)  that appears before your UC3M number and name.
- You can now view two sections, “Personal details” and “Exchange data”:
 - Personal details:** these cannot be changed, except your address during the semester. You will see UC3M’s address appears here by default; you can add your home address in Madrid if you wish at a later point, but this is not mandatory. If you find any personal detail to be incorrect, please contact incoming@uc3m.es so we can change it.
 - EXCHANGE DATA:** go to this section to **UPLOAD YOUR DOCUMENTS**.



UPLOAD YOUR ADMISSION DOCUMENTS

- National ID or Passport:** click on the “Examine” button and choose the file you want to submit. Click on the “**Attach document**” button to submit the file.



Select a document:

Elegir archivo Passeport_francais.jpeg

Maximum file size 4 MB

Attach Document

Close

2. **Declaration of responsibility for owning health insurance:** We do not require any personal insurance document or card; please complete the information required in the following form:

http://aplicaciones.uc3m.es/formulario/incoming-documentacion-g_D_2686_619

- You need to check the confirmation box or boxes that apply, and include the name and phone of your emergency contact. Once you SUBMIT the form, you will receive on your UC3M email a PDF file with the information.
- **Download the PDF file and upload it to the SIGMA platform in the same manner** you did with the passport/ID: click on the “Examine” button and choose the file you want to submit. Click on the “Attach document” button to submit the file.

The **Learning Agreement** is a document provided by your home University with two sections, Before, and During the mobility. At this stage, the document is merely a proposal of subjects you would like to attend at UC3M.

The contact information for UC3M for the Learning Agreement is:

Responsible person: Carolina Marugán

Position: Vice Rector for Internationalization

email: incoming@uc3m.es (Getafe campus) or internationaleps@uc3m.es (Engineering Leganés campus)

3. **Learning Agreement “Before the mobility”:** click on the “Examine” button and choose the file you want to submit. Click on the “Attach document” button to submit the file. At this stage, we need to receive the document signed by the student and the Sending institution. Once your document has been signed by UC3M, we will send the document to you, which you will need to upload again (signed by three parties) to the SIGMA platform, replacing the previous document.
 - If you are using the **OLA** document (EWP Erasmus Without Papers platform), you need to wait until you have the OLA signed by all parties (student, Sending institution, and Host Institution UC3M); you will receive a notification of the document having been signed; please download the PDF file and submit it to the SIGMA platform as instructed.
4. **Learning Agreement “During the mobility”:** you only need to submit this document if you eventually make any changes on the subjects in your original Learning Agreement “Before the mobility”. This document can only be submitted **AFTER** you have finished your course registration and are satisfied with your courses. Click on the “Examine” button and choose the file you want to submit. Click on the “Attach document” button to submit the file. Once your document has been signed by UC3M, we will send the document to you, which you will need to

upload again (signed by three parties) to the SIGMA platform, replacing the previous document.

- If you are using the **OLA** document (EWP Erasmus Without Papers platform), you need to wait until you have the OLA signed by all parties (student, Sending institution, and Host Institution UC3M); you will receive a notification of the document having been signed; please download the PDF file and submit it to the SIGMA platform as instructed.

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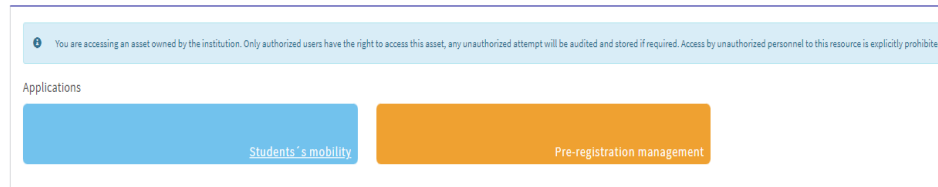
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Home








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PERSONAL DETAILS

NIA Name	[REDACTED]	NIP E-mail address	[REDACTED]	Identification document Personal email	[REDACTED]
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COMPULSORY DOCUMENTS


Validation	Document Description	Action
<input type="checkbox"/>	National ID or Passport/Documento nacional de identidad o Pasaporte *Obligatory	Examine 
<input type="checkbox"/>	Declaration of responsibility for owning European Health Card and/or private insurance/Declaración responsable de poseer seguro médico y/o tarjeta sanitaria europea	Examine 
<input type="checkbox"/>	Learning agreement "Before the mobility"/Contrato de estudios Before the mobility *Obligatory	Examine 
<input type="checkbox"/>	Learning agreement "During the mobility"/Contrato de estudios "During the mobility" *Obligatory	Examine 
<input type="checkbox"/>	Other documents/Otros Documentos	Examine 

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Select a document:

No se ha seleccionado ningún archivo

 Maximum file size 4 MB

Select a document:

Elegir archivo Passeport_francais.jpeg

Maximum file size 4 MB

Attach Document

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